

## MINUTES

### FINANCE COMMITTEE

Meeting: January 12, 2022

**Present:** Jerry Cerasale, Chair; Steve Cole, Vice-Chair; Mary Shaw, Clerk; Roy Merolli; George Deptula; Tom Gardner; Rick Knight; Peter Wade; Russ French (5:09); Jacqui Beebe, Town Administrator; Rich Bienvenue, Assistant Town Administrator/Finance Director; Art Autorino, Select Board Representative to Finance Committee.

**Members Absent:** None

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Jerry Cerasale called the meeting to order at 5:00 PM. This is a remote meeting via Zoom.

- **Approval of Minutes**
  - None presented for approval.
- **Overview of FY 2023 Town Budget**
  - Rich Bienvenue reviewed selected documents from the FY 2023 Budget Presentation to provide an overview of the Town budget. Discussion included:
    - Level services approach to budget requests with current staffing budgeted for anticipated wages in accordance with Collective Bargaining Agreements and Personnel Code.
    - Budget funding sources and the application of an anticipated \$500,000 amount for a Proposition 2 ½ override.
    - Utilization of estimated receipts and other financing source to minimize reliance on property taxes.
    - How Free Cash is being utilized and how short-term rental receipts contributed to the level of Free Cash.
    - Some questions and discussion among members, no votes taken.
- **Budget Review: Capital Budget and Debt; Elected and General; Town Administration; Municipal Finance; Town Clerk.**
  - Rich Bienvenue reviewed the updated 5-Year Capital Plan and FY 23 Budget
    - Two financial changes made from prior presentation included additional amount for Wastewater Planning & Design as well as for Town Landing in anticipation of availability of grant to substantially complete some Town Landing projects.
    - Editing changes previously suggested by members also included in the capital plan update.
    - Amounts reported in the Budget Presentation reflected the updated amounts.
  - Rich Bienvenue reviewed the above referenced departmental budgets.
  - Departmental budgets consist of Salary Schedules, and Expense Budgets with anticipated uses notated in the budget documents.
  - Areas where additional requests for funding were made but deferred to maintain a relative low level override request, were noted as applicable.
- **Finance Committee Report for Town Annual Report**
  - Jerry Cerasale distributed a draft for the upcoming Annual Town Report and asked members for any comments or feedback.
  - Roy Merolli and Mary Shaw offered some comments and suggestions.



- Roy Merolli motioned, Mary Shaw seconded to accept the draft Finance Committee Annual Town Report as amended to accommodate suggested additions and changes. Vote was unanimous 9-0-0.

- **Town Administrator Report**

Town Administrator, Jacqui Beebe was present to update the committee on a number of matters, including:

- Plan to take on the Eastham Committee on Early Childhood Program (ECEC) as part of our recreation department summer programs.
- Water project is continuing and is in progress – Phase 2d to be bid next.
- Received \$1.3 million of debt forgiveness from the Massachusetts Clean Water Trust SRF program, which represented over 13% of the value of the loan for a previously completed water project phase.
- Update as to the process of hiring a master planner firm for the T-Time, Town Center Plaza, and COA parcels. Proposals received, being evaluated by an evaluation team.
- Jerry asked about the Finance Committee receiving an update on the Community Housing Plan that was recently presented to the Select Board, and also provided to the Community Preservation Committee. Jacqui indicated Town staff could do that.

- **Capital Project and Other Updates**

- Included under Town Administrator report

- **Discussion of Scheduling Budget Meetings**

- Discussed the committee receiving the Community Housing Plan update. Consensus was to include as part of the 1/19/22 meeting agenda.
- Discussed the previously presented Finance Committee budget schedule and member availability. Consensus was the dates presented would work for most committee members. Recordings would be available if a member had to miss a meeting.

- **Discussion of Future Agenda Items**

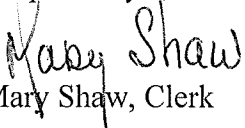
- Nothing further added.

- **New Business**

- None

- **Adjourn** – Motion by Steve Cole, 2<sup>nd</sup> by Russ French. Roll call vote 9-0-0, unanimous. Meeting adjourned at 6:44 pm.

Respectfully submitted,

  
Mary Shaw, Clerk

