

FISCAL TASK FORCE MEETING OF 08/21/2025

MEMBERS IN ATTENDANCE: James Medeiros(JM), Member, Nancy Thompson(NT), Member, Kate Simons(KS), Clerk [Virtual], Chris Sullivan(CS), Chair, Ashleigh Haslam [AH], Member

TOPIC		ACTION
Call to Order & Objectives	Meeting called to order at 5:33 in the Hearing Room.	
Approval of Prior Minutes		KS Motion JM Second All In Favor
Meeting Hygeine / Rules of Engagement	Walked through the Team Rules of Engagement Document. We do not need to approve/vote on this document formally, but it will be made publicly available.	
Charter & Problem Statement	The entire group agreed to send final comments on the Charter/Problem Statement and Work Plan before the next meeting. We will plan to vote/formally adopt these documents to guide our work. Additionally, the Team agreed that the Problem Statement should be condensed into a few clear, easy-to-understand sentences to facilitate sharing with residents and other departments.	
Orientation to Town Budget	Reviewed the flow chart developed by CS and had an in-depth discussion about Town Revenue Sources and their ability to be influenced by our group, grants, and alternative revenue strategies.	
Next Steps	• Submit final comments on Charter/Problem Statement and Work Plan • Continue Budget Orientation – resume flow chart conversation, focused on Budget/Expense Side • Communication Brainstorming Session to be held at the next meeting	
Adjourn	Meeting Adjourned at 6:47pm	JM Motion NT Second All In Favor
Parking Lot	No items added to the Parking Lot during this meeting.	