

ADVISORY AND FINANCE COMMITTEE
Minutes
May 24, 2023, Hybrid Meeting

PRESENT **13 members of the committee were present:** Louis Cabana, Brian Dunn, Daniel Green, Bruce Howard, Steven Keith, Joe Lalley, Timothy Lawlor, Steve Nearman, Ashley Shaw, Christine Richards, Bethany Rogers, Evelyn Strawn, and Robert Zupperoli.

ABSENT **1 member of the committee was absent:** Gail Butler

Call to Order - The meeting was called to order by 1st Chair Ashley Shaw at 7:00 PM.

Announcements

- **Hybrid Meeting:** This meeting is likely to be conducted in a hybrid format, with some participants attending physically and others attending virtually via a video conference application.
- **Ways to Watch:** The meeting will be airing on Comcast 15, Verizon 47, or on PACTV's YouTube channel which can be viewed at pactv.org/stream.
- **Public Comment:** Any speaker giving public comment is allotted up to 5 minutes in which to speak. Public Comment can be made at the beginning or end of each meeting, or in regard to a particular agenda item the speaker wishes to be heard on
- **Zoom Login Information:** Anyone who wants to attend the meeting virtually, including members of the public who wish to give public comment, can use one of the following methods in which to do so:
 - **Join via Zoom application:** Download the Zoom meeting application on your device, press/click on "Join", then enter Meeting ID: **995 2986 0638**, and then the Meeting Password: **100131**, or
 - **Join via website** (requires microphone): Go to www.zoom.us, click "Join A Meeting" on the top righthand side, and enter the meeting ID: **995 2986 0638**, and then the meeting password **100131**, or
 - **Join via Telephone (voice only):** Dial **929-205-6099** and Enter Meeting ID: **995 2986 0638** and enter Meeting Password: **100131**

Public Comment

Agenda Items

Ms. Ashley Shaw announced that she would be Chairing the May, June, and July meetings due to the fact that the current Chair, Kevin Canty, was recently elected to the Select Board and therefore resigned his position on the Advisory & Finance Committee, pursuant to the Town Charter. Mr. Canty has served on the committee since 2014, for the past few years he has been the Chair, he has been an integral member of the committee and will be missed.

Minutes:

- Approve February 23, 2023, meeting minutes – Mr. Cabana motioned to approve the minutes as written. Mr. Lawlor second. Motion carried unanimously (12-0-0).
- Approve March 15, 2023, meeting minutes – Mr. Dunn motioned to approve the minutes as written. Mr. Cabana second. Motion carried 10-0-2, Ms. Richards and Ms. Rogers abstained.

End of Year Transfer Request – Town Clerk – Increase Postage – Ms. McElreath, Town Clerk, is requesting an increase to the postage budget as a result of the increased cost of postage, costs have gone up 3 cents per mailing, and the additional required notices that get mailed to residents. As such, the original budget is insufficient for the Town's needs for the remainder of the fiscal year.

Ms. McElreath noted that she has implemented new programs and received \$69,000 from the State for early voting reimbursement.

Mr. Zupperoli motioned to approve the End of Year Transfer Request. Ms. Rogers second. Motion carried unanimously (12-0-0).

Amend Revolving Fund Spending Cap – Recreation – Ms. Slusser, Recreation Director, is requesting an increase to Recreation Revolving Fund spending cap due to increased class registration. Mr. Dunn said that it was his understanding, regardless of the spending cap, that the spending can't exceed the revenue received. Ms. Slusser advised that the spending can't exceed the revenue received.

Mr. DiNardo, Precinct 17, Town Meeting Member, noted that he spoke with past Chair Kevin Canty regarding the Advisory & Finance conducting a review of the Revolving Funds and that Mr. Canty agreed. Ms. Shaw acknowledged that Mr. Canty had passed this information on to her and suggested that the Advisory & Finance undertake this review prior to the next budget cycle.

Mr. Green motioned to approve the increase to the Revolving Fund Spending Cap. Mr. Lalley second. Motion carried unanimously (12-0-0).

Old/New/Other Business – Ms. Strawn inquired about the reorganization process. Ms. Shaw advised that she would Chair the May and June meetings and then at the July meeting the first order of business is voting a new chair, 1st chair and 2nd chair. Once the vote on the chair is done, the new chair will take over the meeting.

Public Comment – None.

Adjournment – Mr. Howard motioned to adjourn. Ms. Richards second. Motion carried unanimously (12-0-0). The Meeting adjourned at 7:21 PM.

Submitted by
Jeanette White
Budget Analyst