

**Advisory Committee - Administration and Finance Subcommittee**  
**Advisory Committee FY24 Department Budget**  
**Public Hearing Held via Zoom February 28, 2023**

Overview	FY23 Budget	Proposed FY24 Budget	
Request	\$30,136	\$ 30,136	<i>No changes in FY24 budget</i>

**Recommendation:** The Administration and Finance Subcommittee, by a vote of 4-0, unanimously recommends favorable action on the Advisory Committee’s proposed budget of \$30,136

**Hearing Recording:** Click on the link below and enter the passcode when prompted to view the recording of this hearing.

**Recording:** <https://bit.ly/3ESAdEm>

**Access Passcode:** txv^iJF7

The Administration and Finance Subcommittee held a public hearing on February 28, 2023 to review the Advisory Committee’s proposed budget. In attendance were: Harry Bohrs, Neil Gordon, Kelly Hardebeck and Joslin Murphy for the subcommittee; Dennis Doughty, Advisory Committee Chair, Melissa Goff, Deputy Town Administrator; Lincoln Heineman, Finance Director and Charles Young, Assistant Town Administrator for Finance

**Discussion:** The proposed FY24 budget is composed almost entirely of salary for the Advisory Committee’s Executive Assistant and a modest amount for supplies. The Executive Assistant role is a 0.4 FTE and is responsible for communication and compliance with the Open Meeting Law. During 2022, the Advisory Committee and Subcommittees held over 120 meetings and public hearings. In addition to posting each meeting or hearing, the AC’s Executive Assistant maintains the Advisory Committee’s dedicated website for subcommittee reports and warrant article recommendations. This site was created in FY23 as part of its effort to increase transparency and communication to Town Meeting, residents and other interested parties. The effort has been appreciated and the site has gotten positive feedback from users.

If the budget were increased, the AC would use the extra capacity to expand its outreach and communication with Town Meeting. Conversely, a decrease in budget would seriously impact the Committee’s ability to comply with the Open Meeting Law.

For more than two years, the Advisory Committee has met virtually and has not used its Meal budget. It is anticipated that the AC will be meeting in person before the end of FY24 and will be using a portion of the Meals budget. The remaining budget items - professional dues and training - are used for education and participation in conferences, like those on municipal funding offered by Massachusetts Municipal Association.