

**Present:** Ann Keitner, Patricia-Lee Achorn, Anja Bernier, Brian Collins, Charles Goodman, Lajos Kamocsay, Daniel Lewenberg, Ira Miller, Olga Volfson.

**Not Present:** Gordon Gladstone, Jada Wang.

**Also Present:** Krishan Gupta - Finance Director, Cheryl Weinstein – Library Trustee.

**1. Ann Keitner, Chair, gave opening remarks**

This meeting is being held via remote means through the Zoom online platform pursuant to Chapter 20 of the Acts of 2021.

**2. Summary of Annual Association of Town Finance Committees Meeting – Ann Keitner, Chair**

- a. Strong showing from Sharon Finance Committee members.
- b. Sessions included the Town Assessor discussing how assessors operate and changes in State Aid over the last 30 years.
- c. Key data points towns should track were discussed. Governor set up a process where Towns can submit their budget for an award – Sharon may want to embark on that path as we already track 90% of the data and information in their format.

**3. Fraud Risk Policy – Ann Keitner, Chair**

- a. Did research on towns across the country to see their fraud risk policies. Will be reviewing feedback from Krishan Gupta
- b. Added more definitions and specifics such as who the policy applies to, what fraud is, building an anti-fraud culture, ethics, financial policies, the oversight process, committees, internal controls, the external audit process, how to report fraud, etc.
- c. Will send out to Committee members, please review.

**4. Upcoming Budget Season – Ann Keitner, Chair**

- a. Discussion on data points the Committee would like to see from Departments
  1. Will be looking at points to review on various budgets across departments such as budget changes, additions, scaling down of employees, etc.
  2. Committee members discussed they would like to be able to see:
    - a. New initiatives from departments
    - b. Upcoming long-term plans, including for Capital
    - c. FTE numbers, including most recent 4-5 years of FTEs to see progression
    - d. Grants received, to determine when they will be ending and whether Town may need to pick up any costs
    - e. Peer-town reviews – what similarly sized towns have for their budgets
    - f. Comparisons of revenue, FTEs and actuals from the previous years

3. The one-page summary that was prepared in the past was helpful for Committee members

## **5. Governance Committee Proposals – Ann Keitner, Chair**

- a. The Chair will be looking at the bylaws. Encouraged Committee members to attend the upcoming Select Board meeting or watch the recording.

## **6. Liaison Updates:**

- a. Schools - Ann Keitner, Ira Miller:
  1. No update.
- b. Library – Cheryl Weinstein:
  1. Focusing currently on policies, such as for the Community Room, which will be reviewed by a lawyer
  2. Litigation – lawyer submitted motion for summary judgment on November 1<sup>st</sup> and they have until December 3<sup>rd</sup> to respond. Date the signed contract is due is June 30<sup>th</sup>. Tight timeline, but on target as of yet
  3. The Nominating Committee to the Finance Committee is accepting resumes.
- c. Planning Board – Brian Collins:
  1. This Committee is still considering what articles to put forward for the warrant to make minor amendments to the bylaw passed in May. On November 3<sup>rd</sup> the Attorney General's office approved our new bylaw but rejected small items due to some technical provisions that conflict with Mass. laws. In substance, however, the new bylaw is now in effect.
- d. Standing Building Committee - Gordon Gladstone (absent):
  1. No update given.
- e. Community Preservation - Patricia-Lee Achorn:
  1. No update. No activity since last meeting in the spring. Public website had no new documents or upcoming meetings posted.
- f. Lake Massapoag Advisory Committee – Dan Lewenberg:
  1. Submitted a placeholder to CPC for funds. Submitted initial budget to Fred Turkington and Krishan Gupta last week, and will continue to tighten that up throughout the budget process
  2. The lake will turn over as winter gets colder – this happens twice a year in fall and spring
  3. Small bacteria bloom that wasn't enough to halt sailing
  4. Currently trying to determine where the e. coli contamination near the Community Center beach came from. Will be looking more closely at the brook that comes out near Camp Wonderland and working with the Neponset River Watershed to look into what the brook's sources are. That property had new septic systems put in 12 years ago. There have also been rain events which could have stirred up sediments. Trying to forge a long-term path forward given these issues. Will review results as well.

## **7. Minutes to be voted**

**Motioned:** by Daniel Lewenberg, **Seconded:** Anja Bernier to approve the corrected September 19, 2022 meeting minutes. **Voted:** 7-0-2. Charles Goodman and Ira Miller abstained.

**Motioned:** by Patricia-Lee Achorn, **Seconded:** Anja Bernier to approve the October 17, 2022 meeting minutes as written. **Voted:** 8-0-1. Charles Goodman abstained.

## **8. Topics not reasonably anticipated by the Chair in 48 hours**

- a. The Chair discussed that there will be a Tri-Board meeting on Monday and the last Finance Committee meeting of the year will be December 19. Committee would like to see the new version of the bylaws at that time.

## **9. Adjournment:**

Absent any objection, the Chair assumed unanimous consent to adjourn for the evening.

Adjourned at 8:15 pm.