**TOWN OF HARWICH, MA 02645**

**FINANCE COMMITTEE MEETING**

***Town Hall Library***

***732 Main Street***

***Harwich, MA 02645***

***508 430-7568***

*Thursday, June 22, 2017*

***6:30 P.M.***

**MINUTES**

**Present:** Chairman, Jack Brown; Noreen Donahue; Jon Chorey; Ed McManus; Laurie Gillespie Lee, and Dana DeCosta joined the meeting at 7:00 PM.

**Absent:** Mark Ameres.

**Also Present:** Carol Cappola, Finance Director.

1. **Call to Order:** Chairman Jack Brown called the meeting to order at 6:30 PM.
2. **Minutes:**

**Motion made by Ed McManus to approve the Minutes of April 13, 2017. Seconded by Noreen Donahue. Vote: 5-0-0.**

**Motion made by Ed McManus to approve the Minutes of May 1, 2017. Seconded by Noreen Donahue. Vote: 5-0-0.**

**Motion made by Ed McManus to approve the Minutes of May 11, 2017. Seconded by Noreen Donahue. Vote: 5-0-0.**

1. **Reserve Fund Transfers** –

Finance Director Carol Cappola stated Reserve Fund Transfer would be deferred until the new fiscal year July 1, 2017. Currently there are shortages in the Town Budget of $70,000 to cover the following costs for FY 2016 which will be covered temporarily by other Funds: Costs relative to Town Meeting; Town Clerk shortages; Water; Utilities; Cemetery costs; overall budget for Town Hall and Legal Services; Overages in Building Department mileages reimbursed; Code Books and Medicare of $7,000.

Finance Committee will approve the Transfer of Funds at the July 13, 2017 Meeting.

1. **Topics for Discussion and Possible Votes**:
2. **Reorganization of Finance Committee**

Nominations for Chairman: Jack Brown nominated Ed McManus – Mr. McManus declined. Dana DeCosta nominated: Jack Brown for Chairman. Mr. Brown accepted the nomination.

**Motion made by Dana DeCosta to elect Jack Brown Chairman of the Finance Committee for a second year. Seconded by Laurie Lee Gillespie. Vote: 6-0-0.**

Nominations for Vice Chair: Dana DeCosta nominated Noreen Donahue for Vice Chair. Ms. Donahue declined.

**Motion made to nominate and elect Mark Ameres as Vice Chair of the Finance Committee. Seconded by Ed McManus. Vote: 6-0-0.**

Dana DeCosta nominated Jon Chorey to be Clerk of the Finance Committee (takes minutes when recorder not available). Mr. Chorey accepted the nomination.

**Motion to elect Jon Chorey Clerk made by Dana DeCosta. Seconded by Laurie Gillespie Lee. Vote: 6-0-0.**

Dana DeCosta nominated Noreen Donahue to continue working on the Wastewater Committee. Ms. Donahue accepted.

Laurie Gillespie Lee nominated Dana DeCosta and Ed McManus to serve as Capital Outlay Committee Liaisons, both accepted the nomination.

**Motion made by Laurie Gillespie Lee to elect Mr. DeCosta and Mr. McManus to represent the Finance Committee at the Capital Outlay Committee. Seconded by Ed McManus. Vote: 6-0-0**

1. **Announcements and Correspondence** – None
2. **Old Business** - None

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1. **New Business –**
2. Discussion of Two vacancies on Finance Committee
3. Discussion regarding asking BOS Mike MacAskill to attend next Finance Committee Meeting on July 13, 2017 and two meetings per year.
4. **Adjourn**

**Motion made by Dana DeCosta to adjourn at 7:25 PM. Seconded by Laurie Gillespie Lee. Vote: 6-0-0.**

Minuets respectfully transcribed and submitted by Board Secretary Marie Hickey