

Stoneham Finance & Advisory Board Meeting  
Monday, July 1, 2019 - 7:00 pm  
Stoneham Town Hall Hearing Room

Attendees:

Tim Waitkevitch, Chair  
Andrew Harmon, Secretary

Jeremy Doyle	Jennifer Goldenberg
Jen Gray	Cory Mashburn
Carol O'Loughlin	Wendy Smith
Chris Waszak	

*Absent:* Ed Hurley, Susan Lippman

Guests:

None

Agenda:

1. Pledge of Allegiance
2. Meeting Minutes 4/8 and 6/3
3. FAB Elections for Chair, Vice Chair, Secretary
4. End of Year Closeout - From Town Accountant
5. FY20 Goal Implementation
6. FY21+ High Level Goals/Priorities
7. Department Assignments
8. Other business - Non Deliberative

Minutes:

Finance & Advisory Board Chair called the meeting to order at 7:00pm. Mr. Waitkevitch opened the meeting with Agenda Item #1. All members in attendance rose and recited the Pledge of Allegiance.

Board Chair then moved onto Agenda Item #2. Mr. Harmon said that meeting minutes were not available for the meeting and that this would have to wait until the next meeting.

Board Chair then brought forward Agenda Item #3. Mr. Waitkevitch expressed interest in re-election as the Board Chair. Mr. Doyle proposed that Agenda Item #3 be moved to later in the meeting to allow additional members to arrive prior to voting. Mr. Waszak seconded the motion; all members in favor.

Board Chair then moved to Agenda Item #4. Mr. Waitkevitch pointed the Board to a handout showing transfers from the General Fund. He then noted each line item with a high-level comment. After he had read each item, he opened the discussion into particular subjects.

Mr. Waszak asked for clarification that the list represented unexpected costs paid outside of the FY19 budget. Mr. Waitkevitch agreed. He added that funds were moved from various sources of surplus to cover the overages. Mr. Doyle then asked for additional detail on the \$130K overage paid for legal expenses. Mr. Waitkevitch responded that he had a little more information. The additional costs were related to the transition period between Town Administrators (TA). Ms. Smith asked if the costs had anything to do with any pending litigation related to the TA transition. Mr. Waitkevitch had no additional details but offered that the Board could request a meeting with the Town Accountant to discuss the matter in further detail.

Mr. Doyle then asked if the legal cost overage was related to the overage posted for the TA office (\$36K). Again, Mr. Waitkevitch had no additional details but again recommended a meeting with the Accountant.

Mr. Waszak asked if the Cost of Living Adjustments (COLA) for FY19 are going to be 'double reflected' in FY20. In other words, are these adjustments going to compound on COLA adjustments already factored into the FY20 budget. Mr. Waitkevitch explained that the budget is constructed so that any COLA over the budgeted amount can be covered with a general COLA line item.

Mr. Doyle asked a general rhetorical question about whether the FY20 budget solved for some of these issues in the FY19 transfers. Ms. Smith suggested that the Board compile a list of transfer questions for the Town Accountant. The Board agreed that additional information was necessary on:

- Town Counsel
- Town Administrator
- Stoneham Arena
- Unclassified

Ms. Goldenberg asked for clarification on funding retiree obligations. Mr. Waitkevitch explained that funds were unused in FY19 for that purpose and could then be used to cover unexpected expenses. Mr. Mashburn suggested that the Board should be aware in subsequent fiscal years that there aren't departments that are being consistently overfunded or underfunded.

Mr. Waszak then introduced a motion to accept the end of FY19 transfers proposed by the Town Accountant. This motion caveated that additional information was to be provided to the Board on the 4 topics listed above. Mr. Mashburn seconded; all members in favor.

Board Chair then moved to Agenda Item #5. Mr. Waitkevitch urged the Board to consider the formation of subcommittees to achieve the goals (Fiscal Guidelines, Resource Center, Top-Level Fiscal Health Metrics). Mr. Harmon then provided a recap of the mission of the existing Fiscal Guideline Subcommittee. Ms. Goldenberg volunteered to join a newly-forming Resource Center subcommittee. Mr. Waitkevitch indicated interest in the new group, and would reach out to Ms. Lippman as well.

Ms. O'Loughlin explained her interest in the Metrics subcommittee. Mr. Waszak also volunteered to join the Metrics subcommittee. Mr. Waitkevitch all subcommittees to be prepared at the next scheduled meeting to discuss timelines regarding goal completion. Ms. Smith asked about training opportunities for FY20. Mr. Waitkevitch responded that the Board has a budget in the FY20 cycle in order to attend conferences and trainings.

Board Chair then moved onto Agenda Item #6. Mr. Waitkevitch mentioned that there could be a Tri-Board meeting in the near future related to coordinating goals across the Boards for FY21. With that in mind, he opened discussion on ideas for FY21 goals. Mr. Mashburn suggested inviting smaller Town departments to future Tri-Board meetings. Ms. Smith wanted the Board to consider its role in the upcoming High School building project. There was a general discussion among members about investment into education and physical projects. Ms. Gray indicated that the Town should focus on boosting its Reserve Fund. Mr. Waitkevitch proposed that the Capital Committee could provide a wider scope of information to the Town on our capital investments. He noted maintenance as a topic along these lines. The discussion then moved towards Road maintenance.

Mr. Mashburn then asked whether the Town should explore improving and renting athletic fields. Stoneham Arena and the golf course were also mentioned as recreational facilities where additional revenue could be generated for the Town. Ms. Smith also mentioned the Town Common as an opportunity. More events could be held on the Common.

Mr. Harmon suggested that the Town should explore revenue opportunities through real estate development. He noted that a zoning proposal was just defeated by Town Meeting that would have encouraged new development. Ms. Goldenberg countered that the Town may not be looking for housing development as a revenue source. Mr. Mashburn noted that only a small fraction of residents actually appear and vote at Town Meeting. Boosting attendance or some type of governmental change could increase participation. Ms. Gray suggested that an attendance boost could come from better communications to the residents. The group also agreed that the format of Town Meeting was not beneficial to parents of younger children.

Mr. Doyle added that Town Hall itself has a limited capacity. The group then suggested alternate venues where Meeting could be held to boost attendance if needed. It was then agreed that increasing citizen engagement at Meeting is an important goal.

Board Chair then moved onto Agenda Item #7. The results of this discussion are available in the new FY20 department assignments.

Board Chair then moved the Board back to Agenda Item #3. Mr. Waszak nominated Tim Waitkevitch as Board Chair. Mr. Harmon seconded; all in favor. Ms. Goldenberg nominated Cory Mashburn as Vice Chair. Ms. O'Loughlin seconded; all in favor. Mr. Mashburn nominated Andrew Harmon as Secretary. Ms. Smith seconded; all in favor.

Board Chair then moved to Agenda Item #8. Ms. Smith mentioned the new Town website is up and running. Mr. Harmon asked for the date of the next meeting. Mr. Waitkevitch responded that August 5, 2019 would be the next meeting. Mr. Doyle made a motion to adjourn. Mr. Mashburn seconded; all in favor.