

Minutes of the Meeting of the Heath Finance Committee
June 7, 2012

Time: 7:50 pm

Place: Sawyer Hall

Present: Don Freeman, Gloria Fisher, Ned Wolf, Kara Leistyna, Sheila Litchfield, and Brian DeVriese

Absent: Jeff Simmons, Kathy Inman, and Tom Lively

Sheila said that due to Tom Lively's absence there would not be as much business conducted.

Kara will request Hilma's minutes for the May 12th ATM in preparation for budget reconciliation. Questions to be asked are "Did we vote for what we thought we voted for?" and "Do we have money to pay for it?"

Don reported that he will draft a letter asking each town for salary data. We have been considering changes to the Budget Calendar such as determining COLA's sooner. Quarterly meetings with the Town Accountant will be planned.

It was reported that the Accountant is revising the policies for reimbursement and electronic invoices.

E-mails from the Highway Superintendent about needed repairs were reviewed: about \$3200 on the 2005 truck, about \$2000 on the 2003 truck, and about \$1,400 on the grader.

There was a discussion of the best procedure to follow when there is an overage. Sheila said that if any department head has an overage, he needs to come to the BOS to talk about it. The BOS will determine whether a transfer is appropriate. The FinCom won't ask Mike or any other department head for any justification until we hear from the BOS. In the case of the recent overage in the Highway Department Sheila will ask the Accountant for more specifics on where the transfers are coming from.

Brian noted that it would be good to look at impending capital expenditures.

The meeting adjourned at 8:40 pm.

Respectfully submitted,
Ned Wolf, Secretary