

## MINUTES OF FINANCE COMMITTEE TASK FORCE MEETING, June 5, 2023

The meeting was called to order by Ms. Ortner at 2:00pm. Attendees included Parashar Patel (Finance Committee Chair), Lois Wasoff (Guidelines Chair) and Dee Ortner (Clerk). Other attendees included Kathy Cuocolo, Betsy Levinson (Concord Bridge reporter), Paul Macone, Gail Dowd, CFO/Finance Director (arrived at 2:24pm).

Discussion on community outreach and communications continued from the prior June 1, 2023 meeting with the remaining two categories of “W” topics as shown in the agenda. Each is summarized below.

**When:** The group concluded at its previous meeting that “what the FinCom does” (its charge) is not well known and would like to better inform residents of the *role* of the Finance Committee in Town governance and the *process* used throughout the year to better advise all constituencies. Focus, timing and topics are key.

The group discussed a high-level strategy for engaging residents from two perspectives: education on how the Finance Committee works, and timely alerts of new financial information as well as key upcoming Finance Committee meetings. The educational component will begin in late August with a primer on the Finance Committee’s role and yearly process and continue throughout the year with financially relevant topics such as planning of short-term as well as long-range capital needs. The development and delivery of timely alerts will be discussed and determined at upcoming Finance Committee meetings.

**Where:** The last topic of discussion focused on strategies for communicating with and getting information to residents. The group brainstormed the following possibilities:

- Finance Committee webpage    Concord Journal    Council on Aging
- Interaction with Select Board    LWVCC Friday Forums    Rotary / Lions Clubs
- Concord Bridge (weekly announcements, short articles)    Nextdoor (website)
- Concord Business Roundtable    Living Concord (website)    Facebook
- Alerts (linking back to FinCom webpage on Town website) to news releases, weekly updates

**Next Steps:** Task Force recommendations will be made to the entire Finance Committee at the June 22<sup>nd</sup> meeting.

Motion: Mr. Patel moved to adjourn the meeting. Meeting was adjourned at 3:01pm.

Meeting minutes submitted by Dee Ortner.