

**Advisory Committee  
Meeting Minutes  
September 19, 2023**

Hingham Town Hall, Third Floor, South Hearing Room/Hybrid Meeting

**In Attendance:** Nancy MacDonald, Tina Sherwood, Alan Macdonald, Sarah Melia, Brenda Black, Carol Tully, Kathy Curley, Joe Griffin, Jason Price, Brian Stack, Steven Pohl, Kevin Freytag

**Participating via Zoom:** NA

**Absent:** Caitlyn Kirk, Judd Caplain

**1. Call Meeting to Order:**

Chair MacDonald called the meeting to order at 7:00 p.m. and read the following statement:

“This meeting is being held remotely as an alternate means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 Suspending Certain Provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the Chairman at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.”

**2. Comments from the public on items not on the agenda:** None

**3. 2023-2024 Ad Com Member Introductions:** Members provided personal introduction.

**4. FY24 Orientation:**

- Nancy MacDonald Reviewed Advisory Committee Handbook including publicly available resources;
  - Contact Info for Town Administration & Departments
  - Advisory Committee Rules, Policies, and Procedures
  - Financial Policy
  - FY 24 Override Framework
  - FY '24 - '28 Financial Management Plan (MOU)
- Sue Nickerson provided overview of 2022 Fund Balance Memo and 5-year Preliminary Forecast
- Michelle Monsegur provided overview of FY 25 Budget Process, Roles & Responsibilities & preliminary calendar.

**5. Approve meeting minutes from June 27, 2023:** minutes approved, unanimous vote

**6. Adjourn**

The meeting was adjourned at 9:02 p.m. by roll call vote unanimous (12-0).

**Documents Distributed for This Meeting:**  
Advisory Committee Handbook

**Respectfully Submitted,**  
Caitlyn Kirk  
Secretary