

**Finance Oversight Committee Meeting March 6, 2023**  
**Minutes**

Present: James Broderick, Chair, Dawn Starks, Kathleen Hill, Matthew Boucher, Jim White, Jay Seyler, Council President Ralph Page (ex-officio), Town Manager Mary McNally, Deputy Town Manager Tom Christensen, Finance Director Kim Collins.

The meeting was held in the Library Community Room and was called to order by Jim Broderick at 1:00pm. New members Jay Seyler, Jim White, and Matthew Boucher were introduced and welcomed to the FOC.

Jim began the meeting with an overview of the budget process and a general review the budget timeline. He noted that the Financial Oversight Committee (FOC) reviews all budget documents and makes its recommendation to the Town Council. It is the Council that approves the Town's annual budget. Jim read the Responsibilities of the Town Council's Financial Oversight Committee into the record.

Jim noted that due to extenuating circumstances, he would not be present for several meetings and did not feel it was prudent to continue in the role of Chair. He made a motion that Dawn Starks be appointed Chair (seconded by Hill). Voting YES to approve Dawn as the new Chair were Hill, Boucher, Broderick, Starks, Seyler, and White.

The balance of the meeting was devoted to procedural issues including date, time, and place for meetings. It was agreed that meetings would be held on Thursdays at 1:30pm starting April 13 and running weekly through May 25, 2023. Also established was a schedule for meeting with each department head for its budget review. It was also agreed that department budgets would be discussed and voted on at the time they were presented rather than waiting toward the end of the process and vote on them cumulatively. Finally, it was agreed that members would share note taking duties on a rotating basis.

Dawn set the next meeting of the Committee for April 13 at 1:30pm in the Library Community Room.

Kathy made a motion to adjourn (seconded Matt). Voting YES to adjourn were Broderick, Starks, Hill, Boucher, White and Seyler. The meeting adjourned at 1:47pm

Respectfully submitted,  
Kathleen Hill