



**FINANCE COMMITTEE**  
**Town of Grafton**  
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[www.grafton-ma.gov](http://www.grafton-ma.gov)

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**Finance Committee  
 Public Meeting  
 Wednesday, January 13, 2016  
 7:00 P.M.  
 Conference Room F**

**Public Meeting**

7:04 P.M. Joel called to order

Present: Joel Schwendemann, Denise Nault, Roger Currier, Lisa Brovelli Kelley, Heather McCue, Ed Prisby(7:06 P.M.), Sue Robbins,

Absent: Don Davison, Jenn Dorazio,

**Visual Budget Concept**

Dave Robbins is present to review the information on the Visual budget (hand out given)

- Website location

Town Website is currently hosted by Virtual Town Hall

Visual Budget cannot be located on this site.

Visgov.com can host Grafton's visual budget for approximately \$320.00 per year.

This is recommended by Dave Robbins.

- Maintenance of the site

Consultant fees for maintenance work is offered by Visgov.com

Town Staff or volunteers will be able to handle the Town's data export once taught.

Some effort will be needed by Town staff as customization will be needed

Dave compared this project to the Sewer billing system and the Water District billing system:

Assistance from the software company was initially needed and now the system works fine.

- Initial set up

Vis.gov.com will charge a fee of \$3000.00 and will provide the initial set up of 8 hours to train and teach the Town employees/volunteers how to upload the Town's data to the Visual Budget Website. The program will be set up as an exploratory site.

The Town Administrator will need to commit to this program and the Company will come in to review the program with the Administrators.

- Joel Schwendemann

Thanked Dave Robbins for his efforts to inform Finance Committee about the Visual Budget

Will bring up the Visual Budget Concept to the Town Administrator when meeting with him on Friday, January 15, 2016.

## **Finance Committee January 13, 2016**

### **Town Report**

The Summary portion of the Town Report was reviewed in draft from Discussion to add information about Prop 2 ½ and the results of the funding. A few sentences were reworded.

Finance Committee's general consensus was to finalize and submit the document.

### **Review of upcoming Finance Committee meeting dates**

- January 25, 2016

This is the date for the public hearing to review the warrant prepared for the February 08, 2016 Special Town Meeting

Finance Committee would like information about the article prior to the January 25, 2016 public hearing.

Denise Nault will send to all Finance Committee members a link to the website with information for the municipality aggregation of electricity to residents through Mass.Gov.

Joel Schwendemann will ask the Town Administrator for information as well.

The Town Administrator or Assistant Town Administrator will be attending this public hearing to discuss the article with the Finance Committee.

Additional representation for Article 1 will not be necessary according to the Town Administrator.

- January 27, 2016

This date will be a posted public meeting if more time is needed to discuss and vote on the warrant article. If not needed, the public meeting will be cancelled.

- February 10, 2016

This date has been set aside for the public hearing for the presentation of the proposed FY17 operating and capital budgets by the Town Administrator.

Joel Schwendemann will confirm this date with the Town Administrator.

- February 24, 2016

This date may become the public hearing date for the presentation of the proposed FY17 operating and capital budgets by the Town Administrator instead of a round table discussion about capital planning and policy.

Joel Schwendemann will confirm the subject matter for this date with the Town Administrator.

### **Special Town Meeting**

- Discussion topics

Cost of each Special Town Meeting;

The effects of Special Town Meetings on the Finance Committee budget;

An additional Special Town Meeting has become "routine" each fiscal year ;

Finance Committee's general consensus is to increase its budget to include plus 1 Special Town Meeting in an amount of \$1,000.00 for legal publications and reprints effective FY17.

### **Minutes for approval**

- December 16, 2015

Motion: Denise Nault moved that the Finance Committee approve the Minutes of December 16, 2015 as presented.

Seconded: Lisa Brovelli Kelley. All in Favor. Motion carries.

**Finance Committee January 13, 2016**

**Member updates**

- School budget subcommittee

This meeting was cancelled for this evening.

The Draft of the School Budget is featured on the School's website.

Finance Committee has not received a copy to date.

- AFTC Annual Meeting January 21-23, 2016

Ed Prisby would like to attend this meeting

Discussion:

This meeting is not a part of the Finance Committee FY16 budget

The general consensus of the Finance Committee:

Reserve fund transfer will be needed:

for reimbursing Ed for his attendance at this meeting.

for Legal publications for the February 08, 2016 Special Town Meeting.

Finance Committee Chairman Joel Schwendemann wants to make sure that all members are on board from a procedural point of view:

That Ed Prisby will pay for his attendance at this meeting and will be reimbursed for the fee to attend.

General consensus of the Finance Committee is a firm commitment that Ed will be reimbursed for his attendance at the ATFC January meeting to be held in Boston.

General Consensus of the Finance Committee is to add to the meeting attendance/membership portion of the budget to total \$750.00 for the FY17 budget for Finance Committee members to attend this meeting in January 2017.

**Other topics for discussion**

Additional funds for FY17 budget for Finance Committee

\$3,000.00 plus \$320.00(annual) to the budget for Visual Budget software and maintenance

May Town Meeting warrant article for a Consultant for Capital Planning.

Receipt of the Proposed FY17 budget books

Future discussion topics:

Capital Plan information review by Denise Nault

Capital Asset Planning and Policy

**Adjournment**

Motion: Lisa Brovelli Kelley moved that the Finance Committee close its public meeting.

Seconded: Roger Currier. All in favor. Motion carries.

The public meeting of the Finance Committee adjourned at 8:54 P.M.

Respectfully submitted,

Susan M. Fiacco