

Finance Committee

Date	30JUN11
Attendees	Chris Adams, Betty Hall and Mary Bendix
Members in Bold are present.	
Visitor:	Christina Hamilton

Finance Committee Agenda:

1. Call to order.
2. Adjourn
3. Election of Officers
4. Review Finance Committee policies
5. Yearly Agenda and Goals
6. Communication,
7. Monthly reports
8. Discussion of Capital spending for 2012 and beyond.
9. SAU Advisory Committee
10. Approve monthly minutes
11. Town Audit

A. Topics / Minutes:

Agenda Topic	Discussion Summary / Minutes
1. Call order	<p>30June11 1935 hours Meeting called to order by Chris</p> <p>19May2011 1915 Hours</p> <p>14Mar11 Meeting was called to order @ 1900</p>
2. Adjourn	<p>30June11 Betty Motioned to adjourn @ 2008 hours Chris seconded. Passed 2-0</p> <p>19May2011</p> <p>Betty Motioned for adjournment Chris seconded Motion passed 2-0</p> <p>14MAR11 Meeting adjourned @ 2048</p>

Finance Committee

Agenda Topic	Discussion Summary / Minutes
3. Election of Officers	<p>14MAR11 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>
4. Discussion of FinComm Policies and member duties.	<p>19May11 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. Betty suggested we wait to approve the minutes until next meeting to approve a final move</p> <p>14MAR11 Discussion of section 8 and the schedule of activities for FinComm in the coming year.</p>
5. Yearly Agenda and Goals.	<p>30Jun11 We will invite Patty Howard to our July 14 meeting to discuss the town clerk and tax collectors receivables and revenues processes.</p> <p>We would like to invite Gerry Farwell and Maurice Marshal to discuss receivables and revenues from the recycling center to our meeting in Aug. Fire department in SEP and Police in Oct.</p> <p>14MAR11 Discussed putting together a preliminary survey for town. Each member will supply five questions and we will collate our questions.</p> <p>Transparency goals to acquire a more in-depth input into the analysis of the GL accounts from both the town and the SAU. Invite trustees to next meeting</p> <p>Plans for road maintenance? Can the selectman get this from Gerry?</p>
6. Communication	<p>19May11 FinComm monthly report of a rollup of monthly spending is requested by Betty to inform town members of key over/ under in relevant accounts.</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>
7. Monthly Reports	<p>19May11 Fincomm monthly report of a rollup of monthly spending is requested by Betty to inform town members of key over under in relevant accounts.</p>

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	<p>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.</p> <p>Betty recommended that the committee put a pilot quarterly report highlighting our key details of spending.</p> <p>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</p>
8. Capital Spending	<p>19MAY11 Betty and Chris discussed current CIP and need to ask Mary if she has been contacted by committee for a first meeting date.</p>
9. SAU Advisory Committee	<p>30Jun11 Chris motioned to appoint Betty Hall and Chris Adams as members to the SAU Budget Advisory committee. This committee is being formed as a result of a vote in the affirmative at the 2011 Town meeting for the school budget to adopt the provisions of RSA 194-C :9-b.</p>
10. Approve minutes	<p>30JUN11 Betty motioned to approve 12May11 minutes as written.</p>
11. Town audits	<p>30JUN11 Betty would like us to be present when the Selectman meets with our town auditor. We still need 2010 audit and question the contract and delivery scope for when it should be delivered?</p>

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	closed
3	Five questions for the town survey.		All	Open
4	Read revised policies and have comments for next meeting.		All	Closed
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	Closed
6B	Betty to ask Rena if she will attend our FinComm meeting next month, June.		BHall	Closed
11A	Need to formally request a meeting with the town auditor		CAdams	

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.