

**TOWN OF MILLVILLE
FINANCE COMMITTEE**

MINUTES OF MEETING
January 30, 2019 – 6:30 P.M.

Board Members Present: Chairman, Aubrey Buono; Vice Chairman, Brian Pacheco; Member, Gary Gill; Member, Adrienne Pettit; Member, Ken Tubman

Board Members Absent:

A. Buono opened the meeting at 7:00 pm.

A. Buono opened with the Pledge of the Allegiance

On motion by G. Gill, second by K. Tubman, the Committee votes (4-0) to approve the minutes of the meetings held on:

- January 15, 2019

A discussion on the December 2019 YTD spend against budget.

- Town Administrator YTD spend appears to be high

A discussion on the Town Administrator Salary recommendation the review of which included the following:

- Salary survey for Town Administrator of Towns with annual budgets of \$4M - \$8M
 - Strong correlation between salary and annual budget amounts (towns with larger budgets pay higher salaries)
- Town of Millville Bylaws currently states a range of \$60,000 - \$75,000 Town Administrator
- Recommendation from Town Administrator Search Committee

On motion by K. Tubman, second by B. Pacheco, the Committee votes (3-0) to approve the base salary range of \$60,000 - \$75,000.

A discussion on the FY2020 budget planning including a review of FINCOM's meeting calendar and the FINCOM prepared consolidated department budgets for 2020.

The Committee then discussed the Review progress related to sub-divided responsibilities from 1/15

- i. Accounting of all account/town financial statements – assigned to Aubrey - requested of Justin on 1/22. Follow up will be sent on Monday, 2/4
- ii. Meeting with other finance committee – Gary Gill update:
 1. FINCOM member from Pelham which provided best practices as the November meeting
- iii. Department Reviews
 1. Education – Aubrey and Adrienne
 - a. Ms. Pettit provided an overview of the first BMR school committee meeting budget review with the elementary school cost center owners

- b. Plan to meet with Jane Reggio from BMRSD to discuss
2. Public Safety – reviewing similar sized town per capita and how comparative towns are funding
3. Revenue projections – Brian and Ken
4. Capital Expenditure Plan
 - a. Bylaws require a 5-year capital expenditure budget
- iv. Other relevant 2020 budget topics
 1. Annual Report writeup – due by end of Feb

A Public Forum was held at 8:23 pm.

Next meeting is joint with Board of Selectman on Tuesday, February 5 at 6:30.

FINANCE COMMITTEE MEETING ADJOURNMENT

On motion by B. Pacheco, second by G. Gill, the Committee votes (5-0) unanimously to adjourn the meeting at 8:24 pm.

Respectfully Submitted By:

Adrienne Pettit, Clerk

Approved By Finance Committee:


Aubrey Buono, Chairman


Brian Pacheco, Vice Chairman


Adrienne Pettit, Clerk


Gary Gill, Member


Ken Tubman, Member