APPROVED August 20, 2018

*Finance Committee Minutes: July 9th  , 2018*

Present: Chris Mattia, Tom Kayola., A.J. Qualtieri, Rob Look, Nancy Alexander, Stephen Riley, Kevin Sullivan, David Pizzotti

Excused Absence: Bob Priestly, Eugene Covino

Guest: Julie McCarthy, Town Accountant

Chris called the meeting to order at 7:00 p.m.

Year End Transfers:

\*Julie spoke about how the year end transfers haven’t happened in a couple of years

\* The previous limitations of the $5,000.00 cap has been officially removed

\*Money transfer was requested from the Health Insurance account which was underspent.

\* Money transfer was requested into the Conservation Commission salary line due to shortage on funds. The position for the staff secretary and part time assistant were not included in the budget.

\* Money transfer was requested into the Library personnel line as Library Director resigned and all accruals had to be paid out.

\*AJ commented how it’s important to look into a macro level and see what and where revenues have gone.

\*Julie briefly spoke about the Forecasting System she is using and how it is an Excel program adapted from another town to fit the needs of our town.

\*Fin Com and Julie both agreed in FY ’20, the committee will need to ask for more explanations from the Departments before the meetings.

\*Rob made a motion to transfer funds as presented by Julie, seconded by Tom, all in favor. Motion carried and all members signed the line item transfer sheet as presented by Julie.

Chris spoke to committee about the main objective to meet with the department heads and verify their necessities. Committee assignments were discussed.

Discussion ensued about how the Committee might independently verify needs as our mission statement dictates.

Nancy suggested that each committee have a handbook so that they understand what their roles are and what is expected of them in terms of time and energy.

 Chris called for the election of Chair and Vice Chair

\*Steve nominated Chris as Chair, seconded by AJ, all were in favor. Motion carried.

\*Steve nominated Tom as Vice Chair. Nancy asked if there were any other candidates for Vice Chair and then nominated Euguene as Vice Chair. Chris then explained he had spoken to Eugene and stated that Eugene was not interested in the position.

A vote was taken; Tom received 5 votes from Chris, Tom, A.J., Steven and David

Eugene received 2 votes from Nancy and Rob

 Chris then made a motion to accept Tom as the new Vice Chair. Motion carried 5 to 2.

 Rob nominated Nancy as Secretary, seconded by Chris, all were in favor and motion carried.

Sub-Committees were discussed, with each member asked what their interests were. The following are the subcommittee assignments for Fiscal 2019.

\*School- Chair: Chris; members: Steve, Bob, Rob,

\*Police- Chair: Gene; members: Kevin, Nancy David

\*Fire- Chair: Kevin; members: AJ, Rob, Gene, Tom

\*Public Works- Chair: Steve; members: AJ, Nancy, David

\*Library-Chair: Rob; members: Chris, Gene

\*Historical Commission- Chair: Gene

\*Council on Aging-Chair: Nancy; members: Steve

\*Conservation-Chair: Steve

\*Board of Health- Chair: Rob

\*Planning board- Chair: Tom;

\*Golf Course- Chair: Kevin

\*Finance Policy & Administration- Chair: Chris; members: Tom,

\*Budget Book-Chair: AJ; members: Chris

\*Selectmen-Chair: Chris

\*Library Building Committee – Chair: Chris

\*Fields Projects-Chair: Bob

\* Open Space- Chair: Steve

\*Website Liaison- Chair: AJ

\*Healthy Lynnfield- Chair: Tom

\* During Aug- Dec. Schools are asking committee members to do a “Walk Thru” to see first hand what the School Department is looking for in new construction and the addition of school space.

\*Open discussions and closing comments; Chris stated that as a committee we can ask for what we are looking for from other committees and boards but we need to have justification; there was general agreement that the Fin Com needs more detailed information regarding budgets. It was decided that each member who wished, would send a list of data points they would like to see included in the Fiscal Year 2020 request. Nancy agreed to compile the lists and distribute prior to the next meeting. She requested all input for the compilation be given to her by August 6th, 2018.

The committee, after discussion, decided the Financial Policy and Administration and Budget Book Committee’s would be combined.

\*Next meeting potentially scheduled for August 13, 2018 @ 7pm at Town Hall.

\*Rob made a motion to adjourn: seconded by Steve; All in favor, and the meeting adjourned at 9:45pm