

**MONTAGUE FINANCE COMMITTEE**  
**Final Meeting Minutes**  
**Wednesday, September 29, 2021 at 6:00 p.m.**

**This meeting was held via Zoom and recorded: <https://vimeo.com/618429529>**

**PRESENT: Jen Audley, Chair; Greg Garrison, Vice-Chair; Fred Bowman, John Hanold, Francia Wisnewski (entered meeting at 6:25 p.m.)**

**OTHERS PRESENT: Carolyn Olsen, Town Accountant; Ariel Elan, resident.**

**ABSENT: Jennifer Waryas and Christopher Menegoni, members.**

1. The meeting was called to order by Chair, Jen Audley at 6:00 p.m. She stated the meeting was being held via Zoom as well as being recorded by MCTV and Carolyn Olsen, Town Accountant. **Fred Bowman, aye; Greg Garrison, aye; John Hanold, aye; Jen Audley, aye.**
2. The minutes of September 22, 2021 were distributed to the Committee. There were a few minor edits to the minutes that were requested by JA. **On a motion by Greg Garrison and seconded by Fred Bowman, the minutes of September 22, 2021 were approved as amended. GG, aye; FB, aye; JH, aye, JA, aye.**
3. Planning for financial forecast and policies presentation which is scheduled for October 6, 2021 at 6:00 p.m. via Zoom.

JA shared her screen so that the Committee was able to view the draft outline slides of the October 6, 2021 presentation. The presentation consists of:

**Introduction Section – 10 minutes**

- Description of the two projects and timeline – JA
- What is a policy, how is it different from a by-law – FB
- What policies are included in the 2021 Financial Policies update for Montague (note there are 2 categories – management and operations) FW
- How is the update different from the policies we've been using since 2014 GG

**Deeper dive into examples – 30 minutes**

- Debt Management – JH
- Enterprise – GG
- OPEB – JH
- Revenue and Expenditure Forecasting – GG
- Next steps and timeline – JA

**Questions, discussion – 15 minutes**

The Committee reviewed the slides presented and liked the layout and general structure. Each of the slides shown had a code, policy name, the purpose of the policy and who is involved. JA stated there may only be a handful of people in the audience for this presentation but this structure can also be as a

reference saved for others to review online in the future. The goal is for the committee to describe the policies as a guidance. Four policies will be discussed at this presentation as examples and the audience will be notified that there are 11 others that have been recommended for approval and that another three are being held back from discussion until more time and work can be done by the FinCom prior to another presentation. This information will be given in the “next steps” showing the future timeline and then the presentation will end with 15 minutes available for questions.

JH asked if the Committee could actually allow discussion after each policy. FW will participate by being the facilitator of the questions and move each policy along in a timely manner.

No other discussion and/or topics were brought up by the Committee members. JA apologized that this meeting agenda was not available on the website for the link for tonight’s meeting. It was posted legally in a timely fashion but the link was not given in advance on the Town’s website in error.

**On a motion by FB and seconded by JH, the Committee voted to adjourn at 6:39 p.m. FB, aye; JH, aye; FW, aye; GG, aye; JA aye.**

Respectfully submitted,

BettyLou Mallet  
Scribe

**Meeting Materials:** Draft slides/outline for Oct 6th presentation:  
[https://docs.google.com/presentation/d/1sXq1VrK1kXuEN-3\\_lp9vVAFtZTVK-PeDW6lL3die5Hmg/edit?usp=sharing](https://docs.google.com/presentation/d/1sXq1VrK1kXuEN-3_lp9vVAFtZTVK-PeDW6lL3die5Hmg/edit?usp=sharing)

Finance Committee Vote: Approved October 27, 2021