

SEEKONK CHARTER COMMITTEE

January 12, 2017 Meeting Minutes

Present: Kyle Laprade, Beth Eklund, Dave Sullivan and Dave Saad

Called to order at 1:15pm

Motion to approve minutes of 12/15/17 by Beth Eklund

Seconded by Dave Saad

Vote: Approved Unanimously

Motion by Beth Eklund to table Discussion on Article 5 Executive Branch and Article 6 until full committee is present.

Seconded by Dave Saad

Vote: 4-0 in Favor

Motion by Beth Eklund to add **“The Director of Finance shall be an individual with qualifications and experience in municipal and financial matters.**

Seconded by: Dave Saad

To Read –

The Director of Finance shall be an individual with qualifications and experience in municipal and financial matters. The Director of Finance shall also serve as the town accountant. He shall coordinate the town’s financial management functions, including, but not limited to, the oversight of offices and employees responsible for municipal finance functions. He shall assist the Town Administrator and Board of Selectmen in the preparation of the town’s annual operating and capital budgets.

Vote: 4-0 In Favor

Beth Eklund Made motion to add the following to **Section 3 Finance Committee**

From 7members to 5

Three (3) year overlapping years

with written explanations and shall be printed and posted concurrently with the town warrant on the date required by the by-laws .

The Finance Committee shall appoint liaisons to the following:

1. Department of Public Works
2. Public Safety (Police, Fire, EMS)
3. Schools

4. Town Hall, Library, Human Service

Seconded by Kyle Laprade

Section 2 Finance Committee

A Finance Committee of five (5) members shall be appointed by the Town Moderator for **three (3)** year overlapping terms of office. No elected or appointed town officer or employee shall be eligible to serve on the Finance Committee. Any committee member who submits nomination papers for an elected position shall take a temporary leave of absence from the Finance Committee. The Moderator shall appoint a temporary replacement to serve until the election.

Finance Committee members shall serve without compensation. Vacancies in the Finance Committee shall be filled promptly by the Moderator for the remainder of the unexpired term.

The Finance Committee shall carry out its duties in accordance with the provisions of statute, this Charter, and town by-laws, and it shall be provided with regular and free access and inspection rights to all books, accounts, and the financial management of any town department or office. The Committee shall issue its recommendation **with written explanations and shall be printed and posted concurrently with the town warrant on the date required by the by-laws .**

The Finance Committee shall appoint liaisons to the following:

- 4. Department of Public Works**
- 5. Public Safety (Police, Fire, EMS)**
- 6. Schools**

4. Town Hall, Library, Human Services

Vote: 4-0 in Favor

Motion to remove, “and the Capital Improvement Committee” from **section three**

By Beth Eklund

Seconded by Dave Sullivan

Section 3 Preparation of the Budget

The Board of Selectmen and the School Committee shall meet and confer prior to and during the budget process to review the financial condition of the town’s revenue and expenditure forecasts and other relevant information in order to develop a coordinated and balanced budget. The Finance Committee shall participate in the discussions with the Board of Selectmen and the School Committee in an advisory capacity. The School Superintendent and the Town Administrator shall jointly develop guidelines consistent with policies developed by the Board of Selectmen and the School Committee.

Vote: 4-0 in Favor

Dave Sullivan made motion to add, “including all operating and capital expenses,”

Section 4 Budget Proposal

The proposed budget shall provide a complete financial plan, **including all operating and capital expenses**, for all town funds and activities, including the proposed School Committee budget, for the ensuing year. Except for the School budget or as may be

required by Massachusetts General Laws, it shall be in the form which the Board of Selectmen and the Finance committee may require. In submitting a proposed budget, the Town Administrator and Director of Finance shall utilize modern fiscal principles so as to furnish maximum information and financial control. The budget shall detail all estimated revenue from the property tax levy, and other sources, and all proposed expenditures including: debt services for the previous, current, and ensuing years and shall indicated separately:

Seconded by Beth Eklund

Vote: 4-0

Motion to Adjourn: Dave Saad at 2:55
Seconded' Beth Eklund

Vote: 4 -0