

# Finance Advisory Committee Meeting Minutes: August 22, 2022

## Present were:

Dennis Howe: Chair, Finance Advisory Committee

Mitch Gluck: FAC

Luke Moran: FAC

Joe Woodworth: FAC

## Discussions

### BOS Feedback

- Shawn let us know all meetings will be recorded. The meeting on August 22 was recorded and broadcast to the community.

### Actions from prior FAC Meeting

- Action: Debbie & Dennis to review the DOS-based output to determine if they can import it into Excel Standardization of Department Head Engagements

Debbie & Dennis reviewed the DOS-based output, and were able to export directly into Excel. The text file export was able to be imported without error.

### Standardization of Department Head requirements

- Two spreadsheets will be shared with the Department Heads
  - #1: Historical data, forecast and actuals, highlighting variances
  - #2: 2023 Budget input file
- For Departments that do not use Excel, FAC members will convert their inputs into spreadsheets
- All Department input will be rolled into master spreadsheet, to be maintained by FAC.
- Will update 2022 actuals on a monthly basis, or as necessary.
- Text inputs to support BOS and Town support for individual expenses
- Department Heads and FAC will identify expenses subject to inflation
- All expenses will be ranked by 1 (critical), 2 (required, but not critical), and 3 (planned for, but subject to further discussion if need arises).
- Expenses forecasted by Department Heads will not include inflation or cost of living adjustments (COLA: April, 2023 to April, 2024). The BOS and FAC will work together to model the impact of these variables.
- Minutes taken and documented; minutes to be included with preliminary budget data (minutes need not be published for each discussion with the Department Heads).

### FAC Input Spreadsheet

- Dennis provided a demonstration of the tool created to manage the Department inputs
- Input fields have been provided, and FAC members can filter by Department, by FAC and/or by line items.
- Inputs include impact of inflation (yes/no), importance (scale of 1 to 3), expense forecast, and unrestricted text input to explain expense if applicable.
- Team felt the spreadsheet was excellent, and something we could all work with.

- Dennis is drafting a set of instructions (primer) to ensure the inputs are used consistently.

### All hands meeting

- The BOS requested we schedule an all hands meeting with BOS, FAC and the Department Heads
- September 12, 2022 was selected as the optimal date for this meeting
  - Monday, 5:00pm works well as the FAC is already scheduled
  - August 29 is the last week of August, and common vacation period
  - September 5 is Labor Day
- The FAC felt that introductory meetings with the Department Heads are appropriate if occurring prior to the September 12 all hands meeting.
- Action: Dennis to work with Debbie (upon return from vacation) to schedule the all hands meeting for Monday, September 12, 2022 at 5:00pm.

### Other items

#### Medicare / FICA / Insurance

- The FAC recommended we leave those expense items out of the Department Head preparation work, and work with the BOS and Town Administrator to determine how these are calculated.

#### Communications

- Communication expenses are spread across Police, Fire, etc. FAC will work with each Department to capture Communications Expenses, and roll them up accordingly at a later time.

#### Community input

- Alan Doyle, a previous member of the New Ipswich Budget Committee, had some recommendations for FAC consideration:
  - Agreed with decision to remove Medicare, FICA, etc. from Department Head responsibility
  - Suggested review of all line items that are variable based (e.g. percentage of salary) and use calculations as opposed to using estimates from Department Heads
  - Emphasized the importance of transparency across all Departments
    - Number of employees: permanent, temporary, volunteer, etc.
    - Itemized list of expenses; not just a total of many line items
    - Documented uses of trusts and revolving accounts
    - Balance tracking & reconciliation across all Departments