

Stoneham Finance and Advisory Board (FAB)

Date:	June 2, 2025
Time:	7p
Location:	Stoneham Town Hall Hearing Room
Present:	Mike Memmelo – Chair Jen Gray – Vice –Chair Jim Wilson - Secretary Rod Allen, Joe Combs, Adam Jacobs, Joe Joffe, Troy Lau
Absent:	Wendy Smith, 2 seats currently vacant
Guests:	Jeanne Craigie - Town Moderator

1.	<p>The June 2, 2025 Meeting did not have any speakers volunteer for public comment</p> <p>Agenda</p> <p>3. Discussion of Town Code Ch.2 Administration, Article III Finance and Advisory Board</p> <p>Ms. Craigie explained the general discussion about the Finance Advisory Board's creation, composition, terms, numbers, appointments, and charge. She mentioned that historically, she has been told to get resumes, interview candidates, and then turn them over to the chair for final decisions.</p> <p>Appointment Process and Diversity</p> <ul style="list-style-type: none"> • Discussed the importance of diversity in the board's composition and the need to look at different perspectives. • Expressed concerns about the appointment process and the need for transparency and fairness. • Emphasized the need for the board to represent the entire community, not just a specific group. 	<p>Mr. Joffe motioned to end public comment, seconded by Mr. Lau. Passed Unanimously.</p> <p>Mr. Joffe motioned to discuss item #3 out of order, seconded by Mr. Combs. Passed Unanimously.</p>
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Challenges and Suggestions for Improvement

- Board discussed optimizing the appointment process by allowing candidates to submit resumes or cover letters and providing feedback asynchronously, highlighting the importance of ensuring that all candidates have a fair opportunity to be considered.
- It was also proposed that personnel matters be discussed in closed sessions to maintain confidentiality and fairness, but no action was taken in this direction.

Next Steps

It was decided that the Ms. Craigie will confirm with town counsel the ability for the FAB to evaluate resumes and cover letters in a public setting without in person interviews. The FAB is intending to review submitted applications a future scheduled meeting (see Agenda Item #6) and provide Ms. Craigie recommendations prior to June 18. 4 members up for re-appointment at the FAB. Ms. Craigie will make all 6 appointments on June 27th.

1. Meeting Minutes April 21– APPROVED

2. Town Meeting Recap

Affirmed appropriateness of FAB chair consistently speaking for the board

4. Discussion of the application of Town of Stoneham Personnel Policies to members of the FAB

Mr. Jacobs mentioned the possibility of adopting similar Personnel Policies from another town Board. The discussion was then tabled until the next meeting.

5. FAB email inbox / response responsibility

Board discussed the desire to enable everyone to see FAB-addressed emails, and to ensure that topics discussed are contributing to future FAB agendas. Board discussed the numerous challenges with needing to respond as a board, vs. as an individual, to FAB emails. Discussed having standing agenda items to speak to emails. Decided that in July, with a full board, FAB could determine scheduling of having members monitor the email box.

Motion to approve by Mr. Gray, seconded by Mr. Wilson. Passed Unanimously.

Mr. Joffe moved to table until next meeting; Mr. Wilson seconded, passed unanimously.

Mr. Joffe moved to table until next meeting; Mr. Lau seconded, passed unanimously.

6. Schedule of FAB meetings for next six (6) months

- 30pm Tuesday 10-June, by request of Town Administrator for balance transfer; 7pm Tri-Board
- June 16th 7pm to discuss FAB candidates
- July 7
- Aug 4
- Sep 8
- Oct 6
- Nov 10
- Dec 16

7. Updates

a. Capital

b. School Building Committee

c. Subcommittees

Mr. Joffe spoke to library financial difficulties, needing to spend ahead of next years budget.

Other business – Non-deliberative

8. Adjournment - Vote required

Mr. Wilson motioned to adjourn, seconded by Mr. Lau. Passed Unanimously.