

Event Details

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Finance Committee

Tuesday, January 24, 2023

Date: January 24, 2023

Time: 7:00 PM

Location: Resource Room

Address: Douglas Municipal Center
29 Depot St.
Douglas, MA 01516

Douglas Finance Committee
Agenda

Douglas Finance Committee
Agenda

Town Hall

Depot Street

January 24, 2023

REVISED

1. Call to order
2. Approve minutes of Oct. 25, 2022
3. Review everyone's progress on Sharepoint
4. Review annual message to our fellow citizens
5. Review suggestions for how to streamline financial discussions with department heads
6. Discuss the formation of an Audit Committee and possible votes.
7. Open session for topics not reasonably anticipated 48 hours in advance

Adjournment

Douglas

MASSACHUSETTS

CONTACT

The Town of Douglas

Municipal Center

29 Depot Street

Douglas, MA 01516

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FINANCE COMMITTEE
TUESDAY, JANUARY 24, 2023
RESOURCE ROOM

Attendance: Chair Dick Vandenberg, Vice chair Sandy Kuipers, Howard D'Amico, Ryan Hogan, Lynne Mussulli, Carol Gogolinski, Heather Morin, Mike Hutnak, Jeanne Lovett Finance Director

Chair Dick Vandenberg called the meeting to order at 7:02 PM.

(7:02 PM) (0:45 TS) Review everyone's progress on SharePoint
Heather Morin, Lynne Mussulli, Sandy Kuipers and Ryan Hogan have emails and logins and are all set with SharePoint, Howard D'Amico is not going to use SharePoint, Carol Gogolinski is waiting for Matt Wojcik to approve her status because she did not accept the email invitation from last year.

(7:04 PM) (2:22 TS) Review annual message to our fellow citizens from Mr. Vandenberg
He wrote up a message about where the town's income comes from, the committee all approve on the message. Ms. Lovett suggested adding a notation that there are transfers from other available funds such as receipts reserved for appropriation.

(7:05 PM) (3:55 TS) Review suggestions for how to streamline financial discussions with department heads.

The committee discussed not going through the budget line by line scrutinizing every expense category and why it went up. The department heads will load their budgets into SharePoint for the committee to review before they meet with them individually. If the committee members have any questions on specific line items, they send an email to Matt Wojcik, and he will relay it to the department head and Mr. Wojcik will respond to all the members of the committee with the answer. The committee members wondered if the questions should be answered in a public meeting for the residents to hear. Another request to streamline the process is that the department head share with the committee via SharePoint their budgets along with three of their top priority items at least a week prior to the meeting. Ryan Hogan made a comment about possibly needing to add a meeting or two to the schedule.

(7:27 PM) (25:35 TS) Discuss the formation of an Audit Committee and possible votes
There is a need for 3 members of the finance committee to join 2 members of the select board to form an audit committee to interview new audit firms to get new quotes. This was prompted because the town's current auditor Melanson merged with a bigger audit firm called Markham and because of that it may be a good time to interview other audit firms to see what works best for the town. Dick Vandenberg, Howard D'Amico and Heather Morin all stated that they would be interested in joining the audit committee.

(7:30 PM) (28:20 TS) Motion to have Dick Vandenberg, Howard D'Amico, and Heather Morin represent the finance committee on this audit committee to interview for auditors made by Howard D'Amico, seconded by Sandy Kuipers. All members in favor.

(7:33 PM) (31:00 TS) Mike Hutnak joined the meeting.

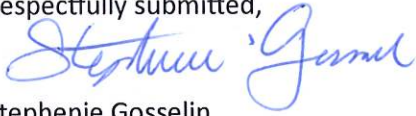
The committee discussed what they would like to see provided by the departments and what they would like to see happen in the meetings to come.

APPROVED
FEBRUARY 28, 2023

Upcoming Meeting: February 14, 2023, February 28, 2023, March 14, 2023, March 28, 2023, April 4, 2023, April 11, 2023, April 25, 2023

(7:40 PM) (38:05 TS) Motion to adjourn the meeting made by Howard D'Amico, seconded by Lynne Mussulli. All members in favor.

Respectfully submitted,



Stephenie Gosselin
Recording Secretary