



Town of Wales

Finance Committee Meeting Minutes

Thursday 12/12/19 @ 7:00 PM

Wales Town Hall

Members attending: Keith Davis(KD), Roy Lainson(RL), Jillian Mustion(JM), Shanon Grasso(SG)

Called to order at 7:06PM

Old Business

Review/approve prior meeting minutes: see below

New Business

New Reserve requests – none

- Confirmed that Budget requests had been emailed to departments on 12/4/19. The budget request forms had been approved by a joint meeting of the BOS and finance committee on 11/14/19. Budget requests are due by January 6 (per BOS). With the late or non-submission of several budget requests again last FY, solutions for late submissions were discussed. Communication methods other than email of budget forms were also discussed.
- Discussion of the status of the town's accounting since Wales has been without an accountant for several months. The duties were taken over by an outside accounting firm but that entity has gone out of business with no clear status concerning what services they completed. This lack of information is due to the town's ledger sheets not being updated since the accountant left in September. Leis has been appointed treasurer's assistant, Pam is helping her since she is an accountant, and Susan is performing data entry to help get the town's books up to date since free cash needs to be certified before it can be used in the FY21 budget. Roy is confirming when free cash and the Schedule A have to be certified by.
- Approve a group of meeting minutes covering the meetings from 9/11/19, 10/9/19, and 10/16/19. Roy made a motion to accept which was seconded by Keith and the motion passed unanimously. The committee continues to collaborate members' notes to try to produce the missing meeting minutes.

- Capital improvement plan discussion: There is a company that performs refurbishment of large equipment that should be considered as an option for Wales' fire equipment needing to be updated in the next few years. The school is also due for many repairs. The finance committee would like to see the town take under serious consideration how to move forward with the future of the school. The 27 computer stations in Wales will all need to be updated before January of 2020 as all of these computers run on Windows 7 and support for this operating system is terminating then. BOS is considering terminating Wales' agreement with Tantasqua for tech support and utilizing the third party who conducts maintenance directly. Mike Valanzola helped correct the town's employee insurance issues the last time he was on the BOS and will take a lead on a Insurance Advisory Committee yet to form and meet. Roy suggested adding a line item to the budget to fund the capital improvement plan since one does not currently exist. Jillian asked if the estimates for the various capital improvements were verified by quotes, Keith stated the capital improvement committee not to that point yet. Next Capital Improvement meeting scheduled for 1/21.
- Discussion was conducted on adding an amendment to the town by-laws to require 1 week notice of amendments to the town budget that would cause these items to expand or change their scope so that a comprehensive picture of both options could be presented to the citizens at town meetings.

Meeting adjourned: 8:08pm

Reserve balance before meeting: \$37,500

Reserve balance after meeting: \$37,500