

## MINUTES

### Administration and Finance Sub-committee

#### Town Hall Bellingham Auditorium

7:00 PM

Or Immediately Following the Public Hearing

SEPTEMBER 15, 2014

#### 1. Call to order

Chairman DeVivo called the Town Council Administration & Finance Sub-Committee meeting to order at 7:06 P.M.

Members Present: Tom DeVivo, Joe Underwood, Tony Fantoli, Mark Doyle and Christel Donahue

#### 2. Citizens & Delegations

James Flores stated he does not agree with Item 5 of the agenda; eliminating sub-committees. He suggested the role of the Town Council be reviewed. He also spoke about housing and stated the only issues he heard from the landlords were about the smoke detectors and the fees. He urged the Council to approve the document and have Mr. Vertefeuille come back with recommendations.

#### 3. Approval of minutes for June 16, 2014 and July 21, 2014

Underwood MOVED, Doyle seconded, to approve the June 16, 2014 minutes. All were in favor. MOTION PASSED UNANIMOUSLY.

Underwood MOVED, Doyle seconded, to approve the July 21, 2014 minutes. All were in favor except Donahue who abstained. MOTION PASSED.

#### 4. Update on budget and Munis system

Town Manager Beets stated Finance Director Chris Johnson would give a fairly comprehensive presentation to the full Town Council at their October 7<sup>th</sup> meeting.

Town Manager Beets reported the Munis system is partially active, specifically the purchase and procurement section however he reported the payroll and budgeting section are not yet active. He briefly explained the processes for both and noted Mr. Johnson will share the scheduling times for activating those remaining sections and the challenges that the Town is facing with the implementation of the system. Town Manager Beets also explained the audit may be delayed a little because of this.

Town Manager Beets also answered questions from the Committee with regards to the budget and anticipated revenue as well as the collection of fees.

**5. Discussion and possible action concerning eliminating sub-committees and having 3 meetings per month**

A brief discussion followed and Town Manager Beets shared his experience with working sessions and action meetings. He explained why many municipalities have changed to working sessions and action meetings and the benefits they have seen from doing so. He also explained there are standing rules and agendas for working sessions.

Underwood MOVED, Fantoli seconded, to add to tomorrow night's agenda, to recommend to the full Town Council that we take action concerning eliminating the sub-committees and have 3 meetings a month. All were in favor. MOTION PASSED UNANIMOUSLY.

**6. Discussion and possible action to go into executive session to discuss Town Manger performance review**

Doyle MOVED, Fantoli seconded, to go into executive session at 7:44 P.M. to discuss Town Manger performance review. All were in favor. MOTION PASSED UNANIMOUSLY.

Underwood MOVED, Fantoli seconded, to come out of executive session at 8:13 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**7. Discussion and possible action to send a recommendation to town council.**

No action was taken.

**8. Discussion and possible action concerning ordinance review**

Chairman DeVivo feels strongly about reviewing the ordinances. He also suggested looking at the fee schedule.

**9. Adjournment**

Doyle MOVED, Underwood seconded, to adjourn the Town Council Administration & Finance Sub-Committee meeting at 8:15 P.M. All were in favor. MOTION PASSED UNANIMOUSLY.

**Submitted by**

**Barbara J. McKinney  
Clerk of the Council**