

**West Newbury Finance Committee  
Minutes of the meeting  
Monday, December 12, 2016**

**FinCom Meeting with the Board of Selectmen (BOS) and Capital Improvement Committee (CIC)**

FinCom members met with the BOS and Mr. Preble of the CIC. The FinCom “What to Expect When Presenting an Article or Budget for FinCom Vote” was discussed, as well as a schedule of events leading up to Town Meeting. Additional topics included:

- Free Cash
- Tax Rate Increase
- Building Maintenance
- Capital Improvements
- Meeting with Pentucket Regional School System

**FinCom Meeting**

Chairman Codair called the Finance Committee meeting to order at 8:10 p.m. in the second floor hearing room of the 1910 Building with Ms. Grammer, Mr. DeLena, and Mr. Ellis in attendance.

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

**Interim Finance Director and Change in Town Government**

Mr. Gould will begin his one-year term as Interim Finance Director in January 2017. FinCom members discussed the investigation into a new Town Manager and how the town would be presented with the change of government. Members concluded the change of government could be in the form as an Article at the Spring Town Meeting.

**“What to Expect When Presenting an Article or Budget for FinCom Vote.”**

Initially, FinCom asked to directly receive requests at the same time the BOS and the Finance Director received them. During the BOS Meeting, the Selectmen suggested FinCom would receive Articles from the BOS office when submitted and budget requests after processing by the Finance Director. Additionally, BOS asked if the FinCom review past authorized budget amounts to determine where and how money was spent (or not). Based on discussions with the BOS, FinCom members revised the document to reflect changes and agreed to changes pending final review.

It was further agreed that the “What to Expect” document would include Appendices 1 and 2 containing supporting documents for Articles and Budgets:

- Appendix 1 — Article Request
- Appendix 2 — Sample of revised Department-specific budget data reflecting three fiscal years and previous turn backs or transfers

*Ms. Grammer said that it is possible to populate prior year department budget data with information from Town Meeting booklet information on the web site. Chairman Codair will contact both Mr. Bertino and Mr. Gould to obtain an updated list of articles in terms of funds spent to date.*

### **Pentucket Regional School System**

During the BOS meeting, members discussed meeting with Dr. Mulqueen, Superintendent, and Mr. Greg Lebreque, Accountant, in February. *Chairman Codair will follow up with Mr. Lebreque regarding a preliminary school budget.*

### **Minutes**

*The Committee voted to approve the December 5, 2016 minutes, 3-0-1, Codair abstaining.*

### **FinCom Meeting**

The next scheduled FinCom meeting is Monday, January 9, 2017.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Elisa Grammer  
Secretary