Call to Order

Chair Moffitt called the meeting to order at 7:02 p.m. in the Select Board Conference Room. Present were: Chair Eugenie (Janie) Moffitt, Mary Ellen Logee, John Barry, Bojay Taylor, Linn Anderson, Andrew Betts, Paul Monticciolo, Paul Russo (arrived late) and Spiro Christopulos. Also present was Patrick Lawlor, Management Analyst and Hayley Green, Town Accountant and Chair of the Retirement Board. Absent was Ms. Walsh, Director of Finance. The meeting was videotaped and live cablecast.

Liaison Assignments
Following discussion, the following changes were made in liaison assignments (see attached original assignments):
From Mr. Betts to Ms. Logee – Library
In addition to Ms. Anderson, Mr. Betts – Permanent Town Building Advisory Committee
In addition to Mr. Betts, Mr. Barry – AHS Facility Study Committee

Ms. Moffitt advised old liaisons to introduce new liaisons to their department heads.

Liaison Updates
PTBAC – Ms. Anderson reported that of the $17.5M original appropriation for the Municipal Services Facility, $384,844.64 remains. At its meeting on September 6th, the committee voted to approve up to $350K for the purchase of the wash bay system, and an additional $35,112 was approved for improvements required by the electrical inspector. Snow and ice funding in the amount of $90,000 will be contributed to the cost of the wash bay from DPW’s budget. Ms. Anderson asked if Ms. Walsh could clarify at the September 25 Finance Committee meeting how the $90K contribution by DPW was derived.

Plant and Facilities – Ms. Anderson reported that Ms. Nicosia offered to schedule tours of the buildings either before or after the CIP release and presentations by department heads. Ms. Anderson will follow up with Ms. Nicosia on most advantageous timing of schedule of tours.

School – Mr. Barry reported he had an appointment with Dr. Berman next week prior to the school committee meeting. Final enrollment numbers will be available in October. A presentation to the committee by the school will be scheduled following the CIP release. Discussion ensued.

Health Insurance Update – Ms. Walsh
Ms. Walsh was unable to be present as originally scheduled. The health insurance update powerpoint presentation will be forwarded to members and a live presentation will be scheduled for a future meeting.

Financial Summary as of June 30, 2019 – Ms. Green
Ms. Green, Town Accountant and Assistant Finance Director, presented the end-of-year financial summary (see attached.) Discussion ensued. Ms. Anderson asked if the Town Treasurer/Collector could be invited to a future meeting to speak to the committee on his newly established practices which resulted in a significant increase in Penalties and Interest on Taxes and Excises for FY19.
Discussion also ensued on developing a policy on the re-appropriation of remaining funds from prior warrant articles on CIP projects. Ms. Green will followup.

**Retirement Board**

Ms. Green, Chair of the Retirement Board, presented the proposed change in eligibility requirements for buyback/makeup regulations (see attached.) Discussion ensued. The committee asked Ms. Green to request the Retirement Board appear at a future meeting of the committee to discuss pension and retirement.

**Special Town Meeting Update**

Ms. Moffitt reported that the Town Manager confirmed that the Special Town Meeting is now tentatively scheduled for January, 2020. Discussion ensued.

**Revenue and Expenditure Task Force Update – Mr. Lawlor**

Mr. Lawlor updated the committee on the progress of the Revenue and Expenditure Task Force. The Task Force is an advisory committee charged with examining the assumptions used by the Town Manager in the long range financial plan, and making recommendations to him.

At this time, the Task Force will focus on revenue and three fixed cost areas (retirement, OPEB and health insurance. Mr. Lawlor noted that the Task Force is working on an accelerated timeframe and he outlined the three phases of their work: a) topic introductions; b) review, discussion and recap of those topics, and discussion on current assumptions and possible changes to them. Alternative assumptions will be discussed with the Finance Department where further financial analysis will be made; and c) vote on what recommendations to make to the Town Manager. Both Mr. Lawlor and Ms. Walsh will provide analysis of any recommendation as to its feasibility and impact. The Town Manager may also ask the Task Force to examine specific parts of the budget, and the Task Force may also choose to make general recommendations about how to improve the budget process and public outreach. A written report is expected no later than November/December. Discussion ensued.

**Approval of Minutes – August 14, 2019**

Upon motion duly made by Ms. Anderson and seconded by Mr. Christopulos, it was unanimously voted to approve above minutes. Motion passed 9-0.

**Future Meetings**

Ms. Moffitt led the discussion on the topics to be considered for future meetings, including presentation by the Town Treasurer, CIP projects, schedule of priorities developed by her and Mr. Monticciolo, Special Town Meeting and format for the Finance Committee reports.

The next meeting is scheduled for Wednesday, September 25.
**Adjournment**
Upon motion duly made by Mr. Christopulos and seconded by Mr. Betts, it was unanimously voted to adjourn. Motion passed 9-0. Meeting adjourned at 8:34PM.

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

**Attachments:**
Minutes of August 24, 2019
Financial Summary as of June 30, 2019
Retirement Board Proposed Changes in Eligibility
Health Insurance Update