

Stoneham Finance & Advisory Board Meeting
Monday, January 22, 2019 - 7:00pm
Stoneham Town Hall Banquet Room

Attendees:

Tim Waitkevitch, Chair
Heidi Bilbo, Vice Chair
Andrew Harmon, Secretary

Jeremy Doyle Ed Hurley
Cory Mashburn Wendy Smith
Chris Waszak

Absent: Devin Desmarais, Susan Lippman, Domenic Martignetti

Guests:

Dave Castellarin, Town Accountant

Agenda:

1. Pledge of Allegiance
2. New FAB Member - Wendy Smith
3. Approval of Minutes from 1/7/2019
4. News and Announcements
5. Appointment to the Capital Committee
6. Discussion of Fiscal Guideline Subcommittee
7. Discussion of Financial Discrepancies from 12/18 Select Board meeting
8. Open Items
9. Other Business

Minutes:

Finance & Advisory Board Chair called the meeting to order at 7:00pm. Mr. Waitkevitch opened the meeting with Agenda Item #1. All members in attendance rose and recited the Pledge of Allegiance.

Board Chair then moved onto Agenda Item #2. Mr. Waitkevitch announced that Wendy Smith has joined the Finance and Advisory Board. Ms. Smith then provided the Board with a brief introduction of herself.

Board Chair then moved onto Agenda Item #3. Mr. Waitkevitch encouraged all members to review the last meeting's minutes. A couple typographical errors were noted. Ms. Bilbo introduced a motion to accept the amended minutes. Mr. Waszak seconded the motion; Ms. Smith abstained; all other members vote in favor.

Board Chair then moved onto Agenda Item #4. Mr. Waitkevitch asked members for any news and announcements. No members had any.

Board Chair then asked that the Board consider moving Agenda Item #7. Ms. Bilbo introduced a motion to move Agenda Item #7 to current discussion. Mr. Harmon seconded; all members in favor.

Mr. Waitkevitch then introduced Town Accountant Dave Castellarin to address the Board. Mr. Castellarin detailed the challenges that he has faced in his year with Stoneham. He particularly noted the \$2M pooled cash issue and how the issue was reconciled. He explained the benefits of training the Town Budget Analyst to assist as a backup to Mr. Castellarin's knowledge and experience. Lastly, he noted the benefits of the newly introduced MUNIS modules.

Ms. Bilbo asked that Mr. Castellarin remain in touch with the Finance Board if any other issues are uncovered. Ms. Smith asked what the top future priority is for the Town Accountant. Mr. Castellarin noted that he was hoping the Town would hire a Procurement person with whom he could work. He is particularly interested in having a point person to negotiate contracts for services entered into by the Town.

Mr. Castellarin then made some final notes about the ongoing FY20 budget process as well as some anticipated changes for the FY21 cycle. Mr. Castellarin then departed.

Board Chair then returned to Agenda Item #5. Mr. Waitkevitch requested a volunteer to represent the Finance Board on the Stoneham Capital Committee. Mr. Mashburn volunteered for the position. Ms. Bilbo introduced to nominate Mr. Mashburn to the Capital Committee. Mr. Harmon seconded; all in favor.

Mr. Waitkevitch then moved onto Agenda Item #6. Mr. Mashburn noted that the Finance Board should have an important role in maintaining the proposed fiscal guidelines. Mr. Hurley asked for clarification on the proposed nature of the subcommittee. Mr. Harmon then proposed that the goal of the subcommittee should be to evaluate business before the Board against the existing guidelines. Mr. Mashburn added that the subcommittee would be ensuring the Town adheres to the guidelines.

Ms. Bilbo then explained the history and the nature of the former subcommittee. She noted that the group in effect in 2017 performed research of fiscal policies for surrounding towns. She added that the new subcommittee could re-examine the work of the old subcommittee. Mr. Mashburn (the Finance Board's representative on the Long Range Fiscal Planning Committee) then relayed a brief history of the drafting of the current guidelines. Mr. Waitkevitch noted that suggested edits to the current fiscal guidelines are due on 2/1/2019, and that the Finance Board has no meetings scheduled before that date.

He then suggested an outlined mission statement for the new Fiscal Guidelines Subcommittee.

- Consisting of 3 members of the the Finance Board
- The group would evaluate proposals against the current guidelines
- Execute periodic reviews of the efficacy of the current guidelines
- Quarterly check-in with the Finance Board regarding ongoing deliberations

Ms. Bilbo then introduced a motion to create the Fiscal Guidelines Subcommittee using this mission statement. Mr. Harmon seconded; all in favor. Mr. Harmon introduced a motion to volunteer for a spot on the subcommittee. Mr. Waszak seconded; all in favor. Ms. Bilbo then nominated Ms. Smith to membership in the subcommittee. Mr. Harmon seconded; all in favor. Ms. Bilbo then nominated Mr. Mashburn to membership in the subcommittee. Mr. Harmon seconded; all in favor. Ms. Bilbo then offered to look back in the Board's files for information about the previous subcommittee.

Mr. Waitkevitch then moved onto Agenda Item #8. Mr. Waitkevitch mentioned distributing a revised Department subcommittee workbook. Discussion moved to the 2/6/2019 Tri-Board Meeting. Mr. Waszak asked about the format of the department heads' presentations. Ms. Bilbo noted that it was likely to be similar to the previous Tri-Board meeting. Mr. Doyle then asked for clarification on the timeline for FY20 budget presentations. Mr. Waitkevitch added that for FY21 the Finance Board may want to explore working with Departments earlier in the calendar.

Mr. Mashburn stated that the Finance Board should work with the new Town Administrator on best practices for communicating budget goals. Also to work with departments on recommendations as a benefit to their budget process. Ms. Bilbo added that helping departments with long term goals could benefit the departments and the Finance Board. Mr. Mashburn expanded on that idea with the concept of assisting departments with grant management.

Mr. Waitkevitch then reminded the group about conflict of interest forms. He then moved the group onto the draft of the Board's Annual Report. Members were given time to review Ms. Bilbo's draft. The group suggested some small edits to the document.

Mr. Waitkevitch brought up the subject of procedures and documentation for the Board. Mr. Mashburn asked about Board members obtaining official Town email addresses. The group then briefly discussed Open Meeting Law surrounding emails. Mr. Doyle suggested that the creation and storage of documentation could be incorporated into the Annual Report as a goal for 2019.

Mr. Harmon introduced a motion to accept the Annual Report draft with the discussed changes. Mr. Waszak seconded; all in favor.

Board Chair then moved onto Agenda Item #9. Mr. Harmon asked about future scheduled meetings. The next Board meeting is 2/4/2019. The Tri-Board meeting is 2/6/2019. The next Board meeting is 2/20/2019.

Mr. Mashburn raised a concern about posting the meeting times and agendas more than 48 hours in advance. He was concerned about lack of attendance by the public.

Mr. Mashburn introduced a motion to adjourn. Ms. Bilbo seconded; all in favor.