

## FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Monday, August 6, 2012

### Attending:

Councilor Shelby Wright	Mayor Janet Hughes
Councilor Jean Lawlis	Sue Lessard, Town Manager
Councilor Jeremy Williams	Chip Swan, Public Works Director
Councilor Tom Brann	Residents

The meeting was called to order at 6:35 p.m. by Mayor Janet Hughes.

1. Minutes – 7/16/2012 – Motion by Mayor Hughes, seconded by Councilor Jean Lawlis to approve the minutes of 7/16/2012. Unanimous vote.
2. Review & Signature of Warrants – The Warrants were reviewed and signed by Committee members.
3. Old Business
  - a. David Caliendo – Application to Board of Assessment Review – Motion by Councilor Williams, seconded by Councilor Lawlis to recommend to the Council the re-appointment of David Caliendo to the Board of Assessment Review. Unanimous vote.
  - b. Town Manager – Board of Environmental Protection Meetings – Use of Vacation Time – Motion by Councilor Lawlis, seconded by Councilor Brann to reaffirm the action of prior Councils with respect to the Town Manager's service on the Board of Environmental Protection. Unanimous vote.
  - c. Town Charter Review – Town Council Section – This item will be discussed at the next meeting. It has been on the agenda several times and lack of time has not allowed it to be discussed. The time for getting Charter changes done for a vote in November of 2012 has passed.
4. New Business
  - a. Loader/backhoe Financing – Motion by Councilor Williams, seconded by Councilor Wright to recommend to the Council that the loader/backhoe bid be awarded to Nortrax for a cost of \$63,000, funded from Public Works Equipment Reserve through a five year lease purchase plan. Unanimous vote.
5. Public Comment - None
6. Committee Member Comments – None

The meeting was adjourned at 6:53 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager