

Draft Minutes
Finance Committee
29 August 2018

The meeting was called to order at 7:00 pm in Town Hall. Present were Lew Robbins, Robert Persing, Robert Baker, David Kramer, Tim Walter, and Roberta Wooldridge.

1. The minutes of the April 18 and July 11, 2018, committee meetings were approved unanimously.
2. The appointment of a new secretary was postponed until the next meeting. Roberta Wooldridge volunteered to take minutes for tonight's meeting.
3. Lew discussed his work involving data collection and entry into an Excel spreadsheet. We agreed on a new office in the Finance Committee titled budget director for keeping track of financial matters. Lew offered to continue to serve in that role and was appointed to this position by acclamation.
4. The committee discussed the need for a website manager to handle posting minutes and reposting final draft documents. No appointments were made.
5. David delegated to each committee member the responsibility to be a liaison to various town departments. The responsibility of the liaison is to help facilitate communication between departments, manage expectations, and be clear to the department heads about the things they need to do to help us budget for the expenses they need in the future.
6. The appointments are as follows:
 - a. David Kramer: Council on Aging
 - b. Roberta Wooldridge: Highway Department
 - c. Roberta Wooldridge: Fire Dept.
 - d. Robert Persing: Buildings Committee
 - e. Tim Walter: Energy Committee
 - f. Bob Baker: Police Dept.
 - g. Bob Baker: Health and Sanitation,
 - h. Lew Robbins: MLP
7. All committee members were asked to start using their town e-mail addresses. This is required by law and is a part of being accountable and professional while conducting town business. All members were asked to set up their addresses and send an e-mail to David Kramer as soon as possible.
8. In preparation for the special town meeting scheduled for October 30, we will hold an open hearing for the townspeople on October 11 at 7:30. The committee members will meet at 6:30 prior to the hearing.
9. The Police Department, Highway Department, and Buildings Committee liaisons are to meet with department heads prior to our next meeting to go over the articles that

will be discussed at the special town meeting. In particular, the Police Department budget will be on the agenda for next the meeting of the Finance Committee, to be held September 19 at 7 p.m. in Town Hall.

10. The final budget for fiscal year 2018 was approved.
11. David Kramer explained to the committee that we have the authority to appoint a member to the buildings committee. Robert Baker took on the responsibility to write an advertisement for that position.
12. The discussion regarding funds transfers was postponed until next meeting.
13. In other business, the committee discussed whether the best use for the stabilization fund might be for purchases, and several members would like to discuss that at a future meeting.
14. David reminded all members that they are expected to complete the state required ethics training course online before our next meeting.

The meeting was adjourned at 8:07 pm

Submitted by Roberta Wooldridge