

Finance Subcommittee Meeting

Tuesday, December 18, 2018 at 5:05 p.m.

Minuteman High School

Guidance Department Conference Room

Present:

Carrie Flood, Dave Horton, Kevin Mahoney, Michelle Shepard, Ford Spalding and Julia Pisegna

1. Call to Order: Open Session

Chair Carrie Flood called the meeting to order at 5:05 p.m.

2. Approval of Draft Minutes of November 20, 2018

The following vote was taken on the draft minutes:

Moved (Horton) and seconded (Flood)

To approve draft minutes of November 20, 2018, as amended,

VOTE: Unanimous

3. Warrant Review

The Warrants had been sent out, and questions were answered. Subcommittee members signed the warrants, shown as Attachment B.

4. Budget Review Version 3

Mr. Mahoney distributed the FY20 Revenue Plan, Assessments to Member Towns, and Summary by Function Code information (shown as Attachment C). He reviewed the Budget Adjustments Version 2.0 to Version 3.0, noting areas where reductions totaling \$7,466 were made. He summarized that the total proposed budget, Version 3.0, reflects the net change in the total operating budget with a reduction of \$7,466 from the Version 2.0 recommendation and represents a 3.8% increase over the FY19 budget.

Mr. Mahoney also discussed the current retirements and staffing positions that need to be addressed, as well as the retirement of Michelle Roche at the end of FY20 and noted that this would be good timing and a good opportunity to move forward with the hiring for the position of Assistant Director.

There was also discussion relative to the phone system and adjustments that may need to be done for the new building, as well as health insurance.

Mr. Mahoney completed a more detailed analysis of the health insurance coverage which provided more updated projections and noted that he feels comfortable with the recommendation of a net decrease of 3.4 to 3.38 from Version 2.

Additional discussion included marketing Minuteman, and Mr. Mahoney stated that if there is support for a marketing line item in the budget, he will come back on January 8th with a Version 4.

5. Next Meeting: Tuesday, February 26, 2018 – 6:00 p.m.

The next meeting date was confirmed, as noted.

6. Adjournment:

There being no further business, the following vote was taken:

Moved (Horton) and seconded (Flood)

To adjourn the meeting at 5:24 p.m.

VOTE: Unanimous

Julia Pisegna, Recorder

Attachments

- A. Minutes of November 20, 2018
- B. Warrants
- C. Memo and attachment re: FY20 Budget Proposal – Version 3.0 from Kevin Mahoney dated December 14, 2018