

Stoneham Finance & Advisory Board

Tuesday June 18, 2019, 7:00pm

Town Hall Auditorium

Attendees:

- Tim Waitkevitch
- Chris Waszak
- Susan Lippman
- Cory Mashburn
- Jennifer Goldenberg
- Wendy Smith
- Carol O’Laughlin
- Dave Castellarin, Town Accountant

Pledge of Allegiance

- All rose for pledge of allegiance.

Welcome new members

- Tim introduced Carol as a new member.

Meeting Minutes

- Tim deferred meeting minutes to another time, as they were not readily available.

End of year closeout – From Town Accountant

- Dave handed out end of year closeout sheet
- Dave advised that...
 - ...June 28th is the end of the fiscal year, and by law the town has two weeks to pay all out bills for the fiscal year
 - ...any bills not received by July 9th will be carried over to the next fiscal year
 - ...the following week the Select Board will vote on transfers to account for any deficits we may have
 - ...July 11th will likely be the largest warrant of the year to cover closeout bills
 - ...Next audit is starting at the end of August, and there is potential to present the draft Management Letter at the next Tri-Board meeting. Dave further affirmed we do not have an audit committee
- Questions from FAB:
 - Tim asked if Dave foresees any issues, to which Dave responded “No, not at all”
 - Tim asked what date FAB needs to provide input on transfers, to which Dave responded “You have until July 12th”
 - Tim confirmed with the FAB to reconvene the following week to provide input
 - Chris asked if Accounting can provide financial performance metrics on a recurring basis

- Dave does this every week by every line item; and confirmed he can provide via email at any level desired to Tim to distribute to the FAB members
 - Tim confirmed monthly reports would be good, and maybe transition to quarterly reports if it is felt excessive
- Dave mentioned about the ability to give the board access via MUNIS
- All congratulated Dave on receiving the Distinguished Budget award

FY20 goal implementation

- Tim discussed the goals:
 - ☐ Knowledge center/resource center
 - ☐ Data visualization and metrics
 - Tim recommended a smaller group, and opened up for volunteers
 - Susan recommended holding on volunteers until the next meeting when more members were present; Tim concurred
 - ☐ New member handbook
 - ☐ Fiscal Guidelines work
- Tim brought up department assignments
 - ☐ Susan explained the process for assigning people to departments, organized by like departments
 - ☐ Tim deferred selection of assignments to the next meeting
- Tim advised open positions – Chairman, Vice Chairman, and Secretary – are up for selection
 - ☐ Tim deferred the selection process to the next meeting

Other business – non-deliberative

- Susan advised a need for everyone to have member contact information shared with the board
 - ☐ Tim agreed for Susan to send out the existing sheet
- Carol asked if there are by-laws or other literature that governs the FAB
 - ☐ Tim advised look under Town By-Laws chapter 2
 - ☐ Susan advised she will look at what guidance she has to hand out

Adjournment

- Meeting adjourned