

Spencer Finance Committee  
June 20, 2017 6:30 PM  
Conference Room A  
Minutes

**Call Joint Meeting with BoS to order:** 6:35 p.m.

Finance Committee Members: Mary Braney, Chair, Paul McLaughlin, Vice Chair, Nancy Herholz, Clerk, Tom Parker, Bill Wall, Kerry Keefe, Chris Woodbury, Paul Bouvier & Nancy Tame (newest invited member to be appointed)

Adam Gaudette, Town Administrator; Bill Shemeth, Ex Officio

Board of Selectmen: Gary Woodbury, Ralph Hicks & John Stevens

No one noted as participating remotely in accordance with Regulation 940, CMR 29.10 of the Open Meeting Law

Bill Shemeth introduced and welcomed newly sworn-in members Chris Woodbury & Kerry Keefe; Announced and regretfully accepted the resignation of Robbin Joyce.

**Minutes of May 23, 2017 joint meeting with Board of Selectmen**

Motion to accept Minutes as written: Paul McLaughlin

Second: Tom Parker

Approved: Unanimous

**Financial Planning follow-up**

Adam Gaudette opened the discussion with a recap of the town's master plan and discussing how Spencer's previous "*2003 Master Plan*" had a focus in place for the process of planning a comprehensive 10 to 20 year projection for financial and capital management. Noting that due to the school district crisis and extensive roads project, the process ceased; therefore, the crisis & roads project took priority.

All agreed that in order to get the town moving forward at a better pace would be to develop a vision & mission statement. Survey the various groups or individuals for input as to what they want, need and or expect from their town.

The Master Plan would explain the Finance Committee's roll, Community outreach and their need to be involved in the process; the need for focus groups (comprised of FinCom members, department heads, town business owners etc).

Adam Gaudette spoke of the process for the roads project and that it became a project of and for the citizens, which took six to eight months of *open meetings* and discussions; and after that period, the project easily and overwhelmingly passed. All agreed that there has to be town involvement and we must collectively make the effort to educate whenever possible. Also, in order to get more residence and business owners interested (in being a part of the process), it was necessary to go to the people.

Mary Braney further addressed the town's Financial Planning Committee with regard to focus on a vision for the town, what is the town's mission, what are the town's goals and over-all, plan of action. Mary handed out to each member the "*Elements of a Strategic Plan*" i.e. strategies, responsibilities/assignments

*Focus Group Facilitation Sub-Committee:*

Mary Braney, Bill Shemeth & Kerry Keefe volunteered to serve

*Community Survey Facilitation Sub-Committee:*

Tom Parker, John Stevens & Chris Woodbury volunteered to serve

Ralph Hicks & Paul Bouvier volunteered to review the "*2003 Spencer Master Plan*"

Timeline to finish/complete focus & surveys projected for September, 2017; next step will be to step up and discuss vision(s) & mission(s) statement.

Adam Gaudette suggested a web page be established to share information. Gabe Coolbaugh, SCA camera person, offered to coordinate that effort.

Discussion, questions, comments, observations & opinions from members

**Correspondence:** Sent via email to FinCom members informing the committee of the resignation of Robbin Joyce due to moving to another town.

**Liaison Reports**

SEBRSC: Bill Shemeth stated that he will give a full report at the next regularly scheduled Finance Meeting, July 18, 2017

**Building & Property Reuse Advisory Committee:** Committee is scheduled to meet Wednesday, June 21, 2017

**Landfill Solar Advisory Committee:** Paul Bouvier volunteered to fill the vacant position of former liaison Robbin Joyce; Committee is scheduled to meet Wednesday, June 21, 2017

**Town Administrator:** Request for funds from Finance Committee Reserve Account for Fire Department unforeseen expense.

Chief Bob Parsons explained the need for the transfer was due to the *Luther Hill Park* alarm system had been struck by lightning, leaving extensive damage. The funds were not in his regular budget; therefore, the need to go to the town administrator was necessary to request the transfer of funds.

After a brief discussion the committee agreed unanimously to the transfer the sum of \$5,000.00 (five thousand dollars) from the Finance Committee Reserve Account to pay for all the needed repairs/unforeseen expense.

Motion made to transfer \$5000.00 to Fire Dept.: Tom Parker

Second: Paul Bouvier

Approved: Unanimous

**Any other:** No further business

**Adjourned: 7:54 p.m.**

Motion to adjourn: Bill Wall

Second: Paul McLaughlin

Approved: Unanimous

Respectfully Submitted;  
*Nancy E Herholz*

Next regular Finance Committee meeting July 18, 2017, 7:00 p.m.