

**FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 10, 2019 AT 6:30 PM**

- 1. THE MEETING WAS CALLED TO ORDER AT 6:30 PM.**
- 2. FINANCE COMMITTEE ATTENDEES: JAY BIKOFSKY, JIM BALFANZ, NEIL HOLDEN, DIANE REUSS AND STEVE SHATZ**
- 3. CHAIRMAN BIKOFSKY OPENED THE MEETING BY ASKING COMMITTEE MEMBERS IF THEY HAD BEEN RECEIVING PRE-MEETING DISTRIBUTION; COPIES OF FINANCE COMMITTEE MINUTES OF JUNE 20, 2019, JUNE 28, 2019 AND THE REVISED COMMITTEE ROSTER. MEMBERS RESPONDED THAT NO DIFFICULTIES WERE BEING ENCOUNTERED.**
- 4. THE CHAIRMAN THEN MENTIONED THE UPDATED COMMITTEE ROSTER EFFECTIVE JULY 1ST TO INCLUDE JIM BALFANZ, NEIL HOLDEN, DIANE REUSS, STEVE SHATZ WILLIAM VOGT AS WELL AS HIMSELF. HE ADDED THAT BOTH JIM MCMENAMY AND MARY BOYCE WOULD BE RETIRING AFTER MANY YEARS OF SERVICE TO THE TOWN WHICH WAS GREATLY APPRECIATED BY ALL.**
- 5. THE FINANCE COMMITTEE MINUTES OF JUNE 20, 2019 AND JUNE 28, 2019 WERE PRESENTED AND UNANIMOUSLY (5-0) APPROVED BY THE COMMITTEE.**
- 6. CHAIRMAN BIKOFSKY THEN RAISED A TELEPHONE CONVERSATION HE HAD RECENTLY WITH SELECT-BOARD CHAIRMAN TERRY FLYNN REGARDING A REPLACEMENT FOR TOWN ADMINISTRATOR DANIELLE FILLIO WHO HAD TENDERED HER RESIGNATION TO ACCEPT THE TOWN ADMINISTRATOR POSITION IN RICHMOND. THE CONVERSATION INCLUDED THE THOUGHT OF HIRING AN INTERIM TOWN ADMINISTRATOR, AN INDIVIDUAL WITH PROVEN EXPERIENCE IN MANAGING PERSONNEL AS WELL AS A \$12 MILLION DIVERSE TOWN BUDGET AND POSSESSING A STRONG KNOWLEDGE AND UNDERSTANDING OF MASSACHUSETTS MUNICIPAL FINANCE. THE CONVERSATION SUGGESTED THAT AN INTERIM ADMINISTRATOR WOULD ALLOW THE TOWN THE OPPORTUNITY TO FORM A SEARCH COMMITTEE, APPROPRIATELY ADVERTISE FOR THE PERMANENT POSITION AND THE OPPORTUNITY TO CANVASS THE POOL OF INTERESTED, AVAILABLE, QUALIFIED CANDIDATES WITHOUT HAVING TO RUSH THE SELECTION PROCESS. AFTER DISCUSSION OF THE AFOREMENTIONED CONVERSATION AT SOME LENGTH, THE COMMITTEE AGREED WITH THE APPROACH AND SUGGESTED THAT FORMAL CORRESPONDENCE BE MADE TO THE SELECT-BOARD AS CONFIRMATION. CHAIRMAN BIKOFSKY CONCLUDED THAT THIS WOULD EXPEDITIOUSLY BE DONE BY E-MAIL.**

7. THE COMMITTEE THEN SUGGESTED THAT WITH RESPECT TO THE PERMANENT TOWN ADMINISTRATOR POSITION, CHAIRMAN BIKOFSKY SPEAK WITH TOWN COUNSEL TO DISCUSS THE NEED FOR CALLING A TOWN MEETING TO HIRE A NEW PERMANENT TOWN ADMINISTRATOR OR TO CHANGE THE POWERS OR JOB DESCRIPTION OF THIS POSITION. CHAIRMAN BIKOFSKY INDICATED THAT HE WOULD FOLLOW UP ON THIS MATTER WITH TOWN COUNSEL AND ADVISE THE COMMITTEE OF THE OUTCOME.
8. CHAIRMAN BIKOFSKY MENTIONED THAT THE SELECT BOARD CHAIRMAN WAS INTERESTED IN RECEIVING A COPY OF THE FINANCE COMMITTEE'S 2020 GOALS AND OBJECTIVES DISCUSSED AT THE JUNE 20, 2019 COMMITTEE MEETING. AFTER DISCUSSION, THE COMMITTEE AGREED THAT THESE BE SENT BY E-MAIL, INDEPENDENT OF THE MEETING MINUTES TO EACH SELECT BOARD MEMBER BY CHAIRMAN BIKOFSKY.
9. THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:05 PM