



**Finance Committee
Regular Meeting
10/16/23**

I. Call to Order

PRESENT: Archibald, Zosack, Gustison, Luoma, Ackerman, Bender

ABSENT: Marden, Bevilacqua, Tingle

II. Minutes Approval

1. table approval of October 2nd, 2023 minutes until after Open Meeting Law training.

RESULT:	APPROVED [4 TO 0]
MOVER:	Rob Gustison
SECONDER:	Bob Bender, Board Member
AYES:	Zosack, Gustison, Luoma, Bender
ABSTAIN:	Archibald, Ackerman
ABSENT:	Marden, Bevilacqua, Tingle

III. Communications

A. General

1. Discussion Submitted by David Luoma
2. Discussion Submitted by Robert Bender

IV. Discussion Points Submitted by Robert and David Luoma

- Open Meeting Law informational training on November 2nd, encourage members to attend
- Meeting minutes: This is not a transcript; this is a discussion. Documents provided at the meetings are public record as they are received. Specify in the minutes when a document is received. When the agenda is sent out at the beginning of the year, collectively will reach out 2 weeks prior to the scheduled meeting to each department head and remind that presentation material is given in advance. A representative could meet with the department in advance of their night. James will send the Department list to all members to see who is available to meet with each one. Any e-mails that are discussion points that are relevant will be collected by James to be added to the minutes.
- When meetings are held without a minute's taker minutes need to be provided- this will be someone on the committee.
- Appointments to the Finance Committee are currently a year long term. Current bylaws say the Moderator appoints the Finance Committee and a certain number of members. The general bylaws right now say Finance Committee is appointed at Annual Town Meeting. The Town has the power to amend the bylaws, suggesting to amend the bylaw to appoint members July 1st for the new fiscal year instead of being appointed at Annual Town Meeting. Bob Bender will take a copy of the Finance Committee by-laws and present a redline copy with changes to the Finance Committee.
- Budget is given to us first week of January- as per the by-law and we will be keeping to what is presently being done.
- Representative for each Department to be sent out in advance, including working closer with the School Committee, specifically a member from Merrimac.
- Finance Committee would like to request department heads justifying/quantifying significant line-item requests from prior years in greater detail than what is given. Noted that the full descriptions are given on the individual department handouts, the excel sheet just has an abbreviated version.

The location of this meeting is wheelchair accessible and reasonable accommodations will be provided to persons with disabilities requiring assistance. If you need a reasonable accommodation, please contact the Town of Merrimac's ADA Coordinator, Robert Sinibaldi, at least two business days in advance of the meeting: commissioner@townofmerrimac.com or 978-346-0525.

- Would like to leverage a press release to greater detail the budget prior to Town Meeting. As Chris Manni is the Select Board representative on the Finance Committee and oversees the press release the Finance Committee can work with him to accomplish this.