

Town of Easton
Minutes: Board of Finance Subcommittee on Finance Department Review

Location: Easton Library Conf Rm **Meeting Type:** Special **Date/Time:** December 11, 2015 – 11:00AM

Attendees: Wendy Bowditch, Adam Dunsby, Matt Gachi, Andy Kachele, Paul Lindoerfer

Absentee(s): None

Guest(s): Suzette Bryan, Finance Department

Agenda Item 1: ***Call to Order***

Notes: The meeting was called to order by Matt Gachi at 11:05 AM

Agenda Item 2: ***Election of Officers:***

Action/Motions: A motion was made to elect Andy Kachele as the sub-committee chair and Paul Lindoerfer as Clerk.

Motion(Second) by: Matt Gachi (Wendy Bowditch) **Result:** All in favor except Andy Kachele who abstained.

Agenda Items 3&4: ***Discussion of process, priorities and completion date***

Notes: Matt Gachi presented a list he compiled (attached) of his suggestions for sub-committee goals and objectives. This started a wide-ranging discussion of the topic. Some of the major goals discussed were:

- Diagnose any current shortfalls in the department and plan for their correction
- Identify opportunities for improvement of department efficiency and accuracy
- Plan for the future design of the department
- Ensure that the Finance Department is a more effective resource for other town departments

Suzette Bryan discussed her work in the Finance Department with the sub-committee. She will forward to Andy her job description, a record of her daily tasks and a copy of the recent assessment of the Munis system. The committee will invite other members of the Finance Department to future meetings.

The committee is targeting the end of February for completion of its work so that whatever recommendations we may have can be considered during the upcoming budget process.

Agenda Item 5 ***Assigned tasks***

Notes: Adam will talk with selectmen of other towns about the organization and operation of their finance departments.

Agenda Item 6 ***Identify next meeting dates***

Notes: The next meeting is planned for Friday December 18 at 2PM in the library small conference room.

Agenda Item 7 ***Adjournment***

Notes: The meeting was adjourned at 12:45 PM

Submitted by,

Paul Lindoerfer- Clerk