

**West Newbury Finance Committee  
Minutes of the Meeting  
Monday, July 24, 2017**

**Board of Selectmen Meeting (BOS)–First floor hearing room of the 1910 Building**

The Finance Committee met with the BOS to discuss the calendar in anticipation for the fall Town Meeting. Also discussed was the need to improve audio at Town Meeting. The Town Planner updated the BOS on a study to examine a potential Town sewer project for Town Center.

**Finance Committee Meeting**

Chairman DeLena called the Finance Committee meeting to order at 7:50 p.m. in the second floor hearing room of the 1910 Building with Mr. Ellis, Ms. Grammer, Dr. Beaudoin and Mr. McGrath in attendance.

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

Mr. Ellis requested clarification as to why the term “public comment” is included in the meeting minutes. Ms. Grammer explained the term is a placeholder as all meetings are open to the public.

**Fall Meeting Time Table**

The fall Town Meeting is on Monday, October 23, 2017. During the discussion with the BOS, deadlines for Special Article Requests and post Warrants were established. The Special Article Request deadline is Thursday, August 31, 2017. The last day to post warrants is Friday, October 6, 2017.

FinCom discussed some of the difficulties in arranging meetings with the various departments and committees. Currently, Mr. McGrath stated the BOS prefers to process incoming Articles prior to forwarding them to FinCom. Ms. Grammer remarked that not even knowing who Article sponsors may be makes it difficult for FinCom to schedule meetings with the requesting departments and committees. She added it would be helpful if FinCom members received information at the same time the BOS receives it. *After conferring with BOS Chairman Archibald, Chairman DeLena will visit BOS Executive Administrator Mary Winglass to request FinCom notification at the time an Article Request is submitted.*

*Mr. Ellis will contact department and committees submitting Article Requests. He will encourage them to share information with FinCom when submitting requests to the BOS. Ms. Grammer will forward updated contact information to Mr. Ellis.*

**Old Business**

Digital Imaging of Town Records

*Chairman DeLena will contact Mr. McCarron, Town Clerk, to discuss the project and obtain a copy of the Community Preservation (CPC) Schedule.*

Pentucket School Building Committee (PSBC)

Ms. Grammer, FinCom representative, reported the Massachusetts School Building Authority (MSBA) would form a sub-committee, including three PSBC members. The sub-committee will

ultimately select a building designer/architect. MSBA will bear 51% of the cost. After selection of the designer/architect, contract negotiations will take place and the design process will commence in September.

#### Community center proposal Update

A Town approved Article-\$6,000.00 provided the initial funding for the Community Center Committee (CCC). FinCom members had previously requested clarification of actual expenditures for FY17. Ms. Grammer reported the committee had spent a fraction of the funds. She understood, based on CCC minutes, that the balance was turned back to Free Cash. Mr. McGrath remarked rather than requesting funds by an Article Request, the CCC funding for FY18 is a line item on the omnibus budget. Additionally, he stated line items found on the omnibus reoccur annually, while this is a special project committee. Mr. Ellis queried if the Finance Director carry over funds from one fiscal year to another. Ms. Grammer replied Article Requests should include a sunset clause. Ms. Grammer added if no time limit is included, funds would move forward in that same account. Typically, Article Requests fund ad hoc committees, such as the CCC and should not be added to the omnibus. *FinCom will revisit the mechanism for the CCC funding in the spring.*

#### Town Center Area Planning Initiative—potential Town sewer project for Town center.

Previously, FinCom elected Dr. Beaudoin as the FinCom representative on the working group guiding the study. He reported a scheduled meeting on Thursday, July 27, 2017. It remains unclear if he will be a voting or observing member. Mr. McGrath inquired if Dr. Beaudoin were a voting member and an Article Request came before FinCom, would Dr. Beaudoin need to recuse himself due to conflict of interest. Ms. Grammer also expressed concern that FinCom may not have a quorum if Dr. Beaudoin recused himself. *FinCom will consult Town Counsel McCarron.* Mr. McGrath suggested resuming the conversation after the working committee meeting on Thursday.

#### FinCom Handbook

*Ms. Grammer will post FinCom Handbook on line following approval by the Association of Town Finance Committees that publishes it.*

#### **Meeting Minutes**

*FinCom members voted to approve minutes of July 12, 2017 with amendments, 5-0-0.*

**Future FinCom Meetings**

FinCom Fall Meeting Schedule		
Monday	August 28, 2017	Placeholder, possible joint meeting with BOS
<b>Tuesday</b>	<b>September 5, 2017</b>	
Monday	September 11, 2017	
Monday	September 18, 2017	
Monday	September 25, 2017	Joint Meeting: FinCom, BOS, Town Moderator, Finance Director, and Town Clerk/Counsel
Monday	October 2, 2017	Placeholder
Monday	October 23, 2017	Fall Town Meeting
Monday	November 13, 2017	Joint Meeting: FinCom and BOS to discuss results of Town Meeting
Monday	November 27, 2017	Joint Meeting: FinCom and BOS to discuss upcoming FY19 budget season

Mr. Ellis inquired if another meeting with the BOS in August will expedite the Fall Meeting process. *Chairman DeLena will contact BOS Chairman Archibald regarding the possibility of an August joint meeting. Ms. Grammer will add dates to the FinCom web site and reserve the second floor hearing room.*

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Elisa Grammer  
Secretary

*Meeting materials:*

Draft Minutes for Wednesday, July 12, 2017  
Chairman DeLena's Calendar for the Fall FinCom Schedule