

Finance Committee Minutes 7/16/2018

Kelly, Forbes, Roberts, Beaudoin in attendance

Approved minutes from 6/11 vote 4-0

Reviewed Community Center Committee planning documents as submitted by Vanessa Graham. Initial discussion addressed who the primary constituents of this space would be and what needs a community center would fill that are not already being met through existing resources. There was also questions about what space the CCC would like to use for the new center.

Reviewed End of year transfers from the Fire department(see attached). All transfers were related to the spring/summer wind storms and increased wages and repairs to communications equipment. Funds were readily available to other fire dept. accounts. All three requests were approved with a vote of 4-0

Reviewed request from DPW for replacement of the council on aging's dishwasher. During the discussion there was concern about the price of the unit(\$5,200) and the timing of the request. The invoice for replacement was dated 6/30 but was not received by FinCom until 7/12. Roberts felt this was not sufficient time to review this request. Beaudoin felt that the significant cost of the unit and lack of information made it hard to justify approving as an end-of-year transfer request.

Beaudoin was accused of violating the open meeting law by highlighting sections of the towns DLS report located in the FinCom cloud file service. Beaudoin was unaware that his personal highlights were being recorded or visible to other members, but did make the point that this "proved that he was doing his homework". The changes to the document were reverted.

After review of the towns DLS report regarding best financial practices, a list of questions for the Selectmen and the DLS representative are as follows:

Final questions

1. What are the safeguards of fraud with respect the the town manager? As written in the current guidelines, it appears the town manager has the sole responsibility of investigating any fraudulent activity, Kelly questioned what would happen if the town manager were suspected of fraud?

2. The DLS report recommends a 6 year capital improvement plan, Beaudoin recommended keeping the current 10 year plan.
3. There was some confusion as to the language used to define “stabilization accounts” and Beaudoin wanted some clarification of recommended reserves for the various stabilization accounts.
4. Beaudoin inquired if it would be possible for DLS or the town accountant to show a 2-3 year history of how our past spending and trust account balances match with the recommendations from this report.

Votes for positions

Secretary vote 4-0 Beaudoin

Chairman vote 4-0 Roberts

Vice Chair vote 4-0 Forbes

Member to CIC vote 4-0 Beaudoin

Investment committee vote 4-0 Forbes

Strategic Plan: FY19 - FY21
Community Center Committee
July 9, 2018
West Newbury, Massachusetts

Introduction and Background.

In view of the fact that West Newbury has no community center, and there is a growing need for meeting and activity space across all age groups, in January 2016, the West Newbury Board of Selectmen approved that an intergenerational Community Center Committee (CCC) be formed to study the feasibility and potential sites of an intergenerational community center for the Town of West Newbury, Mass., develop plans for such a facility, and come before Town Meeting with a request to fund this venture.

Currently, the West Newbury Senior Center is overflowing to accommodate the needs and demands of its growing population of elders. By 2035, the number of people in West Newbury aged 60 years and older is projected to nearly double, from 830 to 1512. The inadequate space and facilities are preventing the Senior Center from maximizing its potential for the town's aging residents and their immediate/extended families.

There are a number of other age groups and organizations in town that need a place to meet, and for activities to take place. As a result, in In Spring 2018, the CCC released an initial needs assessment for an intergenerational community center. The findings indicated that the Senior Center is struggling to meet the current demands of the population it serves. More space is required and will continue to be required with the town's projected population trends.

There is also interest among people in town to increase our recreational facilities in general, enjoy more cultural activities (i.e., the arts), as well as a desire to include as many stakeholder voices as possible throughout the various stages of the planning process.

With the initial needs assessment complete, the CCC developed a three-year Strategic Plan. Given that the impetus for an intergenerational community center is the growing needs of the 60+ population in West Newbury, the Strategic Plan that follows singles out this age group in a few of its action items. The CCC will be assessing and planning for the wants and needs of youth and adults as well.

Strategic Plan: Goals, Objectives and Action Items.

Goal 1. The West Newbury Community Center will provide an environment to meet the needs of all members of the community.

Objective 1.1. The CCC will assess the growing needs for programs and social services for all ages in the community.

Action Item 1.1.1. The CCC will identify and communicate current and projected demographic trends of the town – FY19: Fall 2018

Action Item 1.1.2. The CCC will encourage input and feedback from community members by creating and implementing a community survey to identify important trends – FY19: Fall 2018

Action Item 1.1.3. The CCC will receive quarterly updates from the Council on Aging regarding the need trends at the Senior Center - FY19 - FY21
Ongoing

Objective 1.2. The CCC will assess the growing needs of program and social *activity space* for all ages in the community.

Action Item 1.2.1. The CCC will profile current services offered to town residents across all age groups – FY19: Fall 2018

Action Item 1.2.2. The CCC will track services and activities that are limited by current space, including but not limited to the Senior Center – FY19: Fall 2018 and Spring 2019

Action Item 1.2.3. The CCC will create and implement a community survey to identify important trends – FY19: Fall 2018

Objective 1.3. The CCC will track services currently offered across all age groups.

Action Item 1.3.1. The CCC will profile current services offered to town residents across all age groups – FY19: Fall 2018

Objective 1.4. The CCC will investigate Council on Aging/Senior Center space needs.

Action Item 1.4.1. The CCC will track services and activities that are limited by current space – FY19: Fall 2018 and Spring 2019

Objective 1.5. The CCC will create a plan for the Community Center facility that includes a focus on expansion and on flexible multi-use spaces.

Action Item 1.5.1. The CCC will examine other short-term scenarios as they may arise – FY19: Ongoing

Action Item 1.5.2. The CCC will continue to examine the feasibility of The Annex – FY19: Fall 2018 and Spring 2019

Action Item 1.5.3. The CCC will consider those solutions with the least impact on the senior housing abutting The Annex - FY19 - FY21 Ongoing

Goal 2. The West Newbury Community Center Committee will communicate clearly with town stakeholders, and grow a base of support and collaboration.

Objective 2.1. The CCC will communicate information from the committee throughout the planning process.

Action Item 2.1.1. The CCC will maintain its webpage on the town website – FY19: Ongoing

Action Item 2.1.2. The CCC will expand its dissemination efforts of information on social media platforms – FY19: Ongoing

Action Item 2.1.3. The CCC will develop and disseminate informational materials about intergenerational community services and activities to the townspeople – FY19: Summer 2018

Action Item 2.1.4. The CCC will maintain its unique email address as a point of contact for the town – FY19: Ongoing

Action Item 2.1.5. The CCC will use non web- or computer-based methods of communication to reach those individuals--particularly the 60+ age group--without computers or Internet savvy - FY19 - FY21 Ongoing

Objective 2.2. The CCC will identify partners and collaborators in the community.

Action Item 2.2.1. CCC representatives will attend/host a meeting of all interested town committees in West Newbury to disseminate information about its work and receive any feedback – FY19: Fall 2018 and Spring 2019

Action Item 2.2.2. The CCC will conduct at least one forum, inviting community members of all ages – FY19: Spring 2019

Goal 3. The West Newbury Community Center Committee will be funded in order to support current and future tasks

Objective 3.1. The Committee will assess the financial needs for planning and building an intergenerational community center

Action Item 3.1.1. The CCC will develop a projected budget to meet the needs of FY20 – FY19: Fall 2018

Objective 3.2. The CCC will seek grant funding for the planning of the initial Community Center

Action Item 3.2.1. A subcommittee will investigate potential financial support for short-term options – FY19: Spring and Summer 2019

Action Item 3.2.2. A subcommittee will engage further work on long-term planning – FY20: Fall 2019

The CCC is a seven board member ad hoc committee: Vanessa H. Graham (Chair), Susan Babb, Richard Cushing, Joel Grossman, Mary Harada, Marge Peterson, Theresa Woodbury (ex-officio). The CCC Administrator is Margaret Poore. All inquiries may be sent to westnewburyccc@gmail.com.

TOWN OF WEST NEWBURY

Request For Appropriation Transfers Between or Within Departments

(To be submitted in quadruplicate with documentation)

BOARD OF SELECTMEN & FINANCE COMMITTEE
TOWN OF WEST NEWBURY

Date

Members:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

Amount requested: \$

I. To be transferred from

(Give name of appropriation and Account#)

Present balance in above appropriation: \$

To

Present balance in above appropriation: \$

Explanation for requested transfer:

To

Request submitted by (signature
required) :

Officer or Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: _____

Number Present and Voting: _____

Approved by Majority, list vote: _____

Transfer disapproved (checkmark) : _____

Signature:

Chairperson, Board of Selectmen

Finance Committee:

Date of Meeting : _____

Number Present and Voting: _____

Approved by Majority, list vote : _____

Transfer disapproved (checkmark) : _____

Signature:

Chairperson, Finance Committee

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Chairperson, Board of Selectmen

Finance Committee:

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Number Present and Voting: _____

Approved by Majority, list vote : _____

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