

Stoneham Finance and Advisory Board (FAB)

Date:	July 10, 2023
Time:	7p
Location:	Stoneham Town Hall Hearing Room
Present:	Mike Memmolo – Chair Jen Gray – Vice Chair Cory Mashburn – Secretary Julianne Bovat, Andrew Harmon, Joe Joffe, Sachin Joshi, John Lane, Jeff Moyer, Wendy Smith
Absent:	Ed Hurley
Guests:	Dennis Sheehan – Town Administrator Lori Plourde - Town Accountant

	<p><u>AGENDA</u></p> <ol style="list-style-type: none"> 1. Pledge of Allegiance 2. Public Comment 3. Meeting Minutes – Vote Required 4. FY24 Department follow ups 5. Town Grant Report Card 6. End of Year Transfers – Vote Required <ol style="list-style-type: none"> a. Request to transfer funds from/to various town accounts as recommended by the Town Administrator and Town Accountant 7. Updates <ol style="list-style-type: none"> a. Capital b. School Building Committee c. Subcommittees 8. Other business – non-deliberative 9. Adjournment - Vote required

1.	Pledge of Allegiance	No votes needed
2.	Public Comment Period ➤ No public comments	No votes needed
4.	Taking things out of order There were people in the audience that were going to speak, and the Chair wanted to take some things out of order so they could speak. The things that the Chair wanted to take out of order were: ➤ Town End of Year Transfers – Vote Required	Mr. Mashburn introduced a motion to move the Moderator’s Report to the top of the Agenda; Mr. Harmon seconded; all in favor.
5.	End of Year Transfers – Vote Required a. Request to transfer funds from/to various town accounts as recommended by the Town Administrator and Town Accountant This is the second and final round of end of year transfers. These two transfers which are attached to these meeting minutes were not anticipated. The town was waiting for the Medicare Ballon payment for the school payroll to post to see what the town would be over. Ms. Smith asked: Is the annual audit amount pretty standard? RESPONSE: It is. All the costs were not signed for at the Town Meeting and that is why the town was over. All cost for FY24 should be in the next week of two so if any changed need to be made they will be made at October’s Special Town Meeting.	Mr. Harmon introduced a motion to accept the End of Year Transfers amount of \$35,509; Ms. Bovat seconded; all in favor.
6.	Meeting Minutes – Vote Required Discussions about two past minute meetings. The Board was presented with minutes from the April 3, April 13, and June 5, 2023 meetings.	Ms. Smith introduced a motion to accept the minutes as written for the April 3, 2023, meeting minutes and waive the reading; Mr. Mashburn seconded; 5 in favor, 5 abstain. Mr. Moyer introduced a motion to accept the minutes as written for the April 13, 2023, meeting minutes and waive the reading. Ms. Bovat seconded; 6 in favor, 4 abstain

		<p>Mr. Harmon introduced a motion to accept the minutes as written for the June 5, 2023, meeting minutes and waive the reading. Ms. Smith seconded; 10 in favor</p>
<p>7.</p>	<p>FY24 Department follow ups</p> <p>There were some discussions about liaisons having internal discussions between members about what would be asked and how they would reach out to department heads over the next fiscal year.</p> <p>Mr. Lane asked: Are there any restrictions about what can be discussed and talked about between members? RESPONSE: As long as there is not a quorum of FAB members which is 6 members group liaisons can discuss any items with department heads.</p> <p>Mr. Joffe asked: If there is any email chain of liaisons does that break open meeting law? RESPONSE: As long as there is not a quorum of FAB members which is 6 members group liaisons can discuss any items with department heads.</p> <p>Sending a welcome email to department heads to introduce liaisons is always a good thing so department heads know who to reach out to if anything arises.</p> <p>Ms. Gray reached out to the Recreation Department and the director said that he got everything he needed this year.</p>	<p>No votes needed</p>
<p>8.</p>	<p>Town Grant Report Card</p> <p>Ms. Gray learned about another Massachusetts town about having a Town Grant Report Card via newspaper article. It had support from the Select Board. It is being run by the Town Administrator. The Report Card has all the grants that have been applied for, if they received them, why they did not receive them, and who oversaw them. Showed accountability for each grant written. Publishing the Report Card let the town see the grants and see what was needed for the town.</p> <p>Ms. Smith asked: Do you have a sample of the report card from the other town? RESPONSE: I do. It is found here. https://www.scituatema.gov/town-administrator/pages/grants-received.</p>	<p>No votes needed</p>

	<p>Mr. Mashburn brought up the possible need for a grant writer or part-time grant writer for the town. Having that person would allow the town to have a system to show what grants the town has written, thought about, and not received. He stated that when working in other municipalities it helped him to see what grants were written so that he and other departments did not write a grant for something that they already had.</p> <p>Ms. Gray said that some next steps could be having a discussion with the TA, and/or Select Board, or Tri-Board meetings.</p> <p>Meeting dates for future Tri-Board meetings are being discussion with the TA and other chairs.</p>	
<p>9.</p>	<p>Updates</p> <ul style="list-style-type: none"> a. Capital b. School Building Committee c. Subcommittees <ul style="list-style-type: none"> ➤ Mr. Mashburn stated that the capital committee will probably begin meeting again in August or September to talk about the October Town Meeting requests. There will new requests from other departments. ➤ Mr. Mashburn stated the high school front entrance will be closed due to the filling and changing the grade of the parking lot. Also there will be walls starting to go up during late summer. The project is on budget and schedule. ➤ Mr. Joffe talked about the renovation of the South School playground area. ➤ Ms. Smith asked about the FAB getting a town email. 	<p>No votes needed</p>
<p>10</p>	<p>Other business – non-deliberative</p> <ul style="list-style-type: none"> ➤ Discussion was had by the group about moving the August 14 meeting to another date. ➤ Adding ATFC to the update section so Andrew can updated us every meeting. 	<p>No votes needed</p>
<p>11</p>	<p>Adjournment - Vote required</p>	<p>Mr. Mashburn then introduced a motion to adjourn; Mr. Harmon seconded; all in favor.</p>