

TOWN OF NATICK

Meeting Notice

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A, Sections 18-25

Natick Finance Committee

School Committee Meeting Room

June 20, 2017 6:30 PM

Agenda

1. Public Concerns/ Comments
 - a. Meeting Agenda (Posted thru Town Clerk Office)
2. Meeting Minutes
 - b. Review and Approve Meeting Minutes
3. Old Business
4. New Business
 - c. Reserve Fund Transfer
 - d. Discussion on Finance Committee Retreat
5. Adjourn

The Finance Committee will make every reasonable effort to update this agenda if additional information is provided subsequent to the initial posting. The Finance Committee reserves the right to consider items on the agenda out of order. Any times that may be listed on the agenda are estimates provided for informational purposes only. Agenda items may occur earlier or later than the stated time.

ITEM TITLE: Meeting Agenda (Posted thru Town Clerk Office)

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Meeting Agenda	6/16/2017	Exhibit



TOWN OF NATICK

Meeting Notice

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A, §§ 18-25

Finance Committee

PLACE OF MEETING

School Committee Meeting Room
2nd Floor, Town Hall
13 East Central Street
Natick, Mass. 01760

DAY, DATE AND TIME

Tuesday, June 20, 2017
6:30 P.M. to 8:00 P.M

MEETING AGENDA

1. Citizens Concerns
2. Outstanding Meeting Minutes –Discuss & Vote
3. FY 2017 Annual Budget <ul style="list-style-type: none">a) Reserve Fund Transfer Requests –Discuss & Voteb) 3% Department Transfer Requests –Discuss & Vote
4. Discussion on Finance Committee Retreat <ul style="list-style-type: none">a) Possible Dates and Timesb) Town Agency and Citizen Article Sponsor - Hearing Participant Surveyc) Retreat Content and Possible Discussion Items
5. Adjourn

Please note the committee may take the items on this agenda out of order.

Patrick Hayes, Chairman

SUBMITTED BY

ITEM TITLE: Review and Approve Meeting Minutes

ITEM SUMMARY: Review and Approve the March 21, 2017 and May 16, 2017 Meeting Minutes

ITEM TITLE: Reserve Fund Transfer

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Reserve Fund Transfer Request - Fire Station #3	6/16/2017	Exhibit

Request For Transfer of Funds From the Reserve Fund

Tuesday, June 20, 2017

Finance Committee

Committee Members:

We respectfully request a transfer in the amount of \$15,100 from the Reserve Fund to the **FY2017 Budget** of the: Facilities Management - Purchase of Services - Repairs & Maint. Facilities

This expenditure is extraordinary and/or unforeseen for the following reasons):

We respectfully request a Reserve Fund Transfer in the amount of \$15,100. We discovered asbestos at Fire Station #3 requiring testing, abatement and reconstruction of the wall.

	<i>Account #</i>	<i>Requested \$</i>	<i>Unexpended Acct. Balance</i>	
A)	<u>0145002-520200</u>	<u>\$15,100.00</u>	<u>\$269.15</u>	as of: <u>6/15/2017</u>
B)				as of:

Previous Transfers to this Account this Fiscal Year:

None

Committee/Department Head

Comptroller

Town Administrator

By vote of the Finance Committee at a meeting held on 3/23/ June 20, 2017 the above transfers)
in the total amount of \$15,100 for the above purpose were authorized by the

Finance Committee

Chairman

Please submit this form in TRIPLICATE to the Accounting Dept

1 for Department Head -- 1 for Accounting -- 1 for Finance Committee

ITEM TITLE: Discussion on Finance Committee Retreat

ITEM SUMMARY: **Discussion on Finance Committee Retreat**

- a) **Possible Dates and Times**
- b) **Town Agency and Citizen Article Sponsor - Hearing Participant Survey**
- c) **Retreat Content and Possible Discussion Items**

ATTACHMENTS:

Description	Upload Date	Type
Proposed Public Hearing Experience Survey	6/20/2017	Exhibit
Possible Strategic Planning Topics	6/20/2017	Exhibit
Tentative Retreat/Workshop Agenda & Activity Schedule	6/20/2017	Exhibit

Qualitative Feedback Section

We are asking you to provide comments to the following four questions so that we can learn from you in your own words what Finance Committee can do better, stop doing, or keep doing.

1. What does Finance Committee do well and should do more of and/or keep doing?

2. What does Finance Committee NOT do so well that is important to improve so that we are more effective/efficient?

3. How can Finance Committee make your interaction and participation in the hearing process better, easier, more effective/efficient?

4. What does Finance Committee need to stop doing (regardless of whether we do it well or poorly) because it impairs the overall value of the hearing process?

Participant Experience in the Hearing Process

We are asking you to provide specific feedback to the Finance Committee on the overall Public Hearing process from the point the Budget or Warrant are publicly distributed.

5. It was easy to work with Finance Committee in preparing my materials for their Public Hearing

Strongly disagree Disagree Neither agree or disagree Agree Strongly agree



6. It was helpful to receive the "standard" questions and the response template at least a few weeks in advance of the hearing in order to prepare

Strongly disagree Disagree Neither agree or disagree Agree Strongly agree



7. It was a fair request on the part of the Finance Committee to have to prepare written answers to questions and submit them in advance?

Strongly disagree Disagree Neither agree or disagree Agree Strongly agree



8. Providing my presentation material at least two days in advance of the scheduled session is reasonable

Strongly disagree Disagree Neither agree or disagree Agree Strongly agree



9. Receiving follow-up questions from either the standard question/ response submission or the presentation was valuable to help me further prepare for the hearing

No value Minor value Neutral Moderate value Major value



10. In light of the subject matter of my citizen petition/article or department budget my time commitment in preparing for the hearing is appropriate?

Strongly disagree Disagree Neither agree or disagree Agree Strongly agree








Please tell us how much time you invested in preparation for the Finance Committee hearing?

11. The scheduling process of my hearing was fair and took in to consideration my needs and availability






Strongly disagree Disagree Neither agree or disagree Agree Strongly agree



12. From my perspective, as a participant, the Finance Committee strives to use an objective and fact-based process for its public hearings?

Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
				

13. Overall, communicating with Finance Committee through the chair or the sub-committee chair was generally easy and straight-forward

Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly disagree
				

Sub - Committee Feedback

We are constantly seeking input on how to make the sub-committee process more valuable and request your feedback specific to that.

14. Did you participate in one or more sub-committee sessions this past spring?

☐ Yes

☐ No

☐ Unsure

15. Did it result in better or more comprehensive information being presented in sub-committee or the full committee hearing?

Strongly disagree

Disagree

Neither agree or disagree

Agree

Strongly agree



16. Did the sub-committee hearings create efficiencies or time savings for when it came time for the full committee hearing?

Strongly disagree

Disagree

Neither agree or disagree

Agree

Strongly agree



17. Do you think more comprehensive or detailed information could have been covered in the sub-committee hearing?

Strongly disagree

Disagree

Neither agree or disagree

Agree

Strongly agree



18. Do you think the full committee hearing could have been more effective or efficient if a sub-committee hearing had been held?

Strongly disagree

Disagree

Neither agree or disagree

Agree

Strongly agree



19. Overall what do you believe to be the potential value of an effective sub-committee hearing process?

Very undesirable

Undesirable

Neutral

Desirable

Very desirable



Other (please specify)

--

Citizen Petition Feedback

We are trying to gauge the potential value of the Guide to Citizen Petitions and Warrant Articles with the last three questions

20. Were you a citizen petitioner?

☐ Yes

☐ No

☐ Unsure

Citizen Petition Questions

21. Did you receive the Guide to Citizen Petitions and Warrant Articles?

- ☐ Yes
- ☐ No
- ☐ Unsure

22. Do you feel the document helped to explain the process in sufficient detail to make you more prepared?

- ☐ Yes
- ☐ No
- ☐ Unsure

Share comments:

23. What else can the Finance Committee do to improve how we engage with citizen petitioners?

