**Town of Wales**

**Finance Committee Meeting Minutes**

Thursday, Sept 13, 2018 @ 7:00 PM

Wales Town Hall

In attendance: Keith Davis(KD), Roy Lainson(RL), Nicholas Jorge(NJ)

**Called to order at 7:03PM**

**Prior meeting minutes**
Discussion/questions:

* Discussion about departmental budget request process and timeline for next year based on lessons from this past year. The annual call to department heads for budget submissions will be strengthened for next year to try to minimize late submissions as occurred in this year’s cycle.
* Discussion/questions about final state Cherry sheets. Revenue for Wales came in higher than estimated, assessments lower – net to town of approximately $135K. Free cash will likely not be certified by state until October/November – a full updated 2019 financial picture will be developed after that point.
* Motion (RL) to approve minutes without change, seconded (NJ), all in favor (AIF).

**New business:**

* There have been several discussions in past meetings about town purchasing policy and authority to exceed budget line items. There is no known purchasing policy. Exceeding a budget line item, with exception for snow & ice, is believed to be a regulatory violation. Fincom will seek further guidance and support from BOS and town accountant to improve financial controls here.
* Discussion about casualty insurance claim process. Nick had some discussions with the town carrier and will be developing a proposed process for insurance claims.
* Jill Mustion (Fincom alternate) is looking into town pay scales but was unable to attend this meeting for discussion

**Reserve requests**

* BOH: request for reimbursement of rabies expense incurred in June, 2018. As this is a prior fiscal year expense, it is not allowed per MGL. Request denied.
* Cemetery Commission: requesting additional $1,000 for caretaking expenses this year. Motion (RL) made to approve, seconded (NJ), AIF.

**Other:**

* Required Ethics training & certification: Roy and Nick due this year.
* Town Health insurance: no new developments or updates known at this time

Motion to adjourn to Executive Session jointly with BOS at 8:02pm, seconded, AIF. Open session was not reconvened.

[MGL Ch 30A, Section 21](https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section21) (reference, reason #3)

**(b) A public body may meet in closed session for 1 or more of the purposes enumerated in subsection (a) provided that:**

**1. the body has first convened in an open session pursuant to section 21;**

**2. a majority of members of the body have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes;**

**3. before the executive session, the chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;**

**4. the chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and**

**5. accurate records of the executive session shall be maintained pursuant to section 23.**