

Town of Sandisfield
Finance Committee Meeting
Date: November 18, 2017
Location: Old Town Hall

The meeting was called to order at 9:34 AM

Members Present: David Hubbard, Roger Brown, Joe Gelinas, Bogart Muller

Members Absent: Kathy Jacobs

1. Welcomed Roger Brown to the FINCOM.
2. Approved minutes for meeting held on September 20, 2017.
3. Handed out Open Meeting Law Guide and asked that all sign the attached blue form and send to the Town Clerk.
4. Handed out the Fiscal Policy Manual. We will review and decide in the future which portions will be adopted, amended, or not adopted. We will obtain an electronic copy to make it easier to distribute, amend, and adopt the policies.
5. Reserve Fund transfer request for \$150 to the Website expense account was approved. The FINCOM "Recommends that a process be established to determine all technology-related expenditures as part of the annual budget process."
6. FINCOM voted to adopt the operating budget process described in the letter dated November 24, 2017, including attachments, that was sent to all department heads, committees, and boards and discussed at the all boards meeting on November 14, 2017.
7. FICOM voted to authorize Joe Gelinas to work with town administration to complete a draft of a Capital Improvement Planning Program. No elements of this program may be implemented without FINCOM approval.
8. Item 8 on the agenda was deferred for discussion at a future meeting.

9. The following future agenda items were discussed:

- a. We will ask the Select Board to collaborate with FINCOM member Bogart Muller on the DPW decisions on use of Chapter 90 funds and maintenance records of DPW equipment.
- b. There was no FINCOM member present who was able to commit to working with the Farmington River School Board on development of the school system's FY19 budget.
- c. Bogart Muller will research the Town's by-laws to develop a list of town board members and town employees who must be compensated and to compare the pay that is budgeted to the pay rates established for nearby towns.
- d. A policy for reserve fund transfers will be drafted. We will use as a basis the policy proposed in the Fiscal Policy Manual.

Adjournment: 11:20 AM

Joe Selinas
Roger C. Burr
Bogart Muller