TOWN OF FALMOUTH FINANCE COMMITTEE
APPROVED MINUTES
TUESDAY, JANUARY 12, 2021 – 7:00 P.M.
OLD WATER DEPARTMENT ROOM, TOWN HALL
59 TOWN HALL SQUARE, FALMOUTH, MA 02540

In accordance with the Governor’s Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the January 12, 2021 public meeting of the Falmouth Finance Committee shall be physically closed to the public to avoid group congregation.

Alternative public access to this meeting shall be provided in the following manner:

1. Real-time public comment can be addressed to the Finance Committee utilizing the Zoom virtual meeting software for remote access. This application will allow users to view the meeting and send a comment or question to the Chair via the Chat function. Submitted text comments will be read into the record at the appropriate points in the meeting.
   a. Zoom Login instructions:
      i. Instructions and the meeting link for this specific meeting can be found at the following web address: https://www.falmouthma.gov/1154/Finance-Committee
      ii. Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.

2. Additionally public comments may be sent in advance of the meeting to keith.schwegel@falmouthma.gov at least 5 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized or displayed during the meeting at the discretion of the chair

Present: Keith Schwegel, Nick Lowell, Susan P. Smith, Kathleen Beriau, Joseph “Dutch” Drolette, Ron Dyer, Peter Hargraves, Mary Harris, Joseph Lemay, Judith P. Magnani, Deborah D. Maguire, Jim Marnell, James Newman
Absent: None
Public Present: Jennifer Mullen (Finance Director), Julian Suso (Town Manager)

1. WELCOME
   Keith Schwegel called the session to order at 7:05pm

2. PUBLIC COMMENT
   None

3. CHAIRMAN’S REPORT
   None

4. APPROVE MINUTES
   Moved to January 19th meeting

5. PRESENTATION OF FY22 OPERATING BUDGET
   Keith Schwegel recognized Jennifer Mullen, Director of Finance, to present the FY22 Operating Budget
   He requested that all Committee members hold their questions until the end of the presentation
   Jennifer Mullen presented the FY22 Operating Budget which included the following:
   • Financial Updates
• Reserve Fund Balance Policy
• Maintaining Services for the FY22 Budget was a priority
• Stabilization Fund Balances
• Revenues and Expenses
  o Recurring revenues for recurring expenses
  o One-time revenues for one-time expenses
• Revenue Detail
  o Policy
  o Recurring revenue sources
• Appropriation Policy
• Budget Increases
• Operating Budget Breakdown

Keith Schwegel opened the meeting up to questions about the presentation. The Committee discussed the following:

• Revenue category decline
• Upper Cape Cod Regional Technical School projected budget basis
• SPED Stabilization Fund replenishment
• Projected 8.5% decrease in State Aid
• FY21 Free Cash Estimate
• Short-term rental tax impact
• Real estate market impact
• AFSCME/Seasonal wage scales regarding 2021 increase in minimum wage

6. OPERATING BUDGET REVIEW
Keith Schwegel addressed the current meeting protocols as they pertain to COVID 19 State and Local restrictions. He recommended that all Departmental Budget meetings occur virtually.
Keith confirmed this recommendation with Town Manager, Julian Suso.
Keith referred to the Citizen’s Checklist which is included in each Town Meeting Warrant Booklet as a good guide for evaluating Departmental Budgets. He urged the Committee members to review that Checklist.
Keith addressed Sub-Committee meetings and the Open Meeting Law requirements.
The upcoming Sub-Committee meeting in conjunction with the School Department’s Budget meeting was discussed.

7. OPERATING BUDGET ASSIGNMENTS
Keith covered the budget assignments that were distributed prior to the meeting.
The Committee discussed the following:
Bikeways – currently under the DPW – Highway Division’s umbrella
Disabilities – currently under Personnel’s umbrella
Possibility of including the Disability budget in the Personnel budget
Distributed assignments list formatting issues
Current contact for Upper Cape Cod Regional Technical School
DPW – Facilities Maintenance will be a separate budget meeting from the overall DPW sub-committee meeting on January 15th

8. APRIL 2021 TOWN MEETING SCHEDULE
Keith Schwegel indicated he had sent the current April 2021 Annual Town Meeting Schedule to the Committee.
Clarification for the date the Warrant Booklet goes to the printer was requested
Recommendations for final meeting dates for voting budget lines

9. COMMITTEE OPERATING RULES/GUIDELINES
Keith Schwegel reminded the Committee that it has agreed that all meetings would end at
9:00 pm, unless the Committee votes to continue later
Keith asked the Committee to let him know ahead of time, if possible, when a Department
Head intends to attend a scheduled meeting for attendance privileges purposes
   • The Committee discussed the following:
     • Public participation in the Zoom format in keeping with Open Meeting Laws and
       security concerns
     • Security breach of a recent School Committee meeting
     • Information on the agenda regarding public participation and communication
       directions
Keith addressed reconsiderations and indicated that these could only occur under two
requirements:
   a. New information was received on a previously voted expense
   b. The person asking for reconsideration should be on the “winning” side of the
      original vote
The Committee discussed the proposed requirements
It was suggested that reconsiderations be included in every agenda, perhaps added to the
Other Business agenda item

10. OTHER BUSINESS
Deb Maguire requested clarification on how the funds from the Override passed at April
2020 Town Meeting and voted at the Ballot in May 2020 would be handled at the end of the
current Fiscal Year. She got a call from Dan Shearer regarding this question; she also
referred to a disparaging editorial article in the January 8th Falmouth Enterprise regarding
this subject.
The Committee discussed the following:
Potential response to the article in the newspaper
   Rebuttal letter
   Request for retraction
   Request for correction
An Article for Town Meeting to further reserve those funds for the purpose intended
Article vs Override rules regarding disposition of funds
Potential impacts at the January 25th virtual November Annual Town Meeting
The educational opportunity regarding any request of the editor or response

11. ADJOURN
Nick Lowell moved to adjourn the meeting at 8:41pm
Ron Dyer seconded
Roll call vote: Ron Dyer, aye; Jim Marnell, aye; Jim Newman, aye; Deb Maguire, aye; Mary
Harris, aye; Susan Smith, aye; Nick Lowell, aye; Kathleen Beriau, aye; Peter Hargraves, aye;
Judith Magnani, aye.