



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
FINANCE COMMITTEE**

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*Finance Committee  
Meeting Minutes  
April 17, 2013*

**Present:**

**Linda Chomiak  
Brian Rater**

**1. Review of minutes**

**Reviewed and approved.**

**2. Update on library elevator**

**Several bids were placed. A local bid was accepted by the Selectboard. The Selectboard decided to hold off on finding the funds in the budget until later in the year.**

**3. Facilities Committee**

**The Selectboard has re-created the Facilities Committee. Linda volunteered to be on the committee to represent the Finance Committee.**

**Linda reiterated that the goal is to bring back information to the Finance Committee as well as to work with the various committees in developing their budgets and to find efficiencies.**

**4. Prioritizing the Finance Committee goals**

**The committee discussed the committee's goals and ranked them based on Low, Medium and High Impact and Easy, Moderate, or Difficult to implement. The goals were identified at the April 4, 2013 meeting.**

**\* school operating budget - Brian and Dennis to work with school board. Need to pull together historical data on budget to look at trends. High impact/Moderate implementation**

**\* maintenance of buildings - need to look at budget history and to understand the current and near term needs. High impact/Moderate implementation**

**\* combine bulk purchases - need to talk to purchasers to understand current process. Need to identify existing coops that we are not participating in. Need to identify which purchasing budget line items are significant in dollar amount and focus on those. Medium impact/Difficult implementation**

\* increase town revenues - Bruschi Hall could be promoted as a marriage destination. Another track is to work on economic development. Brian and Linda to work together on promoting Bruschi Hall. Low impact/Medium implementation

\* increase transparency in school/town budgets - Brian suggested that school bond information should be printed in the town report such as is done with the town bonds. Medium impact/Moderate implementation

\* refinance of town and school bonds - Brian to work with Tad and school board to determine if a refinance is a possibility and if it makes financial sense to do so. Low impact/Easy implementation

\* Finance Committee manual - Linda will add a regular item to the agenda to identify topics from each meeting that should be included in the manual. Brian suggested that we need to keep track of our questions and the answers as we learn more about the school and town budgeting process and functions. These should be incorporated into the manual. High impact/Moderate implementation

\* understanding the town tax rate - First step is to talk to Tad, also talk to the Board of Assessors, and Master Plan. Does a white paper already exist? If not, parts probably already exist. Brian will also talk to previous Finance Committee members. Low impact/Moderate implementation


\* explore contingency fund - Brian explained the bill in the legislature that would allow for a separate warrant article for a contingency fund. No further action expected on this item until budgeting time. Low impact/Easy implementation

#### 5. Review conflict of interest policy

Committee still did not have a copy of the conflict of interest policy. Linda will get a copy from Rena for the next meeting.

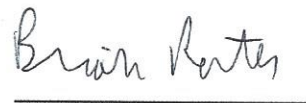
Next meeting is May 15th at 6:30, followed by May 22nd.

Adjourned 7:43.



Linda Chomiak

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Dennis Skey



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Brian Rater