

## MINUTES

### FINANCE COMMITTEE

Meeting: July 13, 2022

**Present:** Mary Shaw, Clerk; Roy Merolli; Tom Gardner; Peter Wade; Rae Ann Palmer; Art Autorino, Select Board Representative; Jacqui Beebe, Town Administrator; Rich Bienvenue, Assistant Town Administrator/Finance Director

**Members Absent:** Rick Knight; Russ French; Joanna Buffington

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Mary Shaw called the meeting to order at 3:02 PM. This is a remote meeting via Zoom.

- **Approval of Minutes**

- Tom Gardner motions to accept the minutes of the May 2, 2022, minutes, second by Roy Merolli. Roll Call Vote: 4-0-1, Rae Ann Palmer abstained. Motion passed.

- **Review and vote on Year-End and Reserve Fund Transfers**

- Rich Bienvenue explained the request for transfers as indicated on a memo to Town Administrator, Jacqui Beebe dated June 1, 2022.
  - Transfers listed under item 1 are year-end transfers provided for under MGL Chapter 44, Section 33B and have been approved by the Select Board.
  - Transfer listed under item 2 is an informational item that was approved by a Select Board vote in order to cover a deficit in the CARES Act Fund related to COVID expenditures.
  - Transfer listed under item 3 is a request for a Finance Committee Reserve Fund Transfer.
- Tom Gardner motions to approve the transfers listed under item 1, and to approve a Reserve Fund Transfer identified under item 3, in the amount of \$85,000. Motion is seconded by Roy Merolli. Roll Call Vote: 5 – 0. Motion passed.

- **Staff Updates**

- Rich Bienvenue provided a brief update as to year-end closing procedures and establishment of a potential Finance Committee schedule.

- **Nomination and Election of Officers for FY 2023**


- Mary Shaw provided an overview of Committee positions
- Peter Wade nominated Mary Shaw for Chair
- Mary Shaw nominated Peter Wade for Chair
- General discussion on the time commitment relative to the Committee.
- No second on either nomination, no action taken.
- Consensus of the Committee to defer further discussion and action until August meeting.

- **Discussion on Finance Committee membership**

- Mary Shaw introduced Rae Ann Palmer as the Select Board appointment to the Committee, replacing George Deptula.
- Mary Shaw announced Joanna Buffington as the Moderator appointment to the Committee, replacing Jerry Cerasale.
- Mary Shaw discussed the need for the Finance Committee to make an appointment to replace Steve Cole.

- 2 applicants for the position; Kate Paradise and Paul Brown, were previously received and applications included in the packet. A 3<sup>rd</sup> application, Thomas McNamara, was just recently received.
  - Consensus of the Committee to interview applicants as part of the August meeting.
- **New Business**
    - Tom Gardner inquired about the ability of the Affordable Housing Trust to spend without appropriation and asked to discuss this ability in the context of the Open Space Fund proposed at last Town Meeting.
  - **Adjourn** – Motion by Peter Wade, 2<sup>nd</sup> by Roy Merolli. Roll call vote 5-0-0, passed. Meeting adjourned at 3:45 pm.

Respectfully submitted,

  
Mary Shaw, Clerk