

Townsend Finance Committee
272 Main Street
Townsend, Ma., 01469



Agenda/Minutes
January 5, 2017
Meeting Room 2
6:00P.M.

I. Preliminaries:

1.1 Call to Order -* Meeting called to order at 6:05 P.M. in meeting room 2, Memorial Hall* - Lynn called the meeting to order at 6:05 P.M. in meeting room 2, Memorial Hall.

1.2 Roll Call - Sam Grant, Mark Hussey, Jerrilyn Bozicas, Lynn Pinkerton and Andrea Wood were present; Tom Whittier was absent.

1.3 Additions or Deletions

1.3.1 - Snow and Ice Report Jan. - Received by email

1.3.2 - Town Report notice -Town Report report due February 1, 2017.

1.3.3 - Minutes, *12/15/2016* and *11/17/2216*

A. Jerrilyn moved to support the Minutes of 11/17/2016, seconded by Andrea, the vote was unanimous in favor of the motion.

B. Jerrilyn moved to correct the date on this Agenda for the Minutes from 12/15/2016 to 12/13/2016, seconded by Andrea, the vote was unanimous in favor of the motion.

C. Jerrilyn moved to support the Minutes of 12/13/2016, seconded by Andrea, the vote was unanimous in favor of the motion

II. Meeting Business:

2.1 Budget Sheets and Budget deadline - The budget work sheets are due January 16, 2017. To date we have spent \$176.00 for dues to the ATFC from expenses and \$18,500.00 from the Reserve Fund. The Administrator asked that budgets be level funded. After discussion Jerrilyn moved that we submit a level funded budget, seconded by Andrea, the vote was unanimous in favor of the motion.

2.2 Review of the posting of the open position on the Committee and action to be taken in regard to the one (1) volunteer Response form available - The posting requirement has been met and there were no responses. After discussion, Jerrilyn moved to contact Ms. Jennifer Torrey to see if she is still interested in being on the Finance Committee., seconded by Andrea, the vote was unanimous in favor of the motion.

2.3 To review and sign/not sign the end of month summary from the Accountant for November and December - After review, Lynn signed the folder and it will be returned to the Accountant.

2.4 Mail

2.4.1 Finance Committee Report for 1984 - Reviewed the type of presentation of the Budget done in the past.

2.4.2 City and Town (email)

2.4.3 FY 18 Budget material (email)

2.4.4 Ethics Training notification (email)

III. Adjournment - The next meeting is January 26, 2017 at 6:00 P.M.. Mark moved to adjourn at 6:55 P.M., seconded by Jerrilyn, the vote was unanimous in favor of the motion.

There are mistakes in the formatting of the Agenda which are denoted by an *.

1st *...* On the Agenda form there should be nothing written after Call to Order, however due to faulty proof reading the sentence "Meeting called to order at 6:05 P.M. in meeting room 2, Memorial Hall" was left in place from an older set of minutes when the form was recopied for this Agenda.

2nd *...* The wrong date (11/17/2216) was printed on the Agenda for a set of minutes, but the correct date (11/17/2016) was given in the motion.

3rd *...* The Agenda shows the date for a set of minutes as 12/15/2016 when it should have been 12/13/2016, this mistake was corrected at the meeting.