FINANCE COMMITTEE MEETING
January 16, 2019 – 7:00 p.m.
Old Water Department Room – Town Hall

APPROVED MINUTES

Present: Keith Schwegel, Nick Lowell, Susan P. Smith, Kathleen Beriau, Ron Dyer, Peter Hargraves, Mary Harris, Judith P. Magnani, Deborah D. Maguire, Jim Marnell, Wendy Vogel
Absent: Joseph “Dutch” Drolette
Public Present: Jennifer Petit (Finance Director), Sam Patterson (BOS), and Brad Cole (Falmouth Enterprise)
Distributed Documents: Budget Assignments, Town Meeting Schedule

1. WELCOME
Keith Schwegel opened the meeting at 6:59pm

2. PUBLIC COMMENT
None

3. RESERVE FUND TRANSFER REQUEST
Susan Smith moved the Reserve Fund Transfer Request of $20,000 for Zoning Appeals
Judy Magnani seconded
The Committee discussed the request
All in favor

4. BUDGET OVERVIEW DISCUSSION
Keith Schwegel recognized Finance Director Jennifer Petit and asked for a brief overview of the Budget Presentation that was given at the 1/7/19 Board of Selectmen’s meeting.
Jennifer Petit presented the overview of the FY 2020 Budget
The Committee discussed the overview.

5. APPROVE MINUTES
Susan Smith moved the September 15, 2018 minutes as written
Judy Magnani seconded
Peter Hargraves suggested amendments to:
• Item 5: Add the Committee’s agreed upon policy
• Item 6: Add the Committee’s agreed upon action
Susan Smith re-moved the minutes as amended
Ron Dyer seconded
All in favor

Susan Smith moved the September 18, 2018 minutes as written
Ron Dyer seconded
All but one in favor, Peter Hargraves abstained

Susan Smith moved the September 25, 2018 minutes as written
Judy Magnani seconded
All but one in favor, Peter Hargraves abstained
Susan Smith moved the October 2, 2018 minutes as written
Judy Magnani seconded
All but one in favor, Peter Hargraves abstained

Susan Smith moved the October 9, 2018 minutes as written
Judy Magnani seconded
All but one in favor, Peter Hargraves abstained

Susan Smith moved the November 11, 2018 minutes as written
Judy Magnani seconded
All but one in favor, Peter Hargraves abstained

6. CHAIRMAN'S REPORT
   • Working Groups – Definition and process
   • Budget Assignments – Assignments handed out
   • Agendas – Deadlines for being included on the Agenda
   • Citizen E-mails – Policy for response
   • Budget Assignment Rules – Best practices for departmental budget reviews
   • Charter Review Committee – Results of December testimony by Chair
   • Attendance – When and how to notify the Chair if unable to attend a meeting
   • Cancellation Policy – If Town Hall is closed there will be no meeting
   • Deliberation Procedures – As it regards to Grant discussions

Mary Harris briefly reviewed the Budget Assignments

The Committee discussed reverting the Finance Committee Meeting schedules back to Tuesday’s at a time to be determined. The result will be determined by availability of the Old Department Water Room in Town Hall.

7. OTHER BUSINESS
   There was a discussion about addressing the following to the School Committee at the January 22nd Subcommittee Meeting:
   • Consolidating Elementary Schools
   • Understanding the lower than average teacher to student ratio
   The general consensus was that this was not considered a budget discussion

8. ADJOURN
   Nick Lowell made a motion to adjourn at 8:09pm
   Wendy Vogel seconded
   All in favor