

**Finance Committee**  
**July 13, 2005**

**Attending:** Todd Abbott, Dan Babb, John Carter, Brenda Edgerly, Duane Fay, Rebekah Higgins

**Also Attending:** Cindy Moore

**New Business**

Dan Babb was welcomed as the committee's newest member.

Todd announced his intent to withdraw as chairperson. Nominations were held. Duane received a nomination. Vote 5-0-1. Todd was nominated as Vice Chairperson by a unanimous vote.

Forms: It is expected that the new spreadsheets will indicate actual expenditures for the current and previous two years.

Vendor forms were discussed. Having computer generated forms would eliminate misuse. This may be something to consider in the future.

Cindy explained some of the changes to expect as a new purchase order policy is developed.

All departments and boards will be completing the 5 Year Capital Plan forms. John Carter and Rebekah Higgins will meet with Nancy Brandt to discuss the detail needed as these forms are submitted. It is expected that at least 3 comparative values are included for each item requested as well as documentation indicating the need for the acquisition.

No warrants will be signed without reading the material first.

At least three Selectmen's signatures will be required for payment of warrant items.

The Finance committee members will request a meeting with SueEllen on Tuesday, July 26 at 6:00 to review weekly/monthly printouts.

A memo to Nancy will be sent requesting the opportunity for John Carter and Rebekah Higgins to meet with the Selectmen and the Administrator before August 17<sup>th</sup>.

Expenditures will be reviewed monthly.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,  
Wendy Carter, Secretary