

**Date: July 8, 2021**

**Date Minutes Approved: 09-20-2021**

TOWN CLERK

2021 SEP 21 PM 12:15

OPEN SESSION MINUTES  
DUXBURY, MASS.

**BOARD OF SELECTMEN**

**(Attendance at Finance Committee Meeting)**

**Present:** Amy M. MacNab, Chair; Fernando Guitart, Vice Chair; and Mike McGee

**Finance Committee:** Betsy Sullivan, Shannon Godden, Jerry Pisani, Nat Taylor, and Friend Weiler

**Others:** John Q. Adams, Finance Director; Carrie Mazerolle, Town Accountant

**CONVENED IN OPEN SESSION (*via remote participation*)**

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020, Order imposing strict limitation on the number of people that may gather in one place, the Town of Duxbury's Board and/or Committee meetings will be conducted via remote participation to the greatest extent possible with members. For this meeting, members of the public who wish to watch the meeting may do so by following the ZOOM meeting links below. To watch replays of a meeting, visit PACTV's Video on Demand at [www.pactv.org/ondemand](http://www.pactv.org/ondemand) or by viewing the Duxbury Government Access Channels – Verizon 39 or Comcast 15.

**Ms. MacNab called the Board of Selectmen to order**

**Ms. Sullivan called the Finance Committee to order**

**Roll Call Votes were unanimous**

**Topics included:**

1. Discussion regarding FY22 Budget
2. Discussion regarding FY23 Budget

Ms. Sullivan stated that this is just a brief overview of FY22 and preliminary discussions of FY23 budget process.

***Discussion regarding FY22 Budget***

Mr. Adams commented that they don't have final numbers yet for FY22 and not until after July 15, 2021 when encumbrances are finalized.

***Discussion regarding FY23 Budget***

Mr. Pisani stated that they have been working on promoting a financial plan exercise prior to the budget season in order to provide the tools for departments to plan both regular budget and also capital expenditures. This would provide a timeline without dealing with crises when they come up as that could be more costly. This will help with the review of new services requested, determining efficiencies and identifying spending priorities as well as providing transparency to the public.

Ms. Godden added that the idea is to hold a joint meeting, open to the public, early before the budget season starts, which would include the Selectmen, Finance Committee, Fiscal Advisory, Town Manager, Finance Director, School Committee, and School Administrators. This will enable everyone to be on the same page with trends and predictions moving forward and also to identify priorities such as public safety and schools. She continued to say that other communities such as Northborough have data lookback to ten years loaded into their software package. She noted that Mr. Adams has been looking at software packages that would be helpful in the budget process and currently has data back to FY15 that can easily be transferred.

Discussions continued regarding this new budgeting software and integrating a holistic improvement plan, which also includes capital projects across the departments.

**No votes were taken on behalf of the Selectmen.**

Meeting adjourned at approximately 7:50pm

*Submitted by Nancy O'Connor*