



**Town of Hudson**  
**78 Main Street, Hudson, MA 01749**

**Finance Committee Meeting Minutes**  
(Pursuant to G.L. Part I, Title III, Chapter 30A, Section 22)

August 8 2023, 6:00 PM, Videoconference Via Zoom

## **Call to Order**

The Chair called the meeting to order at 6:00 PM and outlined the agenda.

Members Present: Sam Calandra (Chairperson), Joseph Fiorello, Stephen Forti, Jillian Jagling, Joseph McNealy, Claudinor Salomao, Eugenia Vineyard

## **Agenda Items**

### **Minutes Approval**

On a motion by Joseph McNealy, seconded by Joseph Fiorello, the Committee voted 4-0-3 to approve the meeting minutes of July 11th, 2023.

### **Review and Vote on Committee Documents and Policies**

Approval of the following documents deems them ready for posting on the Finance Committee website and/or board docs as working drafts.

#### **1. "Finance Committee Authority"**

On a motion by Stephen Forti, seconded by Jillian Jagling, the Committee voted 7-0-0 to approve "Finance Committee Authority" as a draft Finance Committee Document.

#### **2. "Finance Committee Member Roles Policy"**

During discussion the committee raised the possibility of Member input on new Finance Committee appointees. Topic tabled to a future meeting.

On a motion by Claudinor Salomao, seconded by Stephen Forti, the Committee voted 7-0-0 to approve Finance Committee Member Roles Policy as a draft Finance Committee Document.

#### **3. "Finance Committee Annual Budget Process"**

During discussion the committee suggested amending the document in the future to include timeline requirements (e.g. budget submission required 120 days before Town Meeting).

On a motion by Joseph McNealy, seconded by Claudinor Salomao, the Committee voted 7-0-0 to approve "Finance Committee Annual Budget Process" as a draft Finance Committee Document.



**Town of Hudson**  
**78 Main Street, Hudson, MA 01749**

**Finance Committee Meeting Minutes**  
(Pursuant to G.L. Part I, Title III, Chapter 30A, Section 22)

August 8 2023, 6:00 PM, Videoconference Via Zoom

**4. “Finance Committee Reserve Fund Policy” and “Finance Committee Reserve Fund Transfer Request Form”**

On a motion by Claudinor Salomao, seconded by Stephen Forti, the Committee voted 7-0-0 to approve “Finance Committee Reserve Fund Policy” and “Finance Committee Reserve Fund Transfer Request Form” as a draft Finance Committee Document.

**Review Committee Priorities**

The Committee discussed the following initiatives to improve transparency, public communication, member training and committee efficiency.

- 1. Updating the Committee webpage**
- 2. Transitioning Committee documentation to BoardDocs online**
- 3. Transitioning Committee meetings to combined in-person and online format;**
- 4. Developing online resources for new member and general public financial orientation;**
- 5. Developing minimum requirements from requestors and sponsors for the Committee to review budget requests and Warrant articles, respectively;**
- 6. Reinvigorating the Capital Planning Committee (CPC); and**
- 7. Designating a “Debt Management Subcommittee” related to capital requests.**

The Committee discussion noted the following:

- Using the Finance Committee webpage on the town website and/or Board Docs for documents such as minutes and agendas, documents referenced at Finance Committee meetings, policy documents, and municipal finance training documents.
- Exploring possible locations for hybrid meetings as the current location in the Town Hall 3rd Floor Conference Room is quite small.



**Town of Hudson**  
**78 Main Street, Hudson, MA 01749**

**Finance Committee Meeting Minutes**  
(Pursuant to G.L. Part I, Title III, Chapter 30A, Section 22)

August 8 2023, 6:00 PM, Videoconference Via Zoom

**Adjournment**

On a motion by Sam Calandra, seconded by Jillian Jagling, the Committee voted 7-0-0 to adjourn the meeting at 7:10 PM.

**List of Documents and Other Exhibits Used at the Meeting**

1. 2023-08-08 Finance Committee Agenda (Final)
2. 2023-07-11 Finance Committee Meeting Minutes (Draft 1, SC)
3. 2023-01-16 Finance Committee Authority (Draft 1R1, SC)
4. 2023-08-08 Finance Committee Member Roles Policy (Draft 1R2, SC)
5. 2023-06-06 Finance Committee Annual Budget Process (Draft 1R1, SC)
6. 2023-01-29 Finance Committee Reserve Fund Policy (Draft 1, SC)
7. 2023-01-29 Finance Committee Reserve Fund Request Form (Draft 1, SC)
8. 2023-08-08 FC Policy on Review of Budget Requests, Warrant Articles (Draft 1, SC)