

**FINANCIAL ADVISORY COMMITTEE**

**JULY 12, 2018**

**PRESENT:** PAULO DEOLIVEIRA, (CHAIR), LES BAYNES, JANE CHITTICK, ROBBIE COAD, DONNA LOWELL-BETTENCOURT

**OTHER:** JANET HATHWAY (BOARD OF HEALTH), PETER VINCENT & FATHER NAGLE (AIRFIELD COMMISSION), JAMES HAGERTY, JULIET MULINARE

**MR. DEOLIVEIRA CALLED THE MEETING TO ORDER AT 4:00PM.**

THE FAC REVIEWED THREE CHAPTER 77 REQUESTS:

(1) BOARD OF HEALTH: \$590 FROM SALARIES TO EXPENSE. MS. HATHWAY REPORTED THAT THE AMOUNT REQUESTED THE LAST TIME WAS \$590 SHORT. THE MONEY IS FOR THE NEW FOOD INSPECTOR.

(2) HIGHWAY SALARIES TO AIRFIELD SALARIES: \$13,118.32

(3) HIGHWAY SALARIES TO TOWN ADMINISTRATOR SALARIES: \$5,165

A MOTION WAS MADE BY MS. LOWELL BETTENCOURT, AND SECONDED BY MR. BAYNES, TO APPROVE THE THREE CH. 77 REQUESTS. NO DISCUSSION, VOTE TAKEN, 5-0, APPROVED UNANIMOUSLY.

MR. BAYNES THEN ASKED MR. VINCENT AND FATHER NAGLE ABOUT THE NEED FOR \$13,118.32 TO BE TRANSFERRED TO THE NEW AIRFIELD MANAGER'S SALARY LINE. MR. VINCENT STATED THAT THE AMOUNT APPROPRIATED AT SPECIAL TOWN MEETING WAS NOT ENOUGH TO GET THE AIRFIELD UP AND RUNNING FOR THE 2018 SEASON; THEY UNDERESTIMATED.

THE FAC REVIEWED THE DRAFT MEETING MINUTES FROM 6/27/18. MOTION PLACED ON THE FLOOR BY LES TO ACCEPT THE MINUTES AS PRESENTED; MR. DEOLIVEIRA SECONDS, NO DISCUSSION VOTE TAKEN AND PASSED 4-0. MS. LOWELL-BETTENCOURT ABSTAINS.

THE FAC REVIEWED THE INVOICES AND AUTHORIZED PAYMENT OF THE BILLS.

NEW TOWN ADMINISTRATOR JAMES HAGERTY INTRODUCED HIMSELF TO THE FAC. MR. BAYNES INFORMED MR. HAGERTY THAT HE FELT A MORE DETAILED BUDGET REVIEW FOR CERTAIN DEPARTMENTS WOULD BE BENEFICIAL AND SUGGESTED THAT THE BUDGET PROCESS START EARLIER SO THERE'S TIME TO CONDUCT THESE REVIEWS.

THE FAC DISCUSSED THE OPEN CLERK POSITION WITH MR. HAGERTY. MR. HAGERTY SUGGESTED THAT THE POSITION COULD BE ROLLED INTO ANOTHER ADMINISTRATIVE ROLE THAT ALREADY EXISTS. MS. CHITTICK STATED THAT SHE FELT THE FAC SHOULD NOT BE HIRING THEIR OWN CLERK, SHE WOULD LIKE TO SEE THE COMMITTEE PROVIDED WITH A QUALIFIED ASSISTANT BY EITHER THE TOWN ADMINISTRATOR OR THE HR COORDINATOR. MR. HAGERTY AGREED.

THE FAC DISCUSSED WHO WOULD BE RESPONSIBLE FOR FILLING OUT AN EMPLOYEE EVALUATION IF THEY WERE PROVIDED WITH A CLERK. THE FAC GENERALLY AGREED THAT THE HR COORDINATOR SHOULD BE IN CHARGE OF THE HIRING PROCESS.

THE FAC DECIDED TO WAIT UNTIL THE APPLICATION DEADLINE HAS PASSED BEFORE SCHEDULING THE NEXT MEETING.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 4:30PM.

RESPECTFULLY SUBMITTED, JULIET MULINARE