

Town of East Bridgewater Finance Committee

175 Central Street

East Bridgewater, MA 02333

Town Hall, 2nd floor Conference Room



Finance Committee Meeting Minutes November 13, 2018

Members present: Crystal Hudson, Michele Ahern, Dan Picha, Jennifer Kitchenham, Melanie Dean, Laura Sebastyn

Member(s) absent:

Selectman Liaison:

Guest(s):

1. Meeting called to order at 7:05 pm by Michele Ahern
2. Welcome to our three new members; Dan, Jennifer, and Melanie
3. Approved Meeting Minutes of Prior Meetings
 - a. **October 9, 2018**
 - i. *Motion to accept the minutes of October 9, 2018 as written*
 - ii. *M/S Sebastyn/Hudson*
 1. *Motion 3-0-3 (Picha, Kitchenham, Dean abstain)*
4. New Member Orientation
 - a. George Samia will be holding a financial orientation for all new members of the Finance Committee. The orientation meetings will be broken down into three sessions that will be done at Board of Selectmen meetings. The dates and topics of the sessions are:
 - i. Monday, November 19, 2018 6pm Revenue
 - ii. Monday, November 26, 2018 6pm Capital Stabilization
 - iii. Monday, December 10, 2018 6pm Other
5. Budget Schedule Draft
 - a. The committee reviewed a draft of the budget schedule just as an example of how the process went last year. The dates on the schedule will need to be updated once more information is received which should be in the next few weeks.
6. Committee Liaisons
 - a. The committee discussed that we need to establish liaisons for each of the departments. The assignments were made (see attached list). The committee also discussed that the liaisons will start to meet with the department heads after the holidays. It was asked if the committee could come up with some standard questions to ask the department heads to help the new members. It was decided that we would create the questions at the first meeting after the orientation.
7. Open Items
 - a. Crystal asked if we have received a copy of the monthly GL report yet. Michele will check on it and forward along to the committee when received.

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8. Next Finance Committee Meeting
 - a. The next meeting will take place after the orientation meetings.
9. Meeting Adjournment

Motion: To adjourn the meeting at 7:41 pm
M/S Hudson/ Picha Motion Passed 6-0-0

Laura Sebastyn, Clerk

East Bridgewater Finance Committee
FY20 Departmental Budget Liaisons

Department	Dept. Head / Budget Contact	FinCom Liaison	Presentation Date
Accountant	Phyllis Tirrell	Melanie Dean	
Assessor	Paula J Wolfe	Melanie Dean	
Board of Selectmen & All Other Budget Items	Dave Sheedy, Chair George Samia	Michele Ahern	
Building & Planning Departments	Patrick Franey, Building Commissioner Roy E. Gardner, Chair	Crystal Hudson	
Conservation Commission	Claire Yocum, Chair	Dan Picha	
Council on Aging	Nancy Hill, Director	Jenn Kitchenham	
Fire Department	Timothy M. Harhen, Chief	Laura Sebastyn / Jenn Kitchenham	
Health Department	Robert Philbrick Peter P. Spagone, Jr., Chair	Crystal Hudson	
Police Department	Scott Allen, Chief	Michele Ahern	
Public Library	Christopher McGee, Director Catherine Holbrook, Chair	Jenn Kitchenham	
Public Works Department Facilities Management Highway & Land Mgt. Solid Waste & Recycling Water Department	John B. Haines, Director Brian Kiely Rob Kenn Jason Trepanier	Laura Sebastyn / Dan Picha	
School Department	Elizabeth L. Legault, Supt. Ellen Pennington, Chair	Melanie Dean / Crystal Hudson	

East Bridgewater Finance Committee

FY20 Departmental Budget Liaisons

Tax Collector/Treasurer	Erica M. Flemming	Melanie Dean	
Town Clerk	Susan Gilpatrick	Michele Ahern	
Veterans' Services	Robert E. Charles	Dan Picha	