

**Board of Finance
Regular Meeting
Wednesday September 18, 2019
7:00pm Clifford B. Green Center**

In Attendance:

Sandy Brodeur, Ken Dykstra, Jeff Otto, Kim Conroy (phone), Rick Ives, Kelly Vachon, and Joe Voccio

Item #1: Call to Order

At 7:02, the meeting was called to order and a quorum established.

Item#2: Public Comment

Public Comment was offered. No comments made.

Item #3: Action on Previous Meeting Minutes

Ken Dykstra made a motion to approve the meeting minutes of 8/21/19. Seconded by Jeff Otto. Motion passed.

Item #4: Selectman's Report

Rick Ives initiated his Selectman's Report and invited Finance Director Kelly Vachon to the table to participate in the discussion. Ms. Vachon introduced and distributed a new report in operating statement format. The statement was presented and did not include encumbrances. The report appeared to be well-received. Rick Ives indicated this is not a manipulated report. Rather, it is a canned report from our accounting system and can be available on a regular basis.

Mr. Ives indicated that the department is tying out the 2017-18 bank statements.

Ms. Vachon stated that capital items will be accounted for in a single capital account (Acct. 3425).

It was indicated that by October, the department is hoping to have the exercise completed.

For the 2018-2019 budget, Mr. Ives indicated that a summary of line item transfers will probably be prepared in a month.

Mr. Otto stated that he hopes that the goal is to have the town's books settled by September/October timeframe in order to have the audit completed by 12/31.

Mr. Ives indicated that the 2018-19 financials will be finalized this fall for the auditor's review.

Sandy Brodeur said that in reviewing the distributed report, it appeared that the p/t zoning officer expense belongs under planning and zoning. The coding for the entries will be checked.

It was also stated that there appeared to be an alarm system overpayment for Rukstela Road.

With respect to the recreation dump truck, Mr. Ives indicated that the purchase was included in the BAN offering but the intent was to utilize a lease purchase through the vendor.

Item #5: Discussion of the 2019-20 Financial Report

Members indicated that this was conducted during the Selectman's Report

Item #6: Other New Business

No other business was presented

Item #7: Public Comment

There were no comments from the public.

Item #8 Adjournment

Motion to adjourn was made by Sandy Brodeur and seconded by Kim Conroy. Meeting was adjourned at 7:47pm.