

## Finance Advisory Committee Meeting Minutes: September 18, 2023

### Present were:

Dennis Howe, Chair, FAC

Mitch Gluck, FAC

Melissa Mack, FAC

Joe Woodworth, FAC

### Weekly Meetings

The FAC had tentatively scheduled weekly meetings to be held every Monday. The necessity of weekly meetings was discussed, and at this phase of the budget gather effort, it was decided weekly meetings were not required. It was decided not to meet until Monday, October 2<sup>nd</sup> (unless a need arises).

### Department Changes

The team reviewed the Department assignments and addressed a couple minor changes since the kick-off meeting. No significant changes. A couple notes:

- Mindy is now driving Parks & Recreation
- Peter Somero is the Department Head for the DPW
- Gary Somero is the Department Head for the Fire Department
- Gary Somero is the Department Head for the Building Inspection Department
- Joe will continue to support the elections (Keepers of the Checklist)
- Joe will pick-up Outside Lighting (Street Lighting and Blinkers)
- Joe will pick-up the Sanitation – Hazardous Materials account line (added to Town Offices)

### Personnel Spreadsheet v2

The team is now using v2 of the FY2024 personnel spreadsheet.

### Stipend Account Numbers

The team discussed account numbers for stipends, and discussed whether they should all have the same 3-digits to indicate stipends. Here is a summary of wages / stipends:

-110 Police full-time (wages), DPW (wages)

-111 Moderator (stipend), Election Supervisors (stipend), Town Clerk (wages), Treasurer (wages), General Building (wages), Sexton (stipend), Police part-time (wages), Fire (wages & stipends), Building permit (wages), Emergency Management (stipend), Transfer station (wages), Health (stipend), Animal control (wages), welfare (stipend), Parks & Recreation (stipend), Pool (wages)

-112 Pool Director (stipend)

-115 Police overtime (wages), DPW overtime (wages)

-130 Board of Selectmen (stipend), Deputy Moderator (stipend), Ballot Clerks (hourly), Trustees (stipend), Assessors (stipend), Deputy Treasurer (stipend), Fire Chief (stipend), Deputy Emergency Management (stipend),

FAC will discuss any suggestions to the accounting structure now that a summary is available.

### Encumbering expenses

Often purchases budgeted for a particular fiscal year cannot be delivered and paid for in that particular year. The FAC wants to better understand the process, and will plan to meet with Debbie and/or the BOS to better understand the guidelines, restrictions, etc.

### CIP Replacement Value

The vehicle CIP workbook uses current pricing estimates to predict out-year pricing, using annual inflation rate estimates. The Department Heads have been requested to provide vehicle replacement expenses based on today's new replacement value (i.e., 2024 vehicle pricing estimates).

### ClearGov

ClearGov develops software for municipal budget management and offers a capital expense planning tool. Joe met with ClearGov to understand their offering, and the capability of the capital planning module. A couple notes:

- The capital planning module is product-ready, and in-use by several municipalities.
- A module, identified as Transparency, allows the public to set up an account and review capital requests.
- Department Heads can enter requests themselves, update progress, etc.
- There is an annual charge for both the Capital and Transparency modules.
- The next step may be a small team discussion (Debbie, Dee, Joe, etc.)

### Next Meeting

- October 2, 2023.

### Meeting Adjourned

The meeting was adjourned at 6:10pm.