

**Town Of Brookline, NH**  
**Finance Committee Meeting Minutes**

April 14, 2011

**I. Call to order**

Betty Hall, the 2010-2011 Acting Chairperson called to order the monthly meeting of the Brookline, NH Finance Committee at 7PM on Thursday, April 14, 2011 in the 2<sup>nd</sup> Floor Meeting Room of the Fire Department.

**II. Roll call**

Mary Bendix, Acting Secretary conducted the roll call. The following persons were present: Chris Adams, Betty Hall, and Mary Bendix.

**III. Approval of minutes from last meeting**

There were no minutes from the last Finance Committee Meeting of 2010-2011 as Pat Lynch, the former Committee Secretary did not run for re-election and there is a New Committee Member for the 2011-2012 Session, Mary Bendix.

**IV. Open issues**

a) There were No Open Issues from the 2010-2011 Finance Committee Sessions.

**V. New business**

- a) 2011-2012 Committee Elections were our 1<sup>st</sup> Order of Business
- b) Mary Bendix nominated Chris Adams as Chairperson for the 2011-2012 Session. This was seconded by Betty Hall. All were in favor.
- c) Chris Adams nominated Betty Hall as Vice-Chair for the 2011-2012 Session, which was seconded by Mary Bendix. All were in favor.
- d) Betty Hall nominated Mary Bendix as Secretary for the 2011-2012 Session. This nomination was seconded by Chris Adams. All were in favor.
- e) The Data Analyst Role will be assumed by Chris Adams with assistance from Mary Bendix, Secretary as needed. All were in favor.
- f) Discussion ensued regarding the previous year's discrepancies between the Financial Spreadsheet issued monthly by Rena Duncklee, the BoS Secretary and the "running spreadsheet" that had been maintained by the past Finance Committee Secretary.
- g) Chris Adams, Chair proposed taking the detailed Financial Spreadsheet issued monthly by the BoS Secretary, Rena Duncklee and adding the data to our "running spreadsheet". His proposal was seconded by Betty Hall, Vice-Chair and a vote was taken. All were in favor of Chris' proposal. He

will maintain our Finance Committee Spreadsheet with assistance from the Committee Secretary, Mary Bendix on an "as-needed" basis.

- h) Betty Hall, Vice-Chair initiated a discussion as to how to best improve the Finance Committee's Communications to the Public in a timelier fashion. Chris Adams, Chair proposed that the Committee utilize a laptop and a projector at each meeting so that the Committee Secretary, Mary Bendix can post the Minutes using a Word Template as each Meeting progresses. The Committee can then vote on those Minutes at the end of each Meeting. After the meeting, the approved Minutes can then be posted via the Town Website within 72 hours. Betty Hall called for a vote, Mary Bendix seconded the motion and a vote was taken to adopt Chris' recommendations. All were in favor.

## **VI. Action Items**

- a. Check the FinComm Mail Slot at the Town Hall bi-weekly and bring mail addressed to the FinComm to the next Monthly Meeting – MB, Sec.
- b. Get approval for use of the 2<sup>nd</sup> floor Meeting Room in the Fire Dept. Building and obtain key as needed – MB, Sec.
- c. Notify Paul Anderson of the Capital Improvement Committee of our Nominee, Mary Bendix who will represent the FinComm at their Meetings – MB, Sec.

## **VII. Adjournment**

Chris Adams, Chair adjourned the meeting at 8:56PM.

Minutes submitted by: Mary Bendix, Sec.

Minutes approved by: