

FINANCE COMMITTEE  
Town of Becket  
557 Main Street  
Becket, MA 01223

Meeting Minutes for November 7, 2013

Call to Order: 7:03 pm

**PRESENT:**

Committee (FC): **Steve LaBelle (SL); Ann Spadafora (AS); Dan Parnell (DP); Maria Wallington (MW); Jeremy Dunn (JD)**

Board of Selectmen (B of S): None

Town Administrator: **Ed Gibson (EG)**

Public: None

**AGENDA:**

1. **Review and approve minutes for October 17, 2013 meeting:** DP moved and AP seconded and minutes were **approved unanimously.**
2. **Correspondence and transfers:** None
3. **Town Administrator's input:**
  - a. Assessor's report has been sent in to state. We are awaiting acceptance.
  - b. Fiscal 2013 books will be closed tomorrow, Nov. 8.
  - c. OPEB report was received yesterday.
4. **Revisit Stabilization and Free Cash Policies and Dan's recommendations as discussed at last meeting:**
  - a. Changes discussed last meeting were placed in the policy. MW moved acceptance by the committee of the current draft of the policy and AS seconded. **Unanimously approved. It will be referred to the B of S.**
5. **Further discussion on how Dept. Heads design and implement budgets (Ed and Dan):**
  - a. EG is working to improve process for department heads. Major changes may not be all in place for the next budget cycle.
6. **Update on CBRSD calculation charge:**
  - a. No action taken and no change will occur. FC and B of S will meet with the school administration on November 20 at 7:00.
7. **Begin to develop Capital Plan for the Town of Becket:**
  - a. EG reports that this year it will coincide with the budget process as in the past but next year the capital budget will be separate.
  - b. DP supporting 5 year plan for capital items. Plan should include equipment and major road work and anticipated building maintenance such roof replacement.
8. **Any other business**
  - a. MW went to ATFC meeting and will submit a reimbursement form.

**Next meeting: November 20, 2013 and December 5, 2013**

**Adjourn: 7:38 pm.**

Respectfully Submitted by Maria Wallington

Approved by Steve LaBelle, Chair

