

Minutes, Meeting of Norwich Finance Committee  
December 17, 2018, 8:00 PM – Tracy Hall small conference room

Present: Omer Trajman (Chair), David Barlow (Vice Chair), Ryan Gardner (Secretary), Cheryl Lindberg, Garrett Palm

Absent: Emmanuel Tesone

Public: none

1. A quorum being present, the meeting was called to order at 8:07 PM.
2. The Committee reviewed and discussed the agenda. The Committee agreed to move the capital allocations analysis to its next meeting, and to add a review of the status of FEMA reimbursements. Cheryl Lindberg moved to approve the agenda. David Barlow seconded the motion. The agenda was approved unanimously.
3. The Committee reviewed and discussed the draft meeting minutes from its December 10, 2018 meeting. Ryan Gardner moved to approve the minutes. David Barlow seconded the motion. The minutes were approved unanimously.
4. No members of the public were present.
5. The Committee discussed responses from the Selectboard to the Committee's questions, and the appropriate nomenclature used during the budget process:
  - Balance: current amount in a designated fund
  - Capital Expenditure: requires SB approval to spend from a designated fund
  - Capital Request: request to purchase equipment from designated funds
  - Designated Fund: approved allocation of revenue towards future capital expenditure
  - Donations/Grants/Income: non-appropriated contribution to a designated fund
  - Town Appropriation: deposit of revenue into designated fund
  - Warrant: approval to sign a check
6. The Committee reviewed the status of FEMA reimbursements. FEMA has approved the grant for repayment, but has not yet reimbursed the Town, which the Committee understands precludes the Town from drawing down the undesignated fund to offset the tax rate absent a departure from existing Town policy.
7. The Committee discussed the wage and benefit information provided to it by the Town Manager. Selectboard member Linda Cook joined the meeting at 9:31 PM.

8. The Committee discussed its next meeting, and agreed to next meet on January 7, at 8 PM. It noted that it is using a Google Group to share correspondence and various working papers, which can be viewed by the public at: [norwich-finance-committee@googlegroups.com](mailto:norwich-finance-committee@googlegroups.com).
9. At 10:13 PM, Cheryl Lindberg moved to adjourn the meeting. Ryan Gardner seconded the motion. The motion to adjourn was passed unanimously. The meeting was adjourned at 10:13 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'R. Gardner', written over a horizontal line.

Ryan Gardner, Secretary