



MEETING MINUTES
FINANCE COMMITTEE
MONDAY, APRIL 1, 2024

- 1) Call meeting to order:
 - a. 1:12pm meeting begins.
 - b. Members in attendance: Michelle Hamilton, Finance Committee Chairperson; and Eric Wu.
 - c. Town administrator, Matthew Chabot in attendance
- 2) Approval of minutes:
 - a. Minutes approved
- 3) Begin Budget process
 - a. Current Budget Revenue In = \$23,830,007
Current Budget Expenses = \$23,939,648
Current Budget Deficit = \$ 1, 166,022:
 - b. Reserve fund to be level funded, but will revisit, if necessary
 - c. Town Moderator
 - i. Other charges (\$700) based on FY2024 actuals
 - d. Town Administrator
 - i. Salary (\$2840) contingent upon Board of Selectman approval
 - ii. Office Supplies (\$1500) based on FY2024 actual
 - iii. Phone (\$2000) based on FY2024 actual
 - iv. Dues \$300 based on actual
 - e. Assessors office
 - i. Looking to centralize postage

*Motion to take a break @2:55pm approved

*Meeting resumes @3:04pm

- ii. OT during certification negated. Request to make it work
 - iii. Training (\$500) based on actual
 - iv. MMA (\$100) based on non-usage
 - v. Other (\$1000) based on actual
 - f. Collector
 - i. Salary to be revisited at end
 - g. Legal
 - i. (\$10,000) based off of actual
 - h. Town Clerk
 - i. Additional Equipment (\$1000) line item does not serve its purpose

4. Next Meeting
 - a. Monday, April 8 @ 6:00pm. Berkley School to attend
5. Motion to end meeting
 - a. Meeting ed 4:24pm

NOTE: The Finance Committee is committed to ensure fairness, transparency, and discipline in the budget process. We welcome input from all concerned parties, and invite all departments and supervisors to attend the final FINCOM FY24 budget recommendation meeting

Michelle K. Hamilton

A stylized, handwritten signature in black ink, likely belonging to Eric Wu, the Finance Committee Chairperson.