

Finance Committee Meeting
June 8, 2010 at 7:30pm

Present

G. Lillan Whitney
Kevin Stetson
Suzanne Caron
Chris Haynes
John Margosiak
Joseph Armstrong-Champ
Brian Foster

Public

Martha Svedberg
Sally Bauman
Tim Bauman
Nancy Haynes Town Accountant
Mary Kraft
Representative from the Cemetery commission

Meeting called to order 7:30pm

The following transfers were voted on and accepted unanimously

1. #10ATX Year end
Transfer \$500.00 from Cemetery expense into Cemetery wages
2. #10-AT9
Transfer \$2,500.00 from Election and Reg Expense to Public Records
Preservation
3. #10-AT110
Transfer \$5,000.00 from Highway Gas Diesel to Highway Road Maintance

The meeting notes from April 27, 22, 13, 5, March 29, 23, 9, 2, were read, voted and accepted by the two remaining members from the previous committee. These notes will be forward to the appropriate person to be posted on line.

Discussion was held concerning the fact that the Finance committee did not develop the budget for the upcoming year, it was decided that the 2010 finance committee would move forward and accept the following as their direction for 2010

2010 Finance Committee Direction
6/8/2010

Concept #1 - Ashby Town Bylaws-Article 3, Section s: "The Finance committee shall annually prepare a budget for the Town, which shall be reviewed by the Board of

Selectmen and include their recommendations when presented for approval at the Annual town Meeting. “

Concept #2 – Being involved early and often in spending decisions is the best way to insure that the taxpayer monies are spent appropriately

Concept #3- The finance committee can best accomplish its duties by being fully engaged in the budget process

Concept #4 - Negative actions by members of the finance committee will impede our ability to accomplish our goals. Such action might include inflammatory comments to the press, unwarranted investigations of town finances, and any other action that may damage the reputation of the committee

Concept #5 - Where possible the finance committee will publish policies and procedures to facilitate a close working relationship with all town departments and committees. Written policies are not etched in stone and may be amended as circumstances dictate.

We voted and accepted that all press releases will be written at our committee and only those written and voted upon will serve as statements. No individual member of the committee will communicate with the press.

We discussed how To comply with the open meeting laws we will need all reserve fund transfers by Thursday 5pm prior to our bimonthly Tuesday meetings. The chairman will than develop an agenda by Friday 7:30pm and post for our next meeting. More discussion and a decision will follow.

Our regular meeting times will be the 2nd and 4th Tuesday from 7:30 to 9:30pm

The selectman joined the meeting at 8:20pm and the Proposal for consulting Services from the Collins Center was discussed, the proposal is attached to the end of the minutes.

The committee voted and decided that the following services are necessary for the town to move forward;
Town organization chart, Analysis of Town Administrator position, Town Staff job descriptions, personnel policy book, evaluation procedures, Salary compensation analysis.

The committee voted and decided that the Collins Center would be the vendor of choice

The committee voted and decided that we would approve a transfer from the Town Admin Salary line item, there is presently \$15,500.00 left in this fund. When it is presented to transfer funds to allow the Collins center to begin work.

The finance committee suggests in the future that competitive bidding be done to ensure we are receiving the best quality product for the cost. In this case because the Collins center is considered a state agency no competitive bidding is mandated. However, the

finance committee suggests in the future that competitive bidding be done to ensure we are receiving the best quality product for the cost.

Meeting adjourned at 10:00pm

Next meeting on June 22 at 7:30pm