

BOARD MEMBERS PRESENT: Lois Stearns, Dan Campbell, Bernhard Porada, Sue Kaczinski and Bonnie L'Etoile

BOARD MEMBERS ABSENT: Tony Matteo

ALSO PRESENT: Deb Mero, Town Accountant; Bethany Walker, FINCOM secretary

The meeting was called to order at 6:30 pm by Stearns.

This meeting was not video recorded.

• **ELECTION OF OFFICERS**

- Stearns term had expired and was re-appointed by moderator. Stearns was sworn in by Campbell
- Campbell requested to postpone the election of officers until next meeting when there would be a full committee present.
 - *A motion was made by Campbell, seconded by L'Etoile, and **VOTED** unanimously to postpone the election of officers until the next FINCOM meeting, or next meeting when all members are present.*

• **MINUTES**

- Minutes from the June 11th 2018 were reviewed.
 - *A motion was made by Campbell, seconded by L'Etoile and **VOTED** to accept the June 11th 2018 minutes as presented. Abstained: Kaczinski*

• **COMMUNICATIONS**

- Stearns announced that the DOR/DLS representative for Northfield, Terry Williams, has retired. James Podolak will be Northfield's new representative.

• **MAIL**

- Association of Town Finance Committee Dues in the amount of \$160.00.
 - *A motion was made by L'Etoile, seconded by Campbell and **VOTED** unanimously to authorize Stearns to sign and approve payment in the amount of \$160.00 for dues owed to the Association of Town Finance Committees for FY19.*

• **OLD BUSINESS**

- Re: the Status of the Emergency Services Facility. Interim Town Administrator Bernie Kubiak submitted a letter dated 6/17/18 on the status.
- Re: Cell Phones. Kubiak reviewed the cell phones; there are (3) that are in question and he is looking into the necessity of them.
- Re: Cash Flow discussion. Stearns discussed with Kubiak and the possibility of having a quarterly review.
- Re: PVRs financial status. Stearns stated that there was no new information
- Re: Audit. Kubiak working on it

• **NEW BUSINESS**

- Transfer request from the Library. The library requested a \$3,000 transfer from the Wages and Salaries account to the Operating Expense account.
 - *A motion was made by L'Etoile, seconded by Campbell and **VOTED** unanimously to approve the transfer in the amount of \$3000 from Wages and Salary account (Library) to the Operating Expense account (Library).*

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
JULY 9, 2018 6:30 PM
TOWN HALL 69 MAIN ST

- Transfer request from the Ch. 32B Health Insurance account to the Foreclosed Property Maintenance account in the amount of \$17,714.00
 - *A motion was made by L'Etoile, seconded by Kaczinski and **VOTED** unanimously to approve the transfer in the amount of \$17,714.00 from the Ch. 32B Health Insurance account to the Foreclosed Property Maintenance account*
- Transfer request from Ch. 32B Health Insurance account to the Town Hall – Waterproof Exterior Walls in the amount of \$1,788.00.
 - *A motion was made by L'Etoile, seconded by Campbell and **VOTED** unanimously to approve the transfer in the amount of \$1,788.00 from the Ch. 32B Health Insurance account to the Town Hall – Waterproof Exterior Walls*
- Transfer request from Ch. 32B Health Insurance account to the Computer Supply and Service account in the amount of \$1265.30.
 - *A motion was made by L'Etoile, seconded by Campbell and **VOTED** unanimously to approve the transfer in the amount of \$1265.30 from the Ch. 32B Health Insurance account to the Computer Supply and Service account.*
- **MEETINGS ATTENDED REPRESENTING THE FINCOM**
 - Campbell gave update on the signing of the By-Laws in code form
- **NEXT MEETING**
 - 8/13/2018 6:30pm

*A motion was made by Campbell, seconded by Kaczinski and **VOTED** unanimously to adjourn the FINCOM Meeting.*

Meeting adjourned at 7:03 pm

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On: 9-10-18

Approved By: Lou M. Stearns