

Finance Committee Meeting
Minutes of Meeting 10-17-17

Aquinnah Town Hall Selectmen's Meeting Room

Members present: Allen Rugg, Chairman and Tom Murphy

Members not present: Mark Foster

Also present: Board Administration Assistant Sophia Welch, Jim Glavin, BOH Chairman, Sarah Saltonstall, Town Accountant Emily Day, Town Treasure/HR Sibel Suman, Town Administrator Jeffrey Madison, Personnel Chairman Kathy Newman and Julianne Vanderhoop

- The meeting began at 4:01pm.

- First on the agenda under New Business was a meeting with Emily Day to discuss the budgeting process. Emily informed the Committee that she is planning to have all the budgets in by January and to schedule meetings with Fin Com and the Department Heads in February. The Committee tentatively scheduled the meetings for Friday mornings in February starting on February 2nd at 9:00am. Emily will compile the budgets and present them to the Committee to review in January.

- Next on the agenda was a review of minutes. Tom motioned to approve the minutes as presented. Allen seconded.
The Committee voted 2 – 0 in favor. The motion passed.

- Next on the Agenda under New Business, the Committee met with the Board of Health Chairman Jim Glavin and Sarah Saltonstall to discuss the hiring of a new BOH Assistant/Agent. Allen briefly discussed the roll of Fin Com noting that the Committee's main responsibility is to work and comment on budgets. Being that the Fin Com members are new, the Committee asked for the BOH to discuss their responsibilities. Jim briefly discussed the responsibilities of the BOH which are mostly mandated by the State. Discussion took place on the following: BOH Assistant/Agent job description and the hourly demand of the position. Allen read the BOH Town Report and found that the hourly demand is higher in the spring and summer and decreases in the fall and winter. Discussion was had on the previous hours held by the BOH Assistant. Jim informed the Committee that he wanted to begin the discussion on the BOH Assistant because there is a perspective hire and they have the time to work and develop the position. The Committee ultimately felt that the 10-18 hours as advertised for the Assistant position is sufficient enough for the job to be completed.

With no other business to discuss, a motion was made and seconded to adjourn.
The Committee voted 2-0 in favor. The motion passed.

- The meeting ended at 5:04pm

*Respectfully submitted,
Sophia Welch
Board Administrative Assistant*