

FINANCE COMMITTEE MINUTES

JUNE 27, 2016

Present: Bob Finnegan, Gerry Brayton, Bob Margerison, Kurt Kaiser, Christine Edwards, Tom Tracey, Brenda Payette (Administrative Assistant), Mary Laurie (Town Accountant), Evan Brassard (Town Administrator)

Absent: Jim Pennington, Peter Fimognari, William Dominguez, Maureen O'Sullivan

The meeting was convened at 7:02pm

CORRESPONDENCE:

The Beacon

Expenditure Ledger

Copy of the Certifications for the Special and Annual Town Meeting on May 9, 2016

Amendment to Certifications from Special Town Meeting

BILLS TO PAY OR TO APPROPRIATE:

Ms. Payette submitted her bill for hours worked for Finance Committee for the year-\$3,500.00

Mr. Finnegan made a motion to accept bill submitted; Mr. Kaiser SECONDED and all voted YES.

Request for transfer from the reserve fund dated 6/20/16

- amount requested \$4,150.00
- appropriation account: 101-155-0155-0-0000-5273-E200
- present balance in said appropriation: \$<1000.00
- used for the following purpose: to pay the balance of the See Click Fix invoice
- unforeseen for the following reasons: the expenditure was overlooked as it was mistakenly charged against gifts to the town account. This error caused us to miss the expenditure during the lookback for the special town meeting.

Mr. Brassard explained that the expenses should have been in the budget. It wasn't caught and was paid out of the wrong account. It needs to come out of the Finance Committee reserve fund now because it's not been appropriated from any other budget.

Mr. Kaiser made a motion to transfer \$4,150.00 from FinCom reserve fund; Mr. Brayton SECONDED and all voted YES.

Request for transfer from the reserve fund dated 6/20/16

- amount requested \$4,100.00
- appropriation account: 101-491-0000-5172
- present balance in said appropriation: \$(365.07)
- used for the following purpose: unemployment for cemetery department

This needs to come from the Finance Committee reserve fund because there is no other account to come from.

Mr. Kaiser made a motion to transfer \$4,100.00 from FinCom reserve fund; Mr. Brayton SECONDED and all voted YES.

MEETINGS MEMBERS ATTENDED:

None

BUSINESS / NEW BUSINESS:

Mr. Brassard said they are working on closing out the end of year.

Mr. Brayton's resignation from the Finance Committee is effective July 1, 2016. William Dominguez was not reappointed by the Town Moderator at Town Meeting; Finance Committee will now have eight members.

Mr. Kaiser asked Mr. Brassard if he has met with the new Town Moderator regarding the FinCom situation. Mr. Brassard has not yet but he will.

Ms. Payette explained and apologized for the backlog of minutes she submitted for acceptance. She uses her personal computer and experienced computer and software issues this past year. She has resolved the problem and should be current moving forward.

Mr. Brayton asked FinCom and Mr. Brassard of the possibility of purchasing a laptop for the FinCom administrative assistant to use and not their personal one.

Mr. Brassard said it made sense and he was thinking of moving in that direction.

Mr. Brayton made a motion to purchase a laptop and software not to exceed \$500.00 for use by the FinCom administrative assistant; Mr. Finnegan **SECONDED** and all voted **YES**.

Mr. Kaiser asked how they to get this processed. Mr. Brassard said they could sign a transfer request from the FinCom reserve fund to the Technology account.

Request for transfer from the reserve fund dated 6/27/16

- amount requested \$500.00 not to exceed
- appropriation account: Technology
- present balance in said appropriation:
- used for the following purpose: laptop for Admin Assistant for Finance Committee
- unforeseen for the following reasons: plan for circumstances of damaged or computer issues.

Mr. Brayton made a motion to accept meeting minutes as presented. Mr. Kaiser **SECONDED** and all voted **YES** with Mr. Margerison abstaining.

Next meeting is scheduled for September 19, 2016

Meeting was adjourned at 7:40pm

Respectfully submitted,

Brenda I. Payette

Administrative Assistant to the Finance Committee