

**ADVISORY AND FINANCE COMMITTEE**  
**Minutes**  
**November 16, 2022, Hybrid Meeting**

**PRESENT**      **11 members of the committee were present:**

Gail Butler, Louis Cabana, Kevin Canty, Brian Dunn, Bruce Howard, Timothy Lawlor, Steve Nearman, Christine Richards, Bethany Rogers, Ashley Shaw, and Robert Zupperoli.

**ABSENT**      **4 members of the committee were absent:** Joe Lalley, Larry McGrath, Don Piatt, and Evelyn Strawn.

Call to Order - The meeting was called to order by Chairman Kevin Canty at 7:00 PM.

Announcements

- **Hybrid Meeting:** This meeting is likely to be conducted in a hybrid format, with some participants attending physically and others attending virtually via a video conference application
- **Ways to Watch:** The meeting will be airing on Comcast 15, Verizon 47, or on PACTV's YouTube channel which can be viewed at [pactv.org/stream](http://pactv.org/stream).
- **Public Comment:** Any speaker giving public comment is allotted up to 5 minutes in which to speak. Public Comment can be made at the beginning or end of each meeting, or in regard to a particular agenda item the speaker wishes to be heard on
- **Zoom Login Information:** Anyone who wants to attend the meeting virtually, including members of the public who wish to give public comment, can use one of the following methods in which to do so:
  - **Join via Zoom application:** Download the Zoom meeting application on your device, press/click on "Join", then enter Meeting ID: **995 2986 0638**, and then the Meeting Password: **100131**, or
  - **Join via website** (requires microphone): Go to [www.zoom.us](http://www.zoom.us), click "Join A Meeting" on the top righthand side, and enter the meeting ID: **995 2986 0638**, and then the meeting password **100131**, or
  - **Join via Telephone (voice only):** Dial **929-205-6099** and Enter Meeting ID: **995 2986 0638** and enter Meeting Password: **100131**

Public Comment – Ms. Pat McCarthy, member of the Board of League of Women Voters, invited the Advisory and Finance Committee and the public to attend a public forum the League of Women Voters will be hosting on rising taxes. The Public Forum will be held on December 8, 2022, at 7:00 PM in the Great Hall, Plymouth Town Hall. There will be a panel consisting of Lynne Barrett, Finance Director, Derek Brindisi, Town Manager, and Chris Campbell, Superintendent of Schools, to discuss and answer questions relative to taxes and Town Finances.

Agenda Items

**Minutes**

Approve October 12, 2022, meeting minutes – Ms. Butler motioned to approve the minutes of October 12, 2022, as written. Mr. Cabana second. Motion carried unanimously (10-0-0).

**Proposed Amendment to the Committee Standing Rules – 2<sup>nd</sup> Hearing** – Chairman Canty discussed strengthening the process for review and approval of Town Meeting Articles. This was discussed at the 1<sup>st</sup> Hearing on October 12, 2022, and this is the 2<sup>nd</sup> Hearing. As recommended at the 1<sup>st</sup> Hearing the definition of days will be calendar days and, further, all reference to days throughout the Committee Standing Rules will be calendar days. Mr. Dunn motioned to approve the Amended Standing Rules. Mr. Howard second the motion. Mr. Cabana asked how the communication process to those parties that may be impacted by this change would be accomplished. Chairman Canty advised that, after approval, and when any given warrant closes, the

petitioner of each article, will be provided the policy during the scheduling process. Additionally, the Select Board have adopted a warrant article submission policy, that should make our policy secondary since applicable materials should already be on file with the Town Manager. Motion carried unanimously (10-0-0).

**Open Meeting Law Presentation** – Chairman Canty provided an Open Meeting Law Presentation to the committee. Committee members received the Attorney General’s Open Meeting Law Guide in the meeting packet. Upon completion of the presentation the Committee was asked to complete the Certificate of Receipt of Open Meeting Law Materials which was provided. Chairman Canty advised that all new members would be provided with the materials and required to complete and return the Certification form.

Mr. Zupperoli mentioned that he may have unintentionally violated the Open Meeting Law, in July, when he called some individual members to seek support for the second Chair position on the committee. He apologized if he did, in fact, violate the law and will not repeat this mistake again.

**Discuss Sub-Committee & Liaison Assignments** - Chairman Canty discussed the sub-committee assignments and the process for scheduling with Departments. He advised that typically each member is assigned to two sub-committees but in certain cases they be assigned to three. He did try to comply with the requested priority of members. These meetings are usually held during the workday and there is usually one meeting per each Sub-Committee. The Chair of the Sub-Committee will prepare a report and all reports will be presented to the full committee at the Budget Sub-Committee Hearing. Chairman Canty will provide guidelines for the Chair of the Sub-Committee to assist with running a meeting, voting and minutes.

Chairman Canty also discussed the Liaison Assignments with the Committee.

Old/New/Other Business – Chairman Canty advised that the next meeting will be December 14, 2022, and in preparation for the budget process will include a Municipal Budget Overview presentation by Lynne Barrett, Finance Director.

Public Comment - None

Adjournment - Mr. Lawlor motioned to adjourn. Mr. Nearman second. The meeting adjourned at 8:15 PM

Submitted by  
Jeanette White  
Budget Analyst