



Town of Newbury
Municipal Town Offices
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**PUBLIC NOTICE POSTING REQUEST
TO OFFICE OF TOWN CLERK AND TOWN WEBSITE**

(Required to select all appropriate boxes)

BOARD/COMMITTEE/ORGANIZATION: Newbury Finance Committee

MEETING

PUBLIC HEARING

DAY of WEEK/DATE: Tue November 7, 2023

TIME (AM/PM): 7:000pm

ADDRESS: Newbury Municipal Offices, 12 Kent Way, Byfield, MA 01922

Newbury Firemen's Hall, 3 Morgan Avenue, Newbury, MA 01951

Newbury Town Library, 0 Lunt Street, Byfield, MA 01922

Other: _____

(please specify building name/address)

ROOM: Newbury Municipal Offices, 2nd Floor Hearing Room

Other: _____

(when applicable, provide room name)

PURPOSE: General Business

SUBMITTED BY: Erica Coles Jacobsen, Chair

ALL PUBLIC NOTICE POSTING REQUESTS MUST BE FILED WITH THE TOWN CLERK AND TIME STAMPED AT LEAST 48 HOURS PRIOR TO THE MEETING TIME FOR POSTING ON THE MUNICIPAL BULLETIN BOARD (in accordance with the provisions of MGL 30A §18-25). Note: 48 HOURS PRIOR TO THE MEETING DOES NOT INCLUDE ANY HOURS ON A SATURDAY, SUNDAY OR LEGAL HOLIDAY. MUNICIPAL OFFICES ARE CLOSED ON FRIDAYS.

Newbury business hours are Monday/Wednesday/Thursday 8AM-4PM and Tuesday from 8AM-7PM. Faxed or e-mailed postings must reach the Town Clerk's office during business hours 48 hours prior to the meeting, not including the days noted above.

MEETING NOTICES WILL ALSO BE INCLUDED ON THE TOWN OF NEWBURY'S (www.townofnewbury.org) WEBSITE.

Agenda

- Roll call to establish quorum
- Review & approve meeting minutes: July 12, 2023 (see attached)
- Public Comment
 - To receive oral communications from members of the public. Members of the public may address the Finance Committee for up to 3 minutes. The Finance Committee will not engage in discussion on topics raised during public comment but may choose to add the topic to a future agenda. This agenda segment will be limited to 15 minutes.
- Welcome & Introductions of Finance Committee members
- Old Business
 - Finance Committee for FY2024 (July 1, 2023 – June 30, 2024)
 - Finance Committee leadership – Chair, Vice-Chair
 - Representation to the District Communications Committee (2 Finance Committee members)
 - Recording meeting minutes
- Town Administrator's report
- New Business
- Reserve Fund Transfers, if necessary
- Schedule of upcoming meetings
 - Tue 11/14 7pm – Joint Meeting with Select Board (Whittier building discussion)
 - Tue 12/5 7pm
- Adjourn

Note: The matters listed above are those reasonably anticipated by the Chair to be discussed at the meeting. This Agenda may be updated or revised after initial posting. Not all items listed may in fact be discussed, and other items not listed may be brought up for discussion to the extent permitted by law.

**Town of Newbury
Finance Committee Meeting
Tuesday, 12 July 2023, 7:00 PM
Town Offices, 2nd Floor Meeting Room
Meeting Minutes**

Members present: **Erica Jacobsen (chair), Joe Ali, Frank Visconte, and Marshall Jespersen (vice chair).**

Not in attendance: **Tracy Blais, Town Administrator**

Erica Jacobsen called the meeting to order at 7:01pm, and a quorum was established by roll call vote.

Approval of meeting minutes from June 6th, 2023 – 4 in favor/non opposed, no edits

Public Comment policy (see below) – Erica Jacobsen established

- Marshall moved that we adopt the draft as our policy, seconded by Frank Visconti
- Erica Jacobsen summarized the draft policy (see below)
- No edits to the draft policy
- Vote – 4 in favor/none opposed, no edits

There were no members of the public at this evening's meeting.

No Town Administrator's report – news that Chief Janvrin is retiring, and deputy chief is not moving into the role, Select Board has approved an outside recruitment firm to source and recruit candidates. Deputy Chief will be acting Chief until a new Chief is hired. No reserve fund transfer needed for the recruiting costs (falls under professional services)

New business items – Leadership (Chair & Vice Chair) roles and appointments to DCC were moved to the next meeting when there are more members in attendance.

No end of year or reserve fund transfers needed for FY2023.

No DCC meetings during the summer, so no updates.

The next meeting of the Finance Committee is set for Tue Aug 1st, with Marshall chairing due to Erica being unable to attend.

There being no other business before the committee a motion was made and seconded to adjourn at approximately 7:15pm.

**Town of Newbury – Finance Committee
Public Comment Policy - Adopted July 12, 2023**

Introduction:

The Town of Newbury Finance Committee welcomes engagement from residents of the Town of Newbury and sets forth a plan to receive oral communications during business meetings and electronic communications.

To facilitate on-going and open dialogue, the Finance Committee will include at least one opportunity at each business meeting to hear oral communications from members of the public.

- The public comment period will be at the beginning of the meeting with the following parameters:
 - Each speaker may address the Finance Committee for up to 3 minutes.
 - The public comment period will be limited to 15 minutes in total.
 - The Finance Committee will not engage in discussion on topics raised during public comment but may choose to add the topic to a future meeting agenda.
- These parameters may be extended at the discretion of the Chair. Any extensions will be announced before the public comment period begins.
 - The Chair will read the following statement before the public comment period:
 - *“To receive oral communications from members of the public. Members of the public may address the Finance Committee for up to 3 minutes. The Finance Committee will not engage in discussion on topics raised during public comment but may choose to add the topic to a future agenda. This agenda segment will be limited to 15 minutes.”*
 - The underlined portions of the statement may be adjusted if the Chair determines that additional time may be warranted.
- The Chair may also add a public comment session to individual agenda items with the following parameters:
 - The opportunity for oral communications from the public will be noted on the agenda for the posted open meeting.
 - The parameters of the public comment section will be specified in the agenda item – including: the length of time each speaker will be allowed and the total time of the public comment section.
 - The public comments must be relevant to the agenda item.
 - The Chair can interrupt public comments if they are not relevant to the agenda item.
 - The Chair will read the following statement before the public comment period:
 - *“To receive oral communications from members of the public. Members of the public may address the Finance Committee for up to X minutes. This agenda segment will be limited to XX minutes. Please note, the comments must be relevant to the agenda item, and the Chair may interrupt comments if they are not relevant to the agenda item.”*
 - The underlined portions of the statement detail time rules will be updated by the Chair in the posted agenda.

Additionally, members of public may contact the Finance Committee via email financecommittee@townofnewbury.org.

- Receipt of emails will be acknowledged by the Chair with members of the Finance Committee BCC'd to avoid any potential violations of the Open Meeting law.
- The Finance Committee Chair may add topics raised via email from members of the public to upcoming meeting agendas.