

TOWN OF NORTH BROOKFIELD

FINANCE COMMITTEE

Minutes of the Meeting of Wednesday, August 10, 2016

North Brookfield Police Department @ 6:30 p.m.

Present: Sheila Orsi, Bob Locatelli, Pete Dupell, Chet Lubelczyk

Absent: Rob Miner, Debby Maggio,

Guest: Eric Hevy, Mary Walter and Dale Kiley from Board of Selectman; Ben Dupell in attendance for Boy Scouts

The Meeting was called to order at 6:35 p.m. by Sheila Orsi. Sheila chaired the Meeting.

1. A budget timeline was proposed to the group in order to streamline the process of the budget for FY18. Items that were discussed were:
 - a. Monitoring the current budget
 - b. Nancy/Ann sent out a monthly budget
 - i. Can Fin Comm receive it by email? Or put it on the new website
 - ii. Departments are doing the best they can
 - iii. Purchase orders – anticipated vs unanticipated
 1. Anticipated spending reports
 2. No money for upgrades or repairs
 - c. Reorganization (MMA) passed
2. Departments could write in a variance on each specific line item allowing for accountability and transparency.
 - a. Capital Expenses
 - i. 5th of the month reports are ready: Nancy does the balancing for accounts payable as the town accountant and Ann does the balancing as "HR" for the payroll debt
 - b. Department of Revenue – Handbook on revenue and fees
 - i. This report is available mid Sept of 2016
3. Our next meeting will be September 14, 2016 at 6:30 p.m. at the North Brookfield Elementary School Auditorium. Pete moved that we adjourn the meeting at 7:55 p.m. and Chet seconded. The vote was unanimous to adjourn.

Respectfully submitted,

Sheila J Orsi

Approved
9-28-16
in attendance -
Chet Lubelczyk,
Sheila Orsi, Bob Locatelli,
Pete Dupell