

Stoneham Finance & Advisory Board Meeting
Wednesday, February 19, 2020 - 7:00 pm
Stoneham Town Hall Hearing Room

Attendees:

Tim Waitkevitch, Chair
Cory Mashburn, Vice Chair
Andrew Harmon, Secretary

Jennifer Goldenberg Ed Hurley
Mike Memmolo Carol O'Loughlin
Wendy Smith

Absent: Jeremy Doyle, Jen Gray, Chris Waszak

Guests:

Paul Demerjian - Candidate, Water & Sewer Review Board

Agenda:

1. Pledge of Allegiance
2. Meeting Minutes
3. Water and Sewer Enterprise Fund Appointee
4. FAB Subcommittee Updates
5. FY21 Goals
6. FY21 Budget Calendar
7. Other Business - Non Deliberative
8. Adjournment

Minutes:

The 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 on to Agenda Item #2. The Board was asked to review the Meeting Minutes from 1/6/2020. Ms. Smith introduced a motion to accept the minutes as presented. Ms. Goldenberg seconded; 6 members in favor (Goldenberg, Harmon, Hurley, Memmolo, Smith, Waitkevitch); 2 abstentions (Mashburn, O'Loughlin). Motion passes.

Board Chair then moved on to Agenda Item #3. Mr. Waitkevitch introduced Paul Demerjian, candidate for the Finance Board's vacant appointment on the Water and Sewer Review Board. He then asked Mr. Demerjian what prompted him to apply to the open seat. Mr. Demerjian indicated that he is interested in becoming involved in Town affairs, where he will hopefully bring

a fair and objective perspective. He added that he has not previously held any position in Town government. Ms. Goldenberg asked Mr. Demerjian about relevant experience. Mr. Demerjian explained he holds a degree in Accounting and has served as the President of his condo association. Mr. Harmon inquired about Mr. Demerjian's ability to attend meetings. Mr. Waitkevitch added that the Water and Sewer Board is required to meet at least once a year. Mr. Demerjian assured the Board that he would be able to attend the annual meeting coming up this Spring. He also suggested that the Review Board could potentially meet via teleconference if schedules were difficult to align. Mr. Waitkevitch said this was potentially a possibility that could be explored.

Ms. Smith mentioned that the Finance Board's discussion with Mr. LeBeau revealed that there were no standing procedures surrounding citizen abatements. She inquired with Mr. Demerjian as to whether he would be interested in formalizing some procedures. Mr. Demerjian seemed supportive of the idea. Mr. Memmolo reiterated the Finance's Board's desire for the appointee to bring this issue, and potential other future issues to the Review Board's attention.

Mr. Demerjian inquired about the abatement process and it was explained that the issue was that no current process exists. There was then a general discussion over the nature of the Review Board appointees and how many positions are currently filled. Mr. Harmon then made a motion to appoint Mr. Demerjian to the Water and Sewer Review Board. Mr. Memmolo seconded; all members in favor. Mr. Demerjian then thanked the Board and exited the meeting.

Board Chair then moved onto Agenda Item #4. Mr. Harmon began by providing the Board with an update on the Financial Guideline Subcommittee. He noted that Mr. Memmolo has joined the subcommittee. He also mentioned the Quality Assurance Checklist created in the previous budget cycle. Mr. Mashburn added that it will be helpful to recognize what types of things are not appeared in departmental budgets. Mr. Waitkevitch informed the Board that the draft budget is currently available on the website for review. Mr. Hurley asked whether hardcopy budget books would be available this year and Mr. Waitkevitch thought that they would be.

Mr. Mashburn told the Board that there would be a Capital Article up for discussion at the upcoming (February 25th) Tri-Board Meeting. He also noted that there was a lot of discussion at the Capital Committee about what belongs in a departmental budget versus a Capital Article.

Ms. O'Loughlin then updated the Board on the Financial Metrics Subcommittee. She mentioned that two members (Doyle and Waszak) were not in attendance to discuss and that she was trying to get up to speed on the objectives of the subcommittee. Mr. Waitkevitch brought up the idea of subcommittee mission statements.

The Board Chair then segued into a discussion about Agenda Item #5. Mr. Waitkevitch opened the floor to ideas about goals for the upcoming budget year. Ms. Goldenberg suggested that the Board could attempt to meet with Town departments more than once to discuss budgets. Mr. Mashburn stated that having department heads come before the Tri-Board was very helpful in

this past budget cycle. Mr. Waitkevitch further added that maybe there was value in inviting all heads who do not get to speak before the Tri-Board to come in front of the Finance Board.

To continue the spirit of this discussion, Mr. Harmon suggested that the Finance Board could do additional outreach to other Boards and Committees in the Town. Ms. O'Loughlin added that all Boards are required to keep minutes. Those minutes could be reviewed by the Finance Board on a periodic basis. Mr. Mashburn offered to provide updates on events at the Capital and School Building Committees as a standing agenda item for further meetings. Ms. Smith agreed that this was a good idea and that it could serve as a placeholder for an update by anyone on any events on other Boards.

Mr. Waitkevitch then summarized the conversation into some goals for inclusion in the budget:

- Continued improvement of budget development, inclusive of all Town departments.
- More frequent communication between the Finance Board and Town departments.
- Increasing connections between the Finance Board and other Town Boards and Committees.

Ms. Smith suggested that the Board should review other town Finance Boards. She said it could be beneficial to visit other Board meetings and see how they operate.

The Board Chair then moved discussion to Agenda Item #6. There was a general discussion about upcoming meeting days and times. The Board agreed on keeping the regularly scheduled meeting on March 2nd. An additional meeting was scheduled for March 17th. And the Board also agreed to keep the regularly scheduled April 6th meeting to vote on the proposed budget.

The Board Chair then moved discussion to Agenda Item #7. Ms. Goldenberg brought up the fact that Stoneham Arena does not take credit cards for Open Skate. There was general curiosity as to why the Open Skates are cash only. Mr. Waitkevitch asked if the Arena has an ATM and it was agreed that it did not. Ms. Goldenberg also noted (along with Ms. Smith and Mr. Mashburn) that citizens can even pay Town bills with a credit card.

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