

**West Newbury Finance Committee
Minutes of the meeting
Monday, November 7, 2016**

Chairman Codair called the Finance Committee meeting to order at 7:00 p.m. in the second floor hearing room of the 1910 Building with Mr. Ellis, Ms. Grammer, and Mr. DeLena in attendance.

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

Town Management Focus Group

Ms. Grammer reported she would attend a Town Management Focus Group meeting on Saturday November 12, 2016. The group will discuss moving the town government to a Town Manager. Ms. Grammer stated she would like to see improved communications among the Board of Selectmen, committees, and departments. Ms. Grammer stated she would like to see an updated list of job descriptions for town employees so that if a key person was out for a while, others would know what needs to be done.

Search Committee for Interim Finance Director

As the FinCom representative on the search committee, Mr. DeLena reported on the committee's progress to date. Initially, five applicants were interested in the position. The committee interviewed three individuals and selected two finalists. Mr. DeLena stated both of the final candidates have managerial experience and could possibly transition to a Town Manager's position. If the town moves toward a Town Manager, elimination of the Finance Director's position and a redefinition of the treasurer's position would result. The search committee and the BOS will meet on Monday November 14, 2016 to discuss the strengths of each of the candidates.

Upcoming Annual Town Meeting

Ms. Grammer stated the upcoming Annual Town Meeting may be a busy one for FinCom. A new Police School Resource Officer will be proposed, along with various Fire Department equipment proposals. And then articles such as the Historical Committee's demolition delay bylaw may be proposed.

Additionally, Ms. Grammer noted that the Water Department is proposing many capital improvements that may need town support, such as replacement of large water mains and the purchase of the Dole Place property in order to drill a well to accommodate the water needs of fire hydrants, town buildings, and approximately 1,000 town residences. Due to the significant funds involved, FinCom is planning to meet with the Water Department early in the budget season. The discussion would include both monetary costs and possible alternatives. *Ms. Grammer committed to sharing with FinCom an email from the water Department's Mr. Gootee outlining these costs.*

FinCom Web Page

FinCom discussed the contents of the FinCom web page, which contains various website provider-caused errors including continued confusion between the Finance Department page and the Finance Committee.

Ms. Grammer moved that the Finance Committee vote to approve corrections to restore the webpage to what had been agreed upon and to approve changes including

- Revise Mission Statement to remove prior consultation with Community Preservation Committee, per bylaw revision.
- Revise link concerning Bylaws Affecting Finance Committee, per bylaw revision
- Update Roster
- Add Minutes of 2016 FinCom meetings
- Replace Mr. Bertino's name with Finance Director
- Implement contact information to ensure blind distribution to FinCom Member email

FinCom voted to approve changes to the FinCom link, 4-0-0.

Ms. Grammer projected the new town website will be up and functioning within the next two weeks or so.

Capital Improvements Committee Update

Ms. Grammer reported CIC has collected information for many town assets including town-owned septic systems. The one item awaiting completion is the Department of Public Works, which controls the Town buildings and thus the vast majority of potential capital improvements.

How to Present to the Finance Committee

FinCom generally agreed that particularly in view of the transition with the Finance Director, FinCom should be proactive in terms of schedules and clear expectations for presentations of budgets and articles to FinCom leading up to Spring 2017 Town Meeting. The Committee reviewed the "How to Present to FinCom" guidelines and made various suggestions. FinCom will work on these guidelines in time to have them ready to share in ample time before Annual Town Meeting. Ms. Grammer suggested FinCom hold off amending changes to the Article Request form and focus finalizing the document and setting forth the budgetary requirements.

The Committee agreed the inclusion of turn backs on the Budget Request Form is an important piece in aiding FinCom to arrive at an accurate determination. In addition, to turn backs, transfers between line items should also be included. A separate column on the form could reflect movements within a department. Ms. Grammer proposed the form be no longer than one page. Submission of budget and article request forms to both the Board of Selectmen (BOS) and FinCom should occur simultaneously. FinCom will work with the BOS to prioritize items on a regular basis. *Chairman Codair will amend the Budget Request Form prior to the FinCom meeting with the Interim Finance Director.*

Minutes

The Committee voted to approve the September 12, 2016 minutes with corrections, 4-0-0.

The Committee voted to approve the September 19, 2016 minutes, 4-0-0.

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

The Committee voted to approve the October 17, 2016 minutes with corrections, 4-0-0.

The Committee voted to approve the October 24, 2016 minutes, 4-0-0.

Future FinCom Meetings

In anticipation of a busy spring season, FinCom prepared a calendar of meetings leading up to the Spring Town Meeting.

Monday, November 28, 2016: Meeting with the Board of Selectmen and Capital Improvement Committee

Monday, December 5, 2016: Review FinCom expectations list

Monday, December 12, 2016: Meet with new interim Finance Director to discuss FinCom expectations for the oncoming season.

Monday, January 9, 2017: FinCom prep for budget meetings

Monday, January 23, 2017: Begin weekly meetings with various departments

Monday, January 30, 2017: Department Budget meeting

Monday, February 6, 2017: Department Budget meeting

Monday, February 13, 2017: Department Budget meeting

Monday, February 27, 2017: Department Budget meeting

Monday, March 6, 2017: Department Budget meeting

Monday, March 13, 2017: Department Budget meeting

Monday, March 20, 2017: Department Budget meeting

Monday, March 27, 2017: Department Budget meeting

Monday, April 3, 2017: Preparation of FinCom Booklet, *booklet goes out at least 2 weeks before meeting*

Monday, April 24, 2017: Annual Spring Town Meeting

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Elisa Grammer
Secretary