

West Newbury Finance Committee
Minutes of the meeting
Monday, December 5, 2016

Mr. Phillips 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.

New Interim Finance Director

The Board of Selectmen (BOS) identified the new Interim Finance Director as Mr. Andrew Gould. Mr. Gould has served as Finance Director in both Salisbury and Harwich, Massachusetts. He will come on board in January 2017. FinCom discussed the length of time this interim position will be in effect. Mr. DeLena suggested the State Legislature must approve the town government transition to Town Management. The process may take over one year to approve.

FinCom Web Page — “What to Expect When Presenting an Article or Budget for FinCom Vote”

Ms. Grammer stated she had incorporated the previously suggested changes into the document. She expressed appreciation to town volunteer Mr. Pat Bowe who assisted her in correcting errors on the town web site. Ms. Grammer reported the contact link does now work. However, individuals are unable to add attachments. Mr. Bowe will continue to work on the link. In the meantime, FinCom will use the g-mail account in place. FinCom and the BOS will discuss the document at next week’s meeting.

The revised Budget Request Form, which includes turn-backs, will be discussed with Mr. Gould upon his arrival.

FinCom voted to accept the revised changes of “What to Expect When presenting an Article or Budget for FinCom Vote”, 4-0-0.

Items to Discuss at the FinCom Meeting with the BOS

In an effort to increase communications with the BOS and various departments, FinCom prepared a list of items to discuss with the BOS:

- “What to Expect...” document
- Encourage the BOS to request information from departments earlier than previously submitted.
- FinCom to meet periodically with the BOS in order to prioritize work loads
 - Possibly during the last 15 minutes of pre-determined individual meetings
- Ask BOS to assist FinCom in communications with various Department Heads.
- Capital Improvement Issues
 - Review CIC list
 - Funds in Free Cash and Stabilization

Ms. Grammer will forward the “What to Expect...” document to the BOS. Additionally, Ms. Grammer will send the list of items FinCom desires to discuss with the BOS.

Minutes

The Committee voted to approve the November 28, 2016 minutes with corrections, 4-0-0.

FinCom Meeting

The next scheduled FinCom meeting is Monday, December 12, 2016. FinCom will join members of the BOS.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Elisa Grammer
Secretary