

Westhampton Finance Committee Meeting
November 15, 2016

Meeting opened at 7:00 pm

Present: Tom Cleary (chair), Steve Holt, Mary Cleary, Maryanne Duggan, Jackie Brodeur, Ellice Gonzalez Brandow, Steve Gagne, Joe Pipczynski, Ed Zawacki, and Chevy Seney (secretary).

Motion to accept the minutes from the October 18th meeting was approved. Vote 6-0-2

There was no correspondence to share.

The draft of the letter to the Select Board expressing the Finance Committee's concerns regarding job descriptions, salaries, and evaluations for town employees was reviewed. A finalized letter will be sent to the Select Board by Tom C.

Letters were sent to town departments requesting notification of unusual or unexpected expenditures in preparation for FY18 budget planning.

Steve H. and Maryanne D. will both be at the Select Board meeting on November 28th and will make note of any information/guidelines relating to the dissemination of public records and the Public Records Law.

Discussion of proposed next steps regarding certified Free Cash resulted in the following recommendations:

- Delay the transfer of Free Cash until Joe Boudreau can be present to explain the source(s) of the Free Cash.
- Determine whether the Town has a "Capital Reserve" line item. Several committee members believe that a "Capital Reserve" line item was voted into the budget, but went unfunded. (Another question for Joe B. or perhaps John Shaw)
- Plan an education/information strategy for members of the town PRIOR to the Special Town Meeting that will be needed to transfer the Free Cash.

It was agreed to hold the letter to town departments requesting FY18 budgets until the committee could meet with Joe Boudreau. The committee feels that a mid-January deadline for departmental budgets is still realistic.

After discussion about the process of approval of departmental expenditures, the committee would like to know how and where expenditure data could be obtained. The committee agreed that while approval of expenditures was the role of the Select Board, it is appropriate for the Finance Committee to annually review and, if needed, check past expenditures and future budget requests for town departments. When we next meet with Joe Boudreau, we plan to ask him how to access expenditure data.

Next Meeting: December 6, 2016 at 7:00

Motion to Adjourn at 8:24 was approved. Vote 8-0-0

Respectfully submitted,
Chevy Seney