

## MINUTES OF FINANCE COMMITTEE TASK FORCE MEETING, June1, 2023

The meeting was called to order by Ms. Ortner at 2:04pm. Attendees included Eric Dahlberg (Finance Committee Vice Chair), Parashar Patel (Finance Committee Chair), Lois Wasoff (Guidelines Chair) and Dee Ortner (Clerk). Other attendees included Gail Dowd, CFO/Finance Director.

Discussion on community outreach and communications was open ended and addressed the five “W” words shown in the agenda. Each is summarized below.

**Who:** The group noted a variety of potential audiences, such as committees or departments, but ultimately decided that the residents of Concord are the audience. Simply put, they are the tax payers and the Finance Committee’s outreach should focus on improving its communications with this in mind.

**Why:** The sense of the group was that the Finance Committee needs to better explain its fundamental responsibility of balancing needs with prudent financial recommendations in a more engaging manner. Simply put – a new commitment to transparency and engagement is warranted. As the group continued its discussion a two-step process emerged:

1. communicate a ‘big picture’ of the role and advisory responsibility of the Finance Committee, and
2. communicate the process for determining guidelines as well as implications to the budgets and tax payers.

**What:** In digging further, the group discussed potential opportunities for outreach on topics such as updates on consequential and special topic meetings. Other opportunities may be found in details on municipal policies and practices or the portion of the total budget on which the Finance Committee provides advise.

Discussion on additional topics (i.e., **when** and **where**) were not specifically addressed due to time constraints. These topics together with recommendations for the full Committee will take place on Monday, June 5 at 2pm.

Motion: Mr. Dahlberg moved to adjourn the meeting. Meeting was adjourned at 3:31pm.

Meeting minutes submitted by Dee Ortner.