

**Budget Subcommittee Meeting Minutes
September 22, 2021**

Present: Jenn Walsh; Lynn Cavicchi; Frank DelVecchio; Michael A. Trowbridge; Sara Walsh; and Walter Wilk
Also Present: Barry LaCasse, Assistant Town Manager/Finance Director; Edward Donoghue, Assistant Superintendent for Finance & Operations

Mr. Walter Wilk was not present at the start of the meeting and arrived at 6:20PM.

1. Call the Meeting to Order AT 6:00 PM

Ms. Sara Walsh, Chair called the Budget Subcommittee meeting to order at 6:05PM.

2. Acceptance of meeting minutes from April 29, 2021

Motion To approve the April 29, 2021 Meeting Minutes. (Trowbridge/J. Walsh) **Passes 5:0**

3. Reorganize Committee Roles

This item was taken up as the last item due to Mr. Wilk not being present at the beginning of meeting.

Mr. DelVecchio nominated Ms. Sara Walsh for Chair. Ms. Jenn Walsh seconded the nomination. All members were in favor with a 6:0 vote.

Mr. Trowbridge nominated Mr. DelVecchio as Vice-Chair. Ms. Jenn Walsh seconded the nomination. All members were in favor with a 6:0 vote.

4. Plan the work for the year in conjunction with the budget planning calendar and coordinating with committee needs and town manager schedules

Mr. LaCasse provided a budget calendar to the Committee members and noted some of the items that have happened so far as it pertains to the FY2023 Budget. He stated that a preliminary budget will be posted by January 1st as required by the Charter. Ms. Sara Walsh stated that one meeting a month has been booked through December but asked the Subcommittee what these early fall dates should be used for as the budget will not be available until January. Ms. Sara Walsh stated that these early dates could be used to discuss high level items and goals and then in-depth conversation about the budget would occur from January to March. The Subcommittee then added their thoughts and ideas on what was the best way to make use of the Budget Subcommittee was without having repetitive presentations from different departments. Mr. Trowbridge noted that in prior years a couple Saturdays were used to have departments in to do a deep dive of their budgets before the Subcommittee, Finance Committee and Select Board. Mr. LaCasse suggested using the alternate Wednesday nights to meet and invite department heads to discuss their budgets so that everyone can hear the information at once and he also noted that most staff are working Wednesday nights already. He also noted that meeting on Saturday would create overtime and comp time expenses. Ms. Sara Walsh asked if instead of deep dive if it could be called annual review, and all of the Subcommittee members were in agreement. Mr. DelVecchio noted that its great to hear from the departments and stated that sometimes the Police Department will note some very interesting things they are working on and it is great to hear those items and better understand what the budget dollars are being used for. Ms. Cavicchi added that she believes for the Subcommittee to be useful it should discuss high level issues that affect both the School and the Town and provided the example of the health insurance task force.

Mr. Walter Wilk arrived at 6:20PM.

Some suggestions were made to edit the calendar and Mr. LaCasse agreed it was a work in progress and he could modify or delete anything that the Subcommittee wanted.

5. Set a work/meeting plan for the goals we established last year

Ms. Walsh stated that three goals we laid out last year. They were to develop a SMHG funding model, provide funding into the special education stabilization fund and the OPEB contribution. Mr. LaCasse provided an overview and history of the SMHG funding and Ms. Sara Walsh if a detailed summary could be sent to the Subcommittee so that everyone would understand the strategy and history. Mr. Ed Donoghue stated that he would send an email out to his peer group to find out what other communities had a special education stabilization fund and what their policy was on funding it. Mr. DelVecchio thought that the special education funding should be increased and the OPEB contribution reduced and also asked if the SMHG Fund could be allocated to OPEB instead of Free Cash. Mr. Trowbridge stated that he thought the special education could be funded at a little higher amount and reduce stabilization by \$50,000.

6. Items not known within 48 hours meeting

There were no items and Ms. Sara Walsh asked if any guests in the audience wanted to comment or ask questions and Mr. Schoonveld stated that he would like to make a comment and stated that if the SMHG funding were put into OPEB it would be a better return on investment.

7. Adjourn

Motion: To adjourn the September 22, 2021 Budget Subcommittee meeting at 6:53PM. (DelVecchio/Walsh)

Roll Call Vote

W. Wilk – Yes, M. Trowbridge – Yes, L. Cavicchi – Yes, F. DelVecchio – Yes, S. Walsh – Aye

Passes 6:0

Signature

Date

Minutes prepared by Carrie Champagne