

Joint-Board Meeting
HAMILTON AND WENHAM BOARDS OF SELECTMEN and HWRSD

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AGENDA

Tuesday, August 23, 2011

7:00 p.m.

H-W Library – Main Meeting Room

- 7:00 P.M.** **Announcements or Public Comments**
- 7:00 P.M.** **Miscellaneous**
a. H-W Downtown Business Group
b. Facility Assessment Committee – Update
c. Hamilton – Vote to lift Water Ban.
d. School Committee Vacancy – Appointment Process Discussion
- 7:10 P.M.** **Budget Process Committee** – Discussion regarding amended charge.
- 7:30 P.M.** **H-W CMC – Revised Charge**
- 7:45 P.M.** **Fall Special Town Meeting** – Review of possible dates and potential articles of joint interest.
- 8:00 P.M.** **Pay-As-You-Throw (PAYT) Program .**
- 8:45 P.M.** **Anticipated Meeting Adjournment.**

Capital Management Committee (CMC)

Draft 7/18/2011 (revised 7/20/2011, 8/4/2011 and 8/7/2011))

Recommended Mission and Structure

Authority: Continue as an advisory committee to the Joint Boards of Selectmen and the Hamilton and Wenham Regional School District (HWRSD).

Membership/Vote: Will consist of representatives from the following: Selectmen, Finance Committees, HWRSD School Committee, Town and HWRSD Administrative Management and up to three community representatives from each Town. Each Town's Selectmen and Finance Committee, and the HWRSD School Committee to have one vote. All other members to have one vote. Membership appointments will be for a term of one year. There shall be no term limits regarding each member.

Meetings: Monthly on the second Wednesday of each month from 7:30 AM to 8:30 AM in the Selectmen's Room in the Wenham Town Hall. There may be additional Committee and Sub-committee meetings as required.

Mission Statement: The primary focus will be the cost effective preservation, and management of Town (Hamilton and Wenham) and the HWRSD assets, which include buildings, grounds, roads, vehicles and equipment. The CMC will strive to reduce the cost of operations and extend the life of Town and HWRSD assets.

Projects: Projects may be sponsored by the CMC, the Selectmen, HWRSD School Committee and/or the Administrators from the three entities.

Responsibilities:

- I) Advocate and assist in the preparation and annual up-date of a five year capital asset plan for the Towns and the HWRSD.
- II) Prepare and submit reports to a joint meeting of the Selectmen and the HWRSD at their request. (There may be situations where CMC will request the meetings).
- III) Communicate with the public about key issues and projects. Where appropriate, support Town and HWRSD capital projects at Town Meetings.
- IV) Research opportunities to reduce expense and improve operations.
- V) Actively pursue grants which reduce the cost of any capital improvement and /or reduce energy cost.

HAMILTON / WENHAM / HWRSD
BUDGET PROCESS COMMITTEE
DRAFT CHARGE & MEMBERSHIP

The revised charge and membership recommendation is offered for consideration by the Hamilton and Wenham Boards of Selectmen and the HWRSD. The recommendation is as follows:

MEMBERSHIP

Administration

Town Manager - Hamilton	Town Administrator - Wenham
School Superintendent - HWRSD	Assist. School Superintendent
Finance Director - Hamilton	Finance Director - Wenham

Finance & Advisory Committee

Hamilton - Chairman or Designee
Wenham - Chairman or Designee

School Committee

Chairman or Designee Finance Sub-Comm. – Chair or Designee

Selectmen

Hamilton & Wenham- Chairman or Designee

Resident Members

A citizen representative is to be appointed by each of the Boards of the Selectmen. Selection should be based on skill set and desired contribution toward the effort.

CHARGE

The Budget Process Committee is charged with the coordination of the Budget Development Process for all three entities. This is to include, but not be limited to, the following:

BUDGET PROCESS COORDINATION AND EVOLUTION - Work to better coordinate the budget development processes of the three entities in order to reduce variations that complicate or impede communication and data sharing. This effort includes, but is not limited to:

- a) Coordination of associated timelines.
- b) Development of compatible budget information and report formats.
- c) establishment of standardized assumptions and budget projections, and
- d) Facilitation of joint meetings designed to promote a healthy overall budget development process.

5 YEAR FINANCIAL PLAN - Coordinate and facilitate the process for development and maintenance of mutually agreeable 5-year Financial plans that can be used to set target budgets that result in long-term sustainable financial futures for all three entities. These plans should be updated annually prior to the beginning of the annual budget development process and should include information related to capital management throughout the same time period.

BUDGET PROCESS-RELATED PUBLIC INFORMATION DISTRIBUTION
The current BPC has become adept at maintaining the routine budget development process documents and related public meetings. The efforts of the BPC are to continue in order to maintain this important outreach to the public. An annual analysis of this PR process should be performed in order to determine what possible modifications might be warranted and how best to

implement. The goal is to maintain a flow of information that is accurate and timely, and is kept fresh and appealing in order to encourage the public to participate in the budget process.

The two aspects of this effort are as follow:

1. **Public Meetings** - The BPC has sponsored various annual public presentation meetings throughout the budget development process. These have become predictable opportunities for the public to become educated and to provide input. Consideration should also be given to collaborations with other existing meeting formats (e.g., LWV Budget Presentation Forums, etc.)
2. **Informational Outreach** – The BPC is to continue to generate annual information material such as: a) the Connections; b) weekly news articles; c) informational handouts, etc.