**MINUTES**

**TOWN OF HARWICH**

**FINANCE COMMITTEE**

**SMALL MEETING ROOM @ TOWN HALL (Upstairs)**

**THURSDAY, NOVEMBER 9, 2023 - 6:00 PM**

**MEMBERS PARTICIPATING:** Peter Hughes, Chair, Bob MacCready, Vice Chair, Mark Ameres, Mark Kelleher, Dan Tworek, Dana DeCosta and Michele Gallucci

**CALL TO ORDER:**  Chairman Hughes called the meeting of the Finance Committee to order on November 9, 2023 at 6:00PM. The Chair declared a quorum present.

**APPROVAL OF MINUTES OF OCTOBER 18, 2023 MEETING:**

Mr. Kelleher moved to approve the minutes of the October 18, 2023 meeting, seconded by Mr. Ameres.

Vote 7:0 in favor. Motion carried.

**NEW BUSINESS:**

Mr. Ameres will check out the status/availability of FinComm member town email addresses and report back at the next meeting.

 **Review Draft of “Harwich Finance Committee” Document - Peter**

Mr. Hughes presented a draft document entitled “Harwich Finance Committee” in response to a request from Selectman Jeff Handler to develop a template for the FinCom. Chair requested comments on or before November 16, 2023. This document will be on the December Agenda for approval.

 **Feedback from MMA Finance Meeting - Nov. 4, 2023 - Mark K.**

Feedback from the MMA Finance Meeting: Mr. DeCosta, Mr. Kelleher & Ms. Gallucci attended and participated in several workshops. There is a National Award Program for qualifying finance committees which requires the availability / development of specific financial materials at the local level. Mr. DeCosta will pursue the requirements and recommend our participation. Mr. DeCosta was appointed to the board of Directors for the Association of Town Finance Committees.

**OLD BUSINESS:**

 **CAPITAL OUTLAY COMMITTEE UPDATES - MARK K.**

Mr. Kelleher and Mr. Tworek provided a status report relative to the Capital Outlay Committee.

 **FinCom Website Improvements - Michele**

Ms. Gallucci advised that the FinCom portion of the town website has been brought up to date.

 **FinCom Charter Considerations - Dana**

There was general discussion regarding FinCom Charter change considerations.

**OTHER BUSINESS:**

FinCom members reviewed the Select Board Budget Message and noted the constraint of 1.5% increase. That will be changing due to the impact of school budgets.

Mr. Hughes will contact the Moderator regarding open positions on the FinCom.

**ADJOURNMENT:**

Meeting adjourned at 7:15 PM.

Mr. Hughes wished everyone a Happy Thanksgiving.

Respectfully submitted,

Judi Moldstad

Board Secretary