

**West Newbury Finance Committee
Minutes of the meeting
Monday, January 9, 2017**

Chairman Codair called the Finance Committee meeting to order at 7:10 p.m. in the second floor hearing room of the 1910 Building with Ms. Grammer, Mr. DeLena, Mr. Ellis, and Mr. Phillips in attendance. Finance Director Andrew Gould joined FinCom today, his first day of service.

There being no public comment, the Committee considered its agenda.

Review of FinCom Goals for the Budget Season with Interim Finance Director

Topics discussed included: Free Cash, Capital Budget, and the format of the budget requests.

Free Cash and Capital Improvements Budget

FinCom members informed Mr. Gould during the budget season; the goal of both the Board of Selectmen (BOS) and FinCom is drawing down and maintaining the amount of Free Cash to \$1M. This amount reflects approximately 7.1% of the overall Town Budget. Another related objective is have a working Stabilization Fund, which may take some Free Cash.. Last year, there was no clear Capital budget to define stabilization needs. The most recent Capital Budget Plan was dated late November 2016. Mr. Gould stated he was in possession of this plan. Ms. Grammer remarked that it is also important to synchronize investment of Stabilization Funds with planned outlays: previous improperly laddered stabilization funds did not match disbursement needs. FinCom members agreed when they do meet regarding Articles concerning capital improvements that the CIC should be included. FinCom also mentioned the belief of the BOS and FinCom that budget items should be restricted to Annual Town Meeting except when emergency or important unanticipated costs must be raised at Special Town Meeting. *Chairman Codair will extend an invitation. Ms. Grammer will touch-base with the BOS on Monday to follow up on status of Article requests.*

FinCom Budget

FinCom members decided to examine their own budget. It was agreed to leave both the reserve and salary funds as it; but drop the FinCom expenses to \$1,000.00.

New Budget Format and Schedule

The FinCom revised pro forma Budget Request includes the actual budget for the past 2 years, as well as the turn-backs for each year.

FinCom members queried Mr. Gould as to the time schedule for budget requests. He expects to receive all budgets within the next two weeks. Ms. Grammer remarked initially departments received an earlier version of the budget request form. Each department, subsequently, received the correct document. Ms. Grammer requested budgets be given to FinCom on the new format. *Mr. Gould stated he would do his best to honor the request. However, some time restraints may factor in.*

Inspector's Budget

FinCom had received the Inspector's budget request. It was in the correct format. Chairman Codair stated the budget was straightforward. Ms. Grammer remarked the Inspector's Office revenue typically covers the cost of the department *and asked for confirmation that this remains the case*. Chairman Codair added there possibly is no need for FinCom to meet with the Inspector and some other departments with minor budget changes.

Police Department

Chief Reed checked in with FinCom following a meeting with the BOS. He was available for any questions. Chairman Codair inquired if the police budget request will itemize expenses accrued for sick, vacation, and training time. The Chairman had previously sent the request via email. *Chief Reed agreed to forward the information. The Chief did request Chairman Codair to resend the email.*

Chief Reed reported the recent hire of one full time officer and two part time officers. However, one of the part timers will be attending the Massachusetts Police Academy for 26 weeks. The Chief also reported on the status of his current force. One officer is presently on light duty. The officer will then be out under the Family Medical Leave Act (FMLA). Another officer will undergo surgery in the near future.

Additionally, the chief stated the department has reviewed and completed 155 standards for Massachusetts accreditation. The task was accomplished in under than 10 months. Chief Reed plans to have the remaining 65 standards reviewed and completed by the officer assigned to light duty.

Regarding salary increases due to advanced police education, current officers fall under the Quinn Bill. New officers will not.

Police Department Transfer Request— \$10,000.00 from FinCom Reserve to Police Overtime

Mr. Gould presented Chairman Codair with the Police Department Transfer Request due to a budgeting shortfall.

FinCom voted to approve the transfer request, 5-0-0.

School Building Committee Update

Ms. Grammer updated members on the progress of the committee. Construction is to occur on the existing site. The committee will soon select an Owner Representative. Prior to construction, soil samples and other studies are necessary. The estimated time line for construction to begin is 6 years. Ms. Grammer reported that \$700,000, currently in the Pentucket budget to cover the initial cost of hiring the Owner Representative.

Minutes

The Committee voted to approve the December 12, 2016 minutes, 4-0-1, Phillips abstaining.

FinCom Meeting

The next scheduled FinCom meeting is Monday, January 23, 2017.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Elisa Grammer
Secretary