

**Finance Committee Meeting  
September 10, 2013  
Butterick Building – Senior Center**

Members in attendance: Robert Brown, Mary Cliett, Barbara Bartlett, Joseph Sova, and Town Administrator, Terri Ackerman. None Absent. (Three vacant seats.)

Chairman Robert Brown called meeting to order at 7:04 PM.

Senior Tax Work-off Clerk

Elaine Heller is interested in taking over clerk duties and minute-taking for the Finance Committee as part of the Senior Tax Work-off Program. Barbara Bartlett moved to accept, and Joseph Sova seconded. All in favor. The committee is thrilled and hopes that she can start next meeting. Bob Brown will talk to her about it, and Terri Ackerman will talk to Karen about the program particulars.

Meet Candidates for Finance Committee, Capital Committee, and Personnel Board

The following candidates introduced themselves to the committee and had the opportunity to ask questions, and the committee asked questions in return:

Personnel Board:	Melissa Chalmers Karen Gaylord
Capital Committee:	Gerald Kokernak Arden Sonnenberg Mary Cliett
Finance Committee:	Ed Sweet Patrick O'Connor Cynthia Secord Gerald Kokernak

Approve Minutes

Committee reviewed minutes of July 16, 2013 Finance Committee Meeting. Motion to approve made by Joseph Sova, seconded by Mary Cliett. All in favor. (Committee decided to hold on approval of May 13, 2013 Minutes.)

Reserve Fund Transfers

Request from Town Accountant to Transfer \$1,800.00 from the Reserve Fund to "Town Accountant Expenses" for Training (in Fundware). Moved by Mary Cliett, seconded by Joseph Sova, all in favor.

Request from Treasurer-Collector to Transfer \$440.00 from the Reserve Fund to "Long Term Debt-Interest" for the interest on the vault construction debt service (which was higher than the estimate that was available at the May Town Meeting). Moved by Joseph Sova, seconded by Mary Cliett, all in favor.

#### Revenue Overview and Preliminary Calendar for 2014 Budget Season

Committee reviewed the Revenue Overview with the Town Administrator, as well as the calendar for the 2014 Budget Season. Committee decided as a group to move regular meetings from 7:00pm to 6:00pm.

#### Public Session – Not Needed

#### Vote to Endorse Candidates

Robert Brown moves to nominate Mary Cliett for One Year Term (ending 2014) on the Capital Committee. Joseph Sova seconds. All in favor.

Joe Sova then moves to nominate Arden Sonnenberg for the Capital Committee term ending 2016 and Gerald Kokernak for the second Capital Committee ending 2014. Mary Cliett seconds. All in favor.

Joe Sova moves to nominate Gerald Kokernak for the Finance Committee term ending 2016, and Cynthia Secourt and Ed Sweet for the Finance Committee terms ending 2014. Barbara Bartlett seconds. All in favor.

Joe Sova moves to nominate Karen Gaylord for the longer term for the Personnel Board and Melissa Chalmers for the second Personnel Board position. Mary Cliett seconds. All in favor.

Terri Ackerman will send an email to all of the candidates in the morning.

#### Next Meeting: October 1, 2013 at 6:00 PM

Motion to adjourn: Joseph Sova. Second: Mary Cliett. All in favor. Meeting adjourned 9:26 PM.