**Town of Harwich**

**Finance Committee**

**Minutes-Approved 9/8/2022**

Donn B. Griffin Room @ Town Hall

732 Main Street, Harwich, MA

Thursday August 11, 2022 @ 6:00pm

Members Present: Peter Hughes, Mark Ameres, Angelo LaMantia, Daniel Tworek, Mark Kelleher, Dana DeCosta.

**Others Present:** Lou Albano in person, Joe Powers via video

**Called to Order at 6:00 PM by Chairman Hughes**

**Public Comments & Announcements- None**

**New Business**

1. Approval of minutes from the July 21, 2022, meeting was held to the next meeting.
2. The introduction of the new finance director, Ann Marie Ellis, and the update to the debt schedule was held to next month. Town Administrator Joe Powers gave an update on the upcoming special Town meeting in September.
3. After a brief discussion on the Special Town Meeting warrant the Finance Committee voted to include the following financial articles into the warrant:

Article 1, Acquisition of Property Interest and Appropriation of Funds for the Route 28 Dry Sewer Project and Phase 3 Wastewater Project,

**Motion to include by Dana, second by Mark A.**

**Vote: Yes, Mark K., Mark A., Dana, Angelo, and Peter. No, none.**

Article 2, Bylaw/Charter Review resource funding,

**Motion to include by Dana, second by Mark A.**

**Vote: Yes, Mark K., Mark A., Dana, Angelo, and Peter. No, none.**

Article 3, Fund the Town’s Owner Project Manager related to ongoing renovation work at Brooks Academy Museum,

**Motion to include by Dana, second by Mark A.**

**Vote: Yes, Mark K., Mark A., Dana, Angelo, and Peter. No, none.**

 Article 4, Fund Negotiated Contract,

**Motion to include by Dana, second by Mark A.**

**Vote: Yes, Mark K., Mark A., Dana, Angelo, and Peter. No, none.**

Page 2

Article 5, Fund the existing position of Surveyor

**Motion to include by Dana, second by Mark A.**

**Vote: Yes, Mark K., Mark A., Dana, Angelo, and Peter. No, none.**

Article 6, Allocate funds Appropriated at the 2022 Annual Town Meeting,

**Motion to include by Dana, second by Mark A.**

**Vote: Yes, Mark K., Mark A., Dana, Angelo, and Peter. No, none.**

The Finance Committee also discussed internal communications and the need for all communications with the Town, and Town Staff needed to pass through the Chair of the Fin Com.

1. There was a discussion on take aways of the Open Meeting Law Training. This training is available online.
2. A “workshop” type discussion was held about *Free Cash*. Online historical information is available. The definition, sources, and uses of free cash in Harwich over the past 25 years discussed. Lou stated his view that the free cash needed to transparent and public, and that a draft free cash policy should be developed. Dana agreed to develop a draft over the next months.

**Old Business**

1. Karen had sent a copy of the Town Meeting timeline which was distributed to the members.
2. Peter Hughes gave the Town Administrator a list of reports the Finance Committee would like for Town Meeting budget and warrant preparations. Mr. Powers agreed these reports would be available.
3. Capital Outlay Plan-current and proposed,
4. Vehicle list for all municipal vehicles
5. Debt Schedule
6. Operating Budget, current budget, proposed budget, past budget, actuals two years
7. Operating budget detail for S&W, Exp, and capital
8. Old articles
9. Receipts-current year, proposed year, previous year budget vs. actuals
10. Recap sheet
11. Overlay-5-year history, current year, proposed year
12. OPEP-current status, future obligation.

**Adjournment-8:02 PM.**

Dana DeCosta, Clerk