

**FINANCE COMMITTEE MEETING
TUESDAY, JUNE 12, 2018**

A meeting of the Finance Committee (FC) was held on Tuesday, June 12, 2018 in the Municipal Center. Mr. Hogan called the meeting to order at 7:02 PM. He announced that the meeting is being recorded live for broadcast and for future rebroadcasting.

ATTENDANCE:

PRESENT: Ryan Hogan (Chair), Carol Gogolinski, Pamela Holmes, Leigh Lahousse, Cynthia Shurick

ABSENT: Howard D'Amico (Vice Chair), Michael Hutnak, Heather Morin

NON-VOTING: Jeanne Lovett (Finance Director)

1. RESERVE FUND TRANSFER

Adam Furno, Facilities Maintenance Manager joined the meeting. He stated that there were two major air conditioning break downs at the post office and Police Department in the past week.

Ms. Holmes stated that there is a problem with the tree out front. Mr. Furno stated that the tree is dying and has approximately 4 years of life remaining. An arborist has assessed the tree.

Ms. Gogolinski made a motion to transfer \$2,500 from the Reserve Fund to account 52400 – Repairs and Maintenance. Ms. Shurick seconded the motion. Vote: All-Aye.

Fire Chief Kent Vinson joined the meeting. He described the repairs made to the boiler, bay doors and compressor that fills the SCBA bottles.

Ms. Lahousse made a motion to transfer \$1,000 from the Reserve Fund to account 52400 – Fire Expense Repairs and Maintenance. Ms. Gogolinski seconded the motion. Vote: All-Aye.

Ms. Lovett stated that before this meeting, the balance in the Reserve Fund was \$21,236.

Mr. Hogan stated that June invoices still need to be paid for three street lights. Ms. Lovett stated that she does not yet have the Con Edison bill for the month of June. The largest bill comes in on June 24, 2018.

Ms. Shurick made a motion to transfer \$6,000 from the Reserve Fund to account 52101 – Street Lights. Ms. Lahousse seconded the motion. Vote: All-Aye.

Mr. Hogan reviewed the expenses for the postage lease, copier lease and FedEx. There were more mailings and bulk mailings than usual this year. The postage machine is used by all departments.

Ms. Holmes made a motion to transfer \$2,000 from the Reserve Fund to account 54200 – Town Hall Office Supplies. Ms. Gogolinski seconded the motion. Vote: All-Aye.

2. SELECTION OF CHAIRMAN AND VICE CHAIRMAN

Mr. Hogan stated that Mr. D'Amico agreed by email to serve as Vice Chair.

Ms. Gogolinski made a motion to appoint Pamela Holmes as Chair of the Finance Committee. Mr. Hogan seconded the motion. Vote: All-Aye.

Ms. Holmes presented a meeting calendar and topic template. It has been reviewed by Ms. Lovett and Mr. Wojcik. Ms. Holmes will review Suzanne Kane's

**APPROVED
October 9, 2018**

annual Town Meeting checklist. A discussion as to when the FC should meet will be held at the September, 2018 meeting.

Ms. Gogolinski made a motion to appoint Howard D'Amico as Vice Chair of the Finance Committee. Ms. Lahousse seconded the motion. Vote: All-Aye.

Ms. Shurick made a motion to appoint Pamela Holmes and Carol Gogolinski as FC signees for Expense and Payroll warrants. Mr. Hogan seconded the motion. Vote: All-Aye.

3. MEETING MINUTES: March 26, March 27, April 3, April 9, and April 10, 2018

Ms. Shurick made a motion to approve the March 26, 2018 Finance Committee meeting minutes as amended. Ms. Gogolinski seconded the motion. Vote: All-Aye.

Ms. Shurick made a motion to approve the March 27, 2018 Finance Committee meeting minutes as amended. Ms. Lahousse seconded the motion. Vote: All-Aye.

Ms. Holmes made a motion to approve the April 3, 2018 Finance Committee meeting minutes as presented. Ms. Shurick seconded the motion. Vote: All-Aye.

Ms. Holmes made a motion to approve the April 9, 2018 Finance Committee meeting minutes as amended. Ms. Shurick seconded the motion. Vote: All-Aye.

Ms. Lahousse made a motion to approve the April 10, 2018 Finance Committee meeting minutes as presented. Ms. Shurick seconded the motion. Vote: All-Aye.

4. REVIEW OF EXPENDITURE VOUCHERS

Ms. Lovett stated that Mr. Hogan has signed the April 11, 2018 payroll and two bills: Douglas postmaster for \$534.30 and Alpha Graphics for \$2,671.33.

5. OLD/NEWBUSINESS

New Business: Ms. Lovett thanked Mr. Hogan and Ms. Shurick for their commitment to the FC.

Ms. Gogolinski asked if numbers are ever reviewed with the police chief, specifically regarding overtime. Ms. Lovett stated that the budget is reviewed and scheduling is done by the Police Dept. Ms. Gogolinski stated that overtime is less expensive than adding an officer. A discussion was held. Ms. Holmes suggested that Ms. Gogolinski speak with Mr. Wojcik.

Old Business: There was no old business discussed.

6. ADJOURNMENT

Ms. Gogolinski made a motion at 7:53 PM to adjourn the Finance Committee meeting. Ms. Lahousse seconded the motion. Vote: All-Aye.

Respectfully submitted,

Mary Wright
Recording Secretary