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**Finance Committee Minutes 1/26/23**

**Committee Members Present:** Nicholas Sammarco, Mark Johnson, Kevin Clancy, Joe Marino, Christopher Sottile, Krystale Bithoney.

**Committee Members Absent:**

**Staff and Anticipated Speakers Present:** Brian Noble (Town Administrator); Julie Herbert (Town Accountant/Finance Director); Sean-Eric Civitarese (Technology Director); Ellen Robertson (Town Clerk); Cyndi Bush (Assistant Town Clerk); Mellissa Campbell (Library Director).

**Meeting called to order at 6:30pm.**

- **Krystale Bithoney introduced as the newest member of the Finance Committee. Ms. Bithoney provided a summary of her background and reasons for joining the Committee.**
- **Discussion of agenda item 2.1 (Approval of Minutes of the previous meeting) began at 6:31pm.**

*Motion to approve minutes for 1/19/23, 1/12/23, 9/29/22 made by Mr. Sammarco, seconded by Mr. Sottile, approved unanimously.*

- **Discussion on agenda item 3.3 (Information Technology Budget) began at 6:32pm.**
  - Mr. Civitarese presented his budget to the committee and a narrative regarding the changing needs and demands of the IT Department in the Town.
  - Questions from the Committee began at 6:35pm and pertained to the digital security of the Town.
  - No public comment was offered.
  - The Committee reexamined the optimal budget at 7:14pm.
  - Questions from the Committee began at 7:16 and pertained to contracting, cost saving with the optimal budget funding, cybersecurity risks at the current security posture, Microsoft 365, service contracts for printer repairs, printing and laptop costs.
- **Discussion of the agenda item 3.2 (Town Clerk, Elections, and Board of Registrars Budget) began at 6:47pm.**
  - Mrs. Robertson presented her budget request to the Committee and explain the duties of the Town Clerk.
  - The Committee thanks Mrs. Robertson for her years of dedicated service to the Town and wished Mrs. Bush well in her new position.
  - Questions from the Committee began at 6:45pm and ertained to mailing cost, vote-by-mail as a percentage of the total Town vote.
  - Public comment began at 7:00pm and featured comment from Ms. Minch of Legion Drive.
- **Discussion of agenda item 3.1 (Board of Board of Library Trustees Budget) began at 7:02pm.**

- Ms. Campbell presented her budget to the committee.
- Questions from the Committee began at 7:04pm pertained to uniformity of electricity budgeting across departments, heating systems, part time employment over time, staffing needs, optimal budgeting and staffing.
- **Discussion of Agenda Item 3.4 (Liaison Assignments and Reports) began at 7:30pm.**
  - The Committee discussed the proposed assignment list and agreed to the list.

*Motion to adjourn made by Mr. Clancy and seconded by Mr. Sammarco at 7:33pm passed unanimously.*

**NEXT MEETING: 1/26/23 @6:30pm**