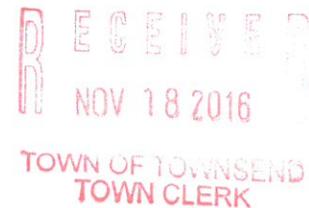


Townsend Finance Committee
272 Main Street
Townsend, Ma., 01469

Agenda/Minutes
October 27, 2016
Selectmen's Chambers
7:00P.M.



I. Preliminaries:

1. Call to Order - Lynn called the meeting to order at 7:15P.M., in the Selectmen's Chambers, Memorial Hall.
2. Roll Call - Jerrilyn Bozicas, Mark Hussey, Lynn Pinkerton and Andrea Wood; Sam Grant, Tom Whittier and Sue Lisio were absent.
3. Additions or Deletions - Review and sign the end of month summary, it was reviewed and signed.
4. Minutes 10/13/2016 - Mark moved to approve the minutes as submitted, seconded by Jerrilyn, the vote was unanimous in favor of the motion.

II. Meeting Business:

2.1 Pending Business

- A. Review the Levy Limit information and the Municipal Modernization guidelines in the August 18th issue of City and Town and the developed questions to see if a meeting with the Assessors is necessary - Discussion was held and there seemed to be some confusion on the levy limit and how 'the ceiling' is derived. It was decided that we would wait until the three (3) absent members are present to decide when to meet with the Assessors or if we should just request an explanation from them.
- B. Review the Policy for filling positions that occur during the year - The Policy was reviewed, Mark moved to accept the Policy, seconded by Jerrilyn, the vote was unanimous in favor of the motion.
- C. Preliminary review of the Community Compact material and Weston's Finance Committee Report - The materials were reviewed and it was decided that we would use the basic format presented in the Weston report, but would use the listing (General Government, Public Safety etc.) as presented in our budget to show the percentage of the allocation of monies. A basic format will be presented at our next meeting.

2.2 Mail/Email

- A. Mail and email regarding a training "How to run a Public Meeting or Hearing: Open Meeting Law and related issues" at 6:00P.M., November 15,

2016 in the Selectmen's Chambers - Everyone present will try to attend.
Andrea will notify the Selectmen's office.

B. City and Town, Oct. 20, 2016 (sent by email)

C. Public Records Training, November 10, 2016, at 6:00P.M., Leominster Town Hall (sent by email) - Andrea will attend the meeting to see how it affects our Committee.

D. November 1, 2016, Open Meeting with the Police Chief and the Fire Chief regarding a proposal to regionalize the communication center, 6:00P.M., Town Hall (Town's web site)

2.3 Discussion regarding attendance at trainings - In a conversation with a member the question was raised if attendance at trainings was mandatory, as far as could be determined the only mandatory requirement is to take the State's ethics exam.

III. Adjournment: Next meeting November 17, 2016, at 6:00 P.M.. Lynn moved to adjourn at 8:19 P.M., seconded by Jerrilyn, the vote was unanimous in favor of the motion.

Policy

I. Policy regarding mid-year appointments to the Finance Committee. In keeping with the Charter, mid year Committee openings will posted in Memorial Hall for ten (10) days and no permanent appointments will be made for fourteen (14) days following the date of the original posting.

The posting will contain a description of the duties and a listing of desired qualifications

If more than one (1) person applies for an opening, interviews with all applicants will be held by the Finance Committee.

The term of the appointment will be until the close of the next Annual Town Meeting.