

Subject: Finance Committee Minutes  
Date: June 28, 2012  
Time: 7:00 – 8:30 pm  
Place: Town Hall Meeting Room  
Attending Committee Members: Rick Pocklington, Linda Chomiak  
Attending Members of the Public: Betty Hall

Call to order at 7:08

#### Correspondence

Tad Putney, the Town Administrator, solicited the Finance Committee's advice as to where money should come from to pay costs associated with obtaining the bond for the safety complex expansion. These include the bond fee (\$9,000) and bond counsel (\$4,000-\$7,000). Rick Pocklington did not feel qualified to give guidance. Linda Chomiak stated that the budget for the safety complex should include these costs – They need to find it in their \$1.39 million.

Two requests for Finance Committee meeting minutes were made over the last two weeks, including specific requests to have them available online.

Dennis Skey had sent an email to Tad asking how money the unexpected revenue from a recent drug forfeiture was accounted. Tad responded, stating that the money was handled under rules from the Department of Justice. He referred us to the town's contact in the DoJ. The Finance Committee is not sure where the money was spent. There is speculation, based on a newspaper article, that it was spent on infrared goggle used to detect the presence of marijuana plants in homes. The Finance Committee wants to make sure it is spent wisely. Rick recorded an action item to ask the Chief of Police where the money was spent.

The Board of Selectmen discussed the Finance Committee's proposal to put forward a warrant article establishing staggered three year terms for the Finance Committee. Tad sent an email explaining how that would happen. Namely, it would be voted on in 2013 to go into effect in 2014. The BoS appeared supportive.

#### Approving Meeting Minutes

Meeting minutes for 6/14/2012 are not available, since Dennis is travelling. We will approve that at the next meeting.

#### Auditing the Town Purchasing Policy

It is not clear whether the town has any purchasing policies in place. Betty believed that several have been approved by the BoS over the years, but none have been practically enforced or maintained. The Finance Committee wishes to determine whether we have any town purchasing policy in place, and if so,

- Where can we find it?
- How is it enforced?
- How is it archived?
- Who has access to it?

Rick recorded an action item to ask the BoS Secretary (Rena Duncklee) or Town Administrator (Tad Putney) these questions.

The Finance Committee considers the purchasing policy important to maintain trust.

Rick asked Linda for examples of what auditing could entail. Linda provided possible examples based on what a purchasing policy could cover:

- Audit invoices against payments out
- Audit invoices against the budget
- Verifying that people get appropriate approval before writing checks
- Verifying that people are allowed to write checks for the amount being written
- Verifying that competitive quotes are obtained, where appropriate

Rick recorded an action item to organize discussion/review of disbursements for next meeting.

#### Planning Disbursements Review

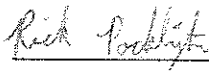
The committee discussed what it wants to focus on as it reviews town disbursements.

- Focus on the three largest budgets (Police, Highways, and Personnel)
- Compare YTD expenses to where they should be at that point in the year
- Target opportunities for consolidation

#### Finance Committee Relation to Town Administrator

Linda wanted to know what the Town Administrator's expectations are of the Finance Committee. Rick wanted to know how the Town Administrator's responsibilities related to the BoS Secretary's responsibilities. Rick added action items to ask Tad (Town Administrator) to a Finance Committee meeting and to look up the Town Administrator job position.

Rick motioned to adjourn at 8:14 pm. Linda seconded. Passed unanimously.



Rick Pocklington



Linda Chomiak



Dennis Skey