



BUDGET & AUDIT COMMITTEE

May 13, 2024

Meeting Minutes (**DRAFT**)

A. Call to order, Colette Aufranc (Wellesley) – Chair called the meeting to order at 10:01 AM.

B. Introductions/Roll Call:

Town of Brookline	Erin Chute	Absent
Town of Lakeville	Lia Fabian (Vice Chair)	Present
City of Medford	Hon. Breanna Lungo-Koehn	Present
Town of Millbury	Karyn Clark	Absent
City of Newburyport	Hon. Sean Reardon	Absent
City of Quincy	Frank Tramontozzi, P.E.	Present
Town of Sudbury	Daniel Carty	Absent
Town of Wellesley	Colette Aufranc (Chair)	Present

C. Discussion and action on the **minutes** of the February 5, 2024 meeting: The minutes being previously distributed, F. Tramontozzi moved to approve the minutes. L. Fabian seconded this motion, which was approved unanimously via roll call vote.

D. Financial Update:

- Budget v Actual for the period January 1, 2024 to April 30, 2024.

The Chair led the discussion. Most items in the budget to actual are within tolerance for the budget. Consultant costs are over budget due to the hiring of Community Paradigm, which was paid in 2024. The budget is now in a steady state, with minimal exceptions each month. This is the goal the committee has sought since its inception. The committee is now in this state.

E. Unbudgeted Items: New Hires

- Discussion and action to hire a Policy Analyst
- Discussion and action to hire a summer intern

Brian Kane (Executive Director) gave the update. He has been solo since the end of December 2023, and the demands of the position are too much for one person to do. Alone he cannot adequately update the website, take minutes, write reports, and fulfil all the other tasks of his position. He noted that there is long precedent for filling these roles, and that those selected are more than qualified. He also noted that there is room in the budget if the contract with Dewey Square is ended or reduced, which can happen by the end of June 2024. C. Aufranc noted that there has been demand from members for additional staff. Mayor Lungo-Koehn asked about the pay range and if the position has been posted. If it needed, it will be posted. B. Kane will post the position for the required time. L. Fabian noted there are strong candidates, and these seem good to help. The motion was to post the position, and authorize the necessary budget changes. L. Fabian moved to approve, a motion that Mayor Lungo-Koehn seconded. The motion was approved by roll call vote.

F. New Business:

- Summary of any unbudgeted expenses (if any): There were none.

G. Upcoming Committee Meetings:

- 9/9/24 (Update on audit status, financial update, initial budget discussions): New bookkeeper, Review financial policy.
- 12/2/24 (Budget discussions).

H. Adjourn: With all business transacted, F. Tramontozzi moved to adjourn top open session and enter into Executive Session. Executive Session is requested by the Chair under exemption number 7 on the Open Meeting Law, and the only item on the agenda was to take action on the minutes of the Executive Session from February 2024. L. Fabian seconded this motion, which was approved by roll call vote. The open session adjourned at 10:31 AM.