

**West Newbury Finance Committee
Minutes of the Meeting
Monday, June 6, 2016**

Chairman Codair called the Finance Committee to order at 7:15 p.m. in the second floor hearing room of the 1910 Building with Mr. DeLena, Ms. Grammer, Mr. McGrath, Mr. Phillips and Mr. Winch present. Mr. Ellis also joined the committee.

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

Transfer of funds

Mr. Bertino brought two transfer of funds to FinCom:

- \$500.00 – Open Space Committee
To cover postage for the Open Space Report
- \$1,000.00 – Band Stand
To cover the cost of the scheduled series (Mr. Bertino stated this is more of a timing issue.)

Mr. Bertino will prepare the paperwork for the next FinCom meeting.

Budget Request Form

FinCom discussed the possibility of posting an updated Budget Request Form on the proposed FinCom page on the Town Web site. Mr. Bertino reported he does forward an updated copy to every department. However, not all departments comply and will submit budgets on antiquated forms. There are also varying guidelines for different departments. The largest two departments—Department of Public Works (DPW) and Public Safety are directly under the Board of Selectmen (BOS), elected officials such as the Board of Health have different standards, and salaries of contractual employees are subject to contract negotiations. Some of the departments have aggregate budgets shifting funds between lines.

Chairman Codair asked if FinCom was within their rights to refuse a budget if it is not presented in the correct manner. Mr. Bertino affirmed FinCom would be able to ask a department to resubmit in the appropriate manner.

Chairman Codair will prepare a mock-up of a proposed budget request form including turn-backs from the previous year, the effect on other departments, and costs.

Interaction of FinCom, the Finance Director, and BOS

Mr. McGrath expressed a desire for a meeting between FinCom and BOS prior to meeting with department heads. A joint meeting would lead to a more defined budget.

Personnel Advisory Committee (PAC)

Mr. McGrath stated FinCom should not be involved in rate increases beyond COLA as the committee does not have access to personnel records. Mr. Bertino stated the committee does not meet often. Human Resource employees are members of the committee. *Chairman Codair will reach out to the BOS for clarification of the role of PAC.*

FinCom page on the Town of West Newbury Web Site

Ms. Grammer presented a mockup of the proposed FinCom page of the town web site. The page includes such items as a FinCom email address, a list of Committee members, as well as links to

bylaws pertaining to FinCom, step-by-step instructions on how to present Articles or budgets for a FinCom vote, and a glossary of terms. Mr. McGrath offered some wording changes in the “How to Present” opening paragraph. A FinCom calendar will display dates of FinCom meetings with the various department heads or representatives such as the Finance Director. Instructions will indicate advance copies of supporting documents should be forwarded to FinCom prior to the meeting.

Minutes — May 9, 2016

FinCom voted to approve the minutes, 5-1-0, DeLena absent

New Associate FinCom Member

Chairman Codair will contact BOS regarding the appointment of Mr. Thomas Ellis as an associate FinCom member.

Proposed Meeting

FinCom meetings with CIC, CPA, and CAC.

A joint FinCom and BOS meeting in order to clarify the jurisdictions of CIC and CPC.

Upcoming Schedule

The next meeting of the Finance Committee is scheduled for Monday, June 20, 2016 at 7:00 p.m. Vice Chairman Winch will conduct the meeting.

An additional meeting is proposed for July 11, 2016.

The Committee meeting adjourned at 9:10 p.m.

Respectfully submitted,

Elisa J. Grammer
Secretary