

## **Finance Committee**

<b>Date</b>	18MAY11
<b>Attendees</b>	<b>Chris Adams, Betty Hall and Mary Bendix</b>
<b>Members in Bold are present.</b>	
<b>Visitor:</b>	Christina Hamilton

### **Finance Committee Agenda:**

1. Call to order.
2. Adjourn
3. Election of Officers
4. Review Finance Committee policies
5. Communication, Yearly Agenda and Goals
6. Monthly reports
7. Discussion of Capital spending for 2012 and beyond.

### **A. Topics / Minutes:**

<b>Agenda Topic</b>	<b>Discussion Summary / Minutes</b>
1. Call order	<p><b>19May2011</b> <b>1915 Hours</b></p> <p>14Mar11 Meeting was called to order @ 1900</p>
2. Adjourn	<p><b>19May2011</b></p> <p><b>Betty Motioned for adjournment</b> <b>Chris seconded</b> <b>Motion passed 2-0</b></p> <p>14MAR11 Meeting adjourned @ 2048</p>
3. Election of Officers	<p>14MAR11</p> <p>Betty nominated Chris for Chair . Mary seconded. Unanimous vote in the affirmative. Chris nominated Betty as vise chair. Mary seconded. Unanimous vote in the affirmative. Betty nominated Mary for Secretary. Chris Seconded. Unanimous vote in the affirmative.</p>

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<b>Agenda Topic</b>	<b>Discussion Summary / Minutes</b>
4. Discussion of FinComm Policies and member duties.	<p><b>19May11</b>  <b>FinComm Policies were not completed from last meeting. We still have questions regarding electronic communications and Telecon participation as to holding a real meeting. RSA 91A-2 is clear to us that a telecon and voice communication is permissible.</b>  <b>Betty suggested we wait to approve the minutes until next meeting to approve a final move</b></p> <p><b>14MAR11</b>            Discussion of section 8 and the schedule of activities for FinComm in the coming year.</p>
4. Yearly Agenda and Goals.	<p><b>14MAR11</b>  <b>Discussed putting together a preliminary survey for town. Each member will supply five questions and we will collate our questions.</b></p> <p><b>Transparency goals to acquire a more in-depth input into the analysis of the GL accounts from both the town and the SAU.</b>  <b>Invite trustees to next meeting</b></p> <p><b>Plans for road maintenance? Can the selectman get this from Gerry?</b></p>
5. Communication	<p><b>19May11</b>  <b>FinComm monthly report of a rollup of monthly spending is requested by Betty to inform town members of key over/ under in relevant accounts.</b></p> <p>There is some question as to who are our town trustees are and how do we contact them. Chris will send an email to Melanie Levesque regarding contact and meeting information.</p>
6. Monthly Reports	<p><b>19May11</b>  <b>Fincomm monthly report of a rollup of monthly spending is requested by Betty to inform town members of key over under in relevant accounts.</b></p> <p><b>Talk to Rena about in depth Reports from her entries into Quick books and the process she uses to put together the weekly manifest. Payroll and all invoices included.</b></p> <p><b>Betty recommended that the committee put a pilot quarterly report highlighting our key details of spending.</b></p> <p><b>Monthly or quarterly trustee accounts should be posted as to how and when the monies are spent. Chris suggested that we should have a meeting with the trustees to discuss the content and spending allowed under all the trusts. Chris has reached out to Melanie</b></p>
7. Capital Spending	<p><b>19MAY11</b>  <b>Betty and Chris discussed current CIP and need to ask Mary if she has been contacted by committee for a first meeting date.</b></p>
8.	

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**B. Open / Pending Action Items ( )**

AI#	Description	Status	AI Owner	Comments
1	Meeting location lock down and get a key to either the fire dept work room.		M. Bendex	Closed
2	Send excel files to Mary		C. Adams	Open
3	Five questions for the town survey.		All	Open
4	Read revised policies and have comments for next meeting.		All	
4a	Follow up with School board and BA regarding school reports and portal to budgeting software.		Cadams	Pending answer
6A	Betty requests hard copies of all reports from both the town and the school,.		Cadams	
6B	Betty to ask Rena if she will attend our FinComm meeting next month, June.		BHall	Closed

**C. Closed Issues and Action Items**

Closed issues and action items are archived for your reference. Cut and paste the link below into your browser to view the closed issues and actions log.