

**West Newbury Finance Committee
Minutes of the Meeting
Monday, June 27, 2016**

Chairman Codair called the Finance Committee to order at 6:20 p.m. in the second floor hearing room of the 1910 Building with Mr. DeLena, Mr. Ellis, Ms. Grammer, Mr. McGrath, and Mr. Phillips present. Mr. Bertino also joined the committee.

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

Transfer of funds

Mr. Bertino presented three requests for the transfer of funds:

1. ***Finance Department***
 - a. Line-to-line transfer
 - b. Postage
 - c. \$288.00
2. ***Finance Department***
 - a. Line-to-line transfer from expenses to salaries
 - b. Salary adjustment
 - c. \$210.00
3. ***Conservation***
 - a. Line-to-line transfer
 - b. Cover holiday pay
 - c. \$210.00

Transfer of Funds

FinCom voted to approve all the transfer of funds, 4-0-1, Mr. McGrath, abstaining.

Financial Committee Page on West Newbury Town Web Site

Ms. Grammer presented a prototype of the new town web site showing a link to the new FinCom page. The town web site is currently being upgraded. The FinCom page will be linked to the improved web site barring an extended delays with its initiation. Otherwise, it will linked to the present site. The page will list current FinCom members, display a meeting calendar, report news and announcements, and provide links to: How to submit document, FinCom glossary of terms, and bylaws pertaining to FinCom. There was some concern regarding the initial time frame. In the past, editing the web site was a slow and tedious process. Mr. Bertino reported the town now employs centralized part-time web masters. Additionally, the town will boost its number of licenses from five to ten-fifteen. Users should experience an improvement when processing changes.

Capital Improvements Committee (CIP) and Investment Policy Committee (IPC)

FinCom discussed the role of the two committees. Is their function advisory or policy-making? *FinCom requested Mr. Bertino to follow-up with a clarification of the function of each committee.*

Budget Review Process

FinCom addressed the possibility of streamlining the budget review process. Providing information at a central location (web page) was the initial step in this task. Chairman Codair stated several departments have consistent budgets from year to year. Increases are due only to a

percent increase in expenses and the application of a COLA to salaries. She suggested, in such cases, the Finance Director could review the budget with FinCom alleviating the need of the department heads to meet with FinCom and thereby expediting the process.

Mr. Bertino explained certain across the board expenses fall under specific departments. He cited two examples: the Finance Department budget includes the postage costs for the entire town and the Department of Public Works (DPW) budget includes the utility cost for all town facilities. An overall streamlining of the review process along with individual department compliance with the budget request process would significantly reduce the time frame of budget review by FinCom.

Election of FinCom positions for FY17

Prior to voting for officers and representatives, Mr. DeLena stated he would step down as the FinCom representative on the CIP. Ms. Grammer stated she would accept the position.

Election of FinCom

Chairman—Ms. Kymberly Codair

Vice Chairman—Mr. Carroll Winch

Secretary—Ms. Elisa Grammer

CIP FinCom representative—Ms. Elisa Grammer

IPC FinCom representative—Mr. Carroll Winch

FinCom voted to approve the election of the FY17 officers, 5-0-0.

Upcoming Schedule

The next meeting of the Finance Committee is scheduled for Monday, July 11, 2016 at 7:00 p.m.

The Committee meeting adjourned at 7:40 p.m.

Respectfully submitted,

Elisa J. Grammer
Secretary