**Westport Finance Committee**

**Meeting Minutes**

**Virtual Meeting-Remote Participation**

**July 12, 2022**

Present: Karen Raus (KAR), Cindy Brown (CB) Charles “Buzzy” Baron (BB), Tracy Priestner Hugh Morton (HM) Bob McCarthy (BM) Lawrence Holsworth (LH) Zachary Lebreux (ZL)

Also Present: Nicole Pearsall (NP) Town Accountant Jim Hartnett (JH) Town Administrator

Absent Gary Carreiro (GC)

KAR opened the meeting at 6:33 p.m.

KAR read the following: Under MGL Chapter 30A, section 20(f) – Meeting being recorded. *Pursuant to Governor Baker’s March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020, Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Westport Finance Committee is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order.*

*A reminder that persons who would like to listen to or view this meeting while in progress may do so by following the remote links:* https:// meet. google.comhttps://meet.google.com/jph-idsb-ndc ,dial in this number dial:

**1.Members Reappointments and New Members:** (Kar) opened up the meeting with welcoming the first meeting of new fiscal year and welcoming the two new members to the board Lawrence Holsworth (LH) and Zachary Lebreux (ZL). (Kar) thanked (BM) and (GC) for reappointing their terms for the next three years and continuing their service to the committee.

**2.Reorganization -Chair and Vice Chair:**

(Kar) said every year we look to nominate chair and vice chair last year (Kar) was chair and (CB) was vice chair (Kar) said she would be thrilled and happy again as the chair of the committee but would look for a nomination. (HM) motioned and (HL) second to approve. The roll call vote was unanimous in favor. (Kar)said next nomination would be for vice chair for (CB). (BM) motioned and (TP) seconded to approve. The roll call vote was unanimous in favor.

**3.FY22 Goals and Fy23 Goals :(**Kar) said we had a pretty impressive finance committee year. We had some goals, had a schedule, we pretty well stuck to it. We did a good job. The document that was produce for town meeting I think was very helpful to people. I think we did what we set out to do. And so, from my purposes for the FY22 goals would be sticking with what we did from FY22 and keep going. (Kar) said the said the first one was active participation by all members, that's always a challenge. I felt a heavy workload myself this year and. And want to strive to balance that out more. And can be always a challenge, certainly coming to the meetings is a very important aspect of being on the finance committee, but also being involved in committees and actively figure out a way to make sure that we all are engaged, and one person is not overloaded and to continue with that. (Kar) said the next goal (full community involvement for town meeting). We were blessed this year that we did not have a number of warrant articles that necessitated us to do that, we can’t always be lucky that that will happen. But in the event that the warrant articles are extensive and having more involvement with us at the town meeting to help educate the folks at town meeting is helpful. And then lastly, the administrative keeping the minutes up to date and we get them for every meeting and documents in the google drive. (Kar) said that we have accomplished the goals. (CB) mentioned any liaison should be responsible for their own department budgets to make sure that the paperwork gets in or gets at least to Jessica or (Kar) or I to make sure those documents are in there by Thursday by the end of the day.

**4.Committee & Liaison appointments:**(Kar) said I was on the audit committee and my term expired June 30th of this year. I opted to not renew myself on the audit committee but (CB) she's going to take over as the finance committee representative. (GC) is no longer on the personal board (CB) said I am on the personal board already and I can become the finance committee representative (Kar) mentioned to (TP) if we need a second member on the school building committee. (TP) said she is okay to be the sole person on the committee as a finance committee representative. (LH) said he would not mind joining school building committee as a finance committee representative. (Kar) said we need one agriculture open space preservation trust council (ZL) said he would become the finance committee representative. (LH) said he would accept the long-term building committee for a finance committee representative. (Kar) said the only one is the capital improvement committee (CB) mentioned (GC) for the committee. Left to assign a representative is infrastructure oversight committee, economic development, and internet advisory committee.

Liaison appointments: (Kar) said highway department committee (CB) mentioned she can be a representative. (LH) asked for explanations of what a liaison duty would do. (Kar) said being a point of contact for each of the departments, primarily at budget time. And if somebody has a question or they need assistance in meeting, helping prepare presentation or have some questions. Trying to get something in their budget and they're not successful but not helping them doing their budgets, but just being just being the point person. (LH) mentioned he would be interested in recreation department, fire department, library department, town beach department and veterans service department and veteran graves. (ZL) mentioned he would like to sign up for building department. (Kar) said she will update and talk with (GC) and send it out and go from there.

**5. Override Discussion:** N/A

**6. Committee Updates /Liaison Reports:**

(CB) mentioned the audit committee meeting was last night, the first time that we met since the management letter came out for the town. It was very preliminary meeting. We just went through some of the findings. There were no material events that that the auditors took note of in the management letter. things have definitely improved significantly over the last two years compared to what we had in the past. We will invite the town treasure collector next that will be mid-September. September 19th will be the next meeting and things are moving along with that, but we're much better shape than. Had that they had very. They had several positive notes about our financial improvement and our record keeping and so forth. (Kar) asked (CB) if the 2021 audit complete (CB) said yes.

**7. Year End Transfers:** (Kar)presented two of the first-year end transfer and said it is for $19,980 and it's a source of funds as professional fees and that is the transferring department. The receiving department is the assessor’s office it is going to the use of funds is the clerk part time and the explanation is transfer from expenses to services for the part time clerk. (CB)motioned and (HM) seconded to approve. The roll call vote was unanimous in favor.

(Kar) said the second transfer is for highway department for $15,000 transferring from non-clerical full time is the transferring department in the receiving department is still the highway department, but it's for additional equipment. And the description is to purchase a cold planer. (CB) motioned and (BM) seconded to approve. The roll call vote was unanimous in favor.

**8. Minutes:** The minutes for June 14,2022 was presented for approval. (CB)motioned and (TP)seconded roll call vote was unanimous in favor with (Kar) (ZL) and (LH) abstained.

**9.Topic for Next Meeting Agenda:** N/A

**10.Meeting Schedule:** Next scheduled meeting will be remote on August 9,2022

**11. Correspondence:** N/A

**12. Topic not reasonably forty-eight (48) hours in advance of the meeting:** N/A

**Adjourn:** There being no further business to come before this meeting a motion to adjourn the meeting at 8:10 pm was made by (TP) and (CB) seconded the roll call vote in favor was unanimous.

Respectfully Submitted,

Jessica McKane, Recording Clerk

REFERENCE DOCUMENTS:

0.2022 7 12 AGENDA INDEXED (1) docx

YE Transfers.pdf

FINCOM GOALS for FY22.docx

Committee & Liaison Appointments.xlsx