



**TOWN OF NORTH ANDOVER**  
**FINANCE COMMITTEE**  
**Meeting Minutes**  
**Meeting Date: 27 August 2009**

**Meeting Location:** Town Hall, First Floor  
Conference Room

**Meeting Called to order:** 6:37 PM

**I. FinCom Members in Attendance**

Mark Rodgers-MR, Chairman	<b>X</b>	Bahrawy Ramsey -RB	<b>X</b>
Peter Besen-PB, Vice Chairman	<b>X</b>	Bonnie Wilkinson-BW	<b>X</b>
Ben Osgood-BO	<b>X</b>	Carlos Bielicki-CB	<b>X</b>
Jean Sullivan-JS	<b>X</b>	Thom Dugan-TD	<b>X</b>
Alan Lebovidge-AL	<b>X</b>	Herb Cunha-HC, Minutes	<b>X</b>

**Non FinCom Members in Attendance**

OTHERS:

**Note: All FINCOM votes are subject to change upon receipt of new information.**  
A list of topics and items for discussion were provided to members, Agenda Items below refer to these topics.

**II. Previous Minutes Approved**

DATE: 25 Jun 2009      Approved Yes 5, No 0, Abstained JS, BW, CB, TD  
          23 Jul 2009      Approved Yes 8, No 0, Abstained RB

**III. New Business**

**AGENDA ITEM: A. Facility Manager Position**

Discussion:

- Facility Manager position mentioned as being worth considering gaining improvements and savings, as mentioned in Andover.
- BO: Spoke of having a meeting with Andover facility manager to discuss reduced cost.
- MR: Will invite Andover facility manager.
- BO: Referred to NA procurement manager where savings can be realized if utilized more widely.
- AL: Mentioned that discussion is held with the new School Superintendent about procurement matters.
- MR: Indicated that he had discussion about procurement manager use by Schools.

**AGENDA ITEM: B. Budget Formats**

Discussion: -School Committee has provided format for the total budget. FINCOM will request same for each school. Similarly want the CIP format adhered to.  
-MR: He will discuss formats with Mark Rees.  
-Discussion took place about fact that Budget Policy Statement is not done.  
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**AGENDA ITEM: C. Tri-Chair meeting: BOS, School, FINCOM on 1 September 2009**

Discussion: -Meeting will be held on 2<sup>nd</sup> Floor Stevens Library.  
-AL: Spoke of item for meeting-Priority and timing for FINCOM to receive budget for review prior to Town Meeting.  
-BO: Mentioned item for meeting-Articles have been delayed by the School Committee therefore FINCOM received them late for review prior to Town Meeting. Also, The Budget and changes to Budget came late to FINCOM.  
-PB: He raised issue to have two annual town meetings, one for Budget and one for other items.  
-MR: He mentioned that annual FINCOM meeting continue to be public with TV presentation.

**AGENDA ITEM: D. Capital Budget-Policy Statements**

Discussion: -MR: The range of debt services, 3-5% of annual budget. Town Manager raised this >4-6%. FINCOM established a range and presented to BOS. Revenue and Fixed Cost Committee-5% of allocated fund identified as a buffer. FINCOM can have their own policy budget.

**AGENDA ITEM: E. FINCOM Priorities**

Discussion: -MR: Asked that FINCOM members provide suggestions to him and establish ones to be decided on and voted at next meeting.  
-MR: He indicated that action item tabulation would be prepared to track assigned tasks. Note attached sheet-**Action Items**

**Vote Taken:**

**RB made a motion to accept 2009/2010 FNCOM schedule and authorize Vice Chair, PB, to publish. Vote: Yes, unanimous**



