**Board of Finance**

**Regular Meeting Agenda**

**Wednesday July 18, 2012**

**7pm Clifford B. Green Memorial Center**

**Present:** Rick Ives, Gene Michael Deary, David Fuss, Kim Conroy, Maura Bowen and Melissa Bradley; Recording Secretary

**Absent Member:** Carla Demers

**Also Present:** Austin Tanner, Drew Dionne, Sherri Soucy, Susan Macoine and Katherine McNair from O’Connor Davies

1. **Call to Order:** Mr. Ives called the meeting to order at 7:04pm. Gene Michael Deary made a motion to add the request of escrow fund transfer from the town clerk to the agenda under other business. Maura Bowen seconded the motion. Motion passed 5-0.
2. **Approve Previous Minutes:** David Fuss made a motion to approve the meeting minutes of 6/20/12 and 7/12/12 as presented. Maura Bowen seconded the motion. Motion passed 5-0.
3. **Public Comment:** None
4. **Audit Start Up Presentation –** O’Connor Davies LLP: Ms. Macoine and Ms. McNair presented a timeline of the audit process. Planning will begin August 1st and final reports in November. Two questionnaires where given to members to fill out and return.
5. **Selectman’s Report:**

* Mr. Tanner, Mrs. Soucy and Dr. Berry met with the Treasurer from Canterbury who is/was a Finance Director and gave a lot of insight on how the School and Town can communicate with out switching accounting systems. They were pleased with the information.
* It was suggested by the school to have a buffer in the account for unexpected things that could occur on Fridays when Town Hall is not open. The board felt the school should plan ahead and request more money ahead of time.
* 110,000 was applied to the BAN as instructed by the board. Jeannette Marcoux gave a breakdown on how it was disbursed.
* The approximate price to renovate the CBGMC to accommodate Probate would be $30,000. TVCCA is leaving the Community Center building and there may be some options to use that space.
* Riverside Park has begun construction. There will be top soil from the property that will not be used and it was suggested to sell it and possibly use the money towards a gazebo.
* There will be an emergency scenario exercise taking place July 30 & 31 at the Town Hall mocking the hurricane of 1938. Anyone interested in helping out is welcomed to attend.

1. **Recreation Budget Report:** The board is pleased with the report they received. It is suggested adding more information in the memo area.
2. **2012-2013 Budget Discussion**: Mr. Ives reports the school feels the shortfall will be more around $50,000 for the 2011-2012 budget year.
3. **Committee/Board Liaison Reports**
   * Recreation is working on organizing the haunted hayride for Halloween. Ms. Conroy expresses volunteers are strongly needed.
   * School wall project kicked off. The board is concerned there was not enough allotted for contingency.
   * Capital Committee has drafted a letter for the departments and commissions and will be going out soon.
4. **Other Business:** David Fuss made a motion to transfer $2,531 from the Town Clerk’s Reserve escrow fund account to purchase a map software program and for microfilming of vital records. Gene Michael Deary seconded the motion. Motion passed 5-0.
5. **Adjourn:** David Fuss made a motion to adjourn the meeting at 8:07pm. Gene Michael Deary seconded the motion. Motion passed 5-0.

Respectfully Submitted;

Melissa J. Bradley

Recording Secretary