

Subject: Finance Committee Minutes

Date : July 26th 2012 meeting

Time: 7pm- 9pm

Place: Town Hall

Attendees: Dennis Skey, Rick Pocklington, Linda Chomiak, Peter Cook

7pm: Meeting Started

Pledge Allegiance

Approval of previous meeting minutes

7:05 – 7:30pm Discussion on Safety Complex.

Peter was asked when the bond fee and first interest is being paid:

Interest payment due in Q1Y13:

Fee Paid: Q4Y12:

Linda to Peter: Does the SC want the finance committee to access the proposal?

Linda volunteered to go over the proposal and verify the costs to see if they are in excess.

Final proposal from the contractor: Will be on Aug 1st. Dennis will forward to Linda when he receives the proposal.

7:35pm Disbursements Review:

Goal to go over the biggest Departments:

Police Departments:

Some entries are being allocated to the wrong account.

i.e. Beltron Communication was in the Ammunition Category.

We identified opportunity for consolidation: for police department to save money in gasoline. Bid out contract or work with Hollis.

Maintenances agreement on Bit Tech Computer; What is the contract, currently?

What is EarthLink used for?

Copy maintenances: Halmark Company: Does the town have one contract for all departments for office equipment?

Staples account: Consolidate all departments.

What is Information Management Corp? Do we have a contract?

Is TwoDave Auto a competitive supplier?

Do we have a competitive bid for maintenance for the fleet of police cruisers?

What is the current plan plan?

Fire department: Do you want to combine with near by towns to get discount? i.e autoparts, maintenance .

8:30 PM How will we audit the purchasing policy?

July 23th BoS meeting, a \$60K contracted was award to CL Farwell without a competitive bid. This project is expected to be completed over the course of several years. The completion cost were never discussed nor have any engineering plans been drafted. Rick will send a letter to BoS to address the issue as it relates to the towns new Purchasing Policies.

8:45 PM Other Business:

Rick will send a letter to Tad asking him to explain what the BoS is expecting the Finance Committee to do with the Municipal Budget Committee data.

Rick will send a letter to Tad with the questions we have for the police department concerning some of the disbursement accounts and contracts.

Rick will send a letter to Tad asking when the budget process will begins.

Minute approval signatures:

Date:

, Rick Pocklington *Rick Pocklington*

8/9/2012

Linda Chomiak, *Linda Chomiak*

8-9-2012

Dennis Skey *Dennis Skey*

8-9-2012 1 1T