**FINANCE COMMITTEE**

**Meeting Minutes**

**Monday, January 12, 2015, 6:00 PM**

**Lower Conference Room**

**Members Present:** John Heffernan (Chair), William Podolski, Russell Stamm, Steve Bilafer, Sue Carney, Dave Roberts, Liz O’Donnell and Kevin Hughes.

**Members Absent:** Maureen Hanlon

Mr. Heffernan called meeting to order at 6:00 PM. He informed everyone that this meeting is being recorded.

Mr. Heffernan explained that he would like to cover the public comment period at the end of the meeting.

Reserve Fund Transfer Request- Norfolk Agricultural School

Ms. Baker explained that this request is to cover the difference between what was budgeted for the Norfolk Aggie, and what was billed.

Mr. Podolski asked why the Norfolk Aggie does not come in front of the Finance Committee like everyone else who has a request.

Ms. Stamm explained that the Norfolk Aggie’s budget cycle is off sync with everyone else’s, and for this reason he did not press to get them in front of the Committee. He did believe the understanding was that they would come in when the budget was final.

Mr. Heffernan confirmed with Mr. Stamm that the Norfolk Aggie did not invite the FinCom back to a meeting to go over their finalized budget.

Mr. Roberts inquired as to if they have a school committee organization or a representative for the Town. Ms. Baker responded that they are not a regional school where every Town has a representative.

Ms. Carney made a motion to move $13,076 from the Reserve Fund to the Norfolk Agricultural School, seconded by Mr. Roberts. **It was voted 7-1.** (Mr. Stamm opposed.)

Mr. Stamm explained that he was opposed because he would like to see the FinCom pay only what was appropriated and have them come in front of the Committee before approving additional funding.

Ms. Carney commented that she thinks it would make more of a statement to ask them to come in, and if they do not, have them prove their need to the voters at Town Meeting since they would not have a FinCom recommendation.

Mr. Podolski asked who will communicate this message to the Norfolk Aggie. Mr. Heffernan responded that he will communicate with them on the process closer to the time that it is necessary.

Mr. Hughes confirmed with Ms. Baker that the invoice was only received in December.

Mr. Heffernan started the discussion on the upcoming budget season. He explained that each department will be meeting with the Town Manager regarding their requests, and that he would like to encourage members of the Finance Committee to attend these meetings. The calendar will be shared with the Committee.

Ms. Baker distributed a draft calendar for the budget season leading up to Town Meeting in May. She explained that the warrant will close on February 20th, the budget message will be presented to the Board of Selectmen on February 26th, and the Finance Committee Saturday meeting is planned for March 7th.

Public Comment Period-

Mr. Heffernan asked if there were any questions from the public.

Ms. Baker asked everyone to please let her know if they have any conflict with the proposed dates on the draft calendar.

Meeting Minutes-

Mr. Stamm made a motion to approve the meeting minutes from September 30, 2014, seconded by Mr. Podolski. **It was voted 7-0**. (Mr. Hughes abstained)

Mr. Stamm made a motion to approve the meeting minutes from October 7, 2014, seconded by Mr. Podolski. **It was voted 7-0**. (Mr. Hughes abstained)

Mr. Stamm made a motion to approve the meeting minutes from October 9, 2014, seconded by Mr. Podolski. **It was voted 7-0**. (Mr. Hughes abstained)

Mr. Stamm made a motion to adjourn at 6:30 PM, seconded by Mr. Podolski. **It was voted 8-0.**