

Stoneham Finance & Advisory Board Meeting
Tuesday, September 3, 2019 - 7:00 pm
Stoneham Town Hall Banquet Hall

Attendees:

Tim Waitkevitch, Chair
Cory Mashburn, Vice-Chair
Andrew Harmon, Secretary

Jeremy Doyle	Jen Gray
Ed Hurley	Carol O'Loughlin
Wendy Smith	Chris Waszak

Absent: Jennifer Goldenberg

Guests:

None

Agenda:

1. Pledge of Allegiance
2. Meeting Minutes
3. School Building Committee Representative
4. FY21 Budget Calendar/FAB Budget Evaluation
5. Departmental Meeting Check-In
6. 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 on to Agenda Item #2. The Board was asked to review the Meeting Minutes from 06/18/2019 and 08/05/2019. Mr. Mashburn introduced a motion to approve the 08/05/2019 Minutes as written. Ms. Smith seconded; all in favor. Mr. Mashburn then noted that his name was misspelled in the 06/18/2019 Minutes. He then made a motion to accept those Minutes with the spelling change. Ms. Smith seconded; all in favor.

Board Chair then moved on to Agenda Item #3. Mr. Waitkevitch noted that Susan Lippman resigned from the Finance and Advisory Board. He thanked Ms. Lippman for her service to the Board, as well as her service to the School Building Committee. Mr. Waitkevitch then opened the floor for volunteers to take Ms. Lippman's role as the Board liaison to the School Building Committee. Mr. Mashburn volunteered to represent the Board going forward. Mr. Harmon then

introduced a motion to nominate Mr. Mashburn as the School Building Committee representative. Ms. Smith seconded; all in favor.

Board Chair then moved on to Agenda Item #4. Mr. Waitkevitch discussed which Town departments will be in attendance at the 09/18/2019 Tri-Board Meeting. He also noted that there will be additional Tri-Board Meetings on 10/16/2019 and 11/13/2019.

Board Chair then moved on to Agenda Item #5. Mr. Waitkevitch asked for some feedback on how the Finance Board's departmental meetings were progressing. Based on the Budget calendar (budgets due 11/18/2019, meetings with the Town Administrator 11/30/2019), he indicated that either the November or December meetings would be a good time to debrief on what the Board learned in their meetings.

Mr. Mashburn indicated that meetings had taken place with the School Department and the Library. Mr. Waszak asked the Board whether we ever received quarterly expense reports from the departments. Mr. Waitkevitch indicated that he would follow up on that request. Mr. Harmon suggested that the Board discuss departmental meetings during the Board's November meeting (11/4/2019).

Ms. O'Loughlin brought up some questions about the departments clustered under Health services. The conversation moved towards Health functions funded with grant money and Ms. O'Loughlin expressed her opinion that it would be good for the Board to understand what is actually funded through grants. Mr. Hurley asked whether grants are reflected in departmental budgets. The consensus belief was that they are not. Ms. Smith suggested that the Board could ask departments about grants at the upcoming Tri-Board Meetings. Mr. Harmon added that it could be valuable to ask the departments in advance of the Meetings.

Ms. O'Laughlin and Mr. Mashburn both emphasized the Town's need to plan ahead for grant expirations, so as not to be surprised if and when grants come to an end. Mr. Hurley asked whether the Town Administrator would have more detailed information on existing grants. Ms. Smith also wants grants to be more visible to commend those department heads who are going out and seeking external funding to achieve their goals. Ms. Gray also suggested that this could help departments collaborate on getting additional grants by sharing the methods used to secure the funding.

Mr. Mashburn further suggested that this type of information sharing could expose a potential need for a full-time Town grant writer. Mr. Waitkevitch proposed a potential subcommittee to evaluate the Town's grant acquisition strategy. Ms. O'Loughlin volunteered to do an informal sampling of how surrounding Towns handle these types of functions. Mr. Hurley stated that it would be good to see how many grants Stoneham has compared to the other towns.

Board Chair then moved on to Agenda Item #6. Mr. Waitkevitch noted the open position on the Board and encouraged the public to seek appointment. The Board confirmed that the next

meeting would take place on 10/07/2019. Mr. Waszak introduced a motion to adjourn. Mr. Doyle seconded; all in favor.