

Minutes

Town of Norwich Finance Committee Meeting Thursday, March 31, 2009 Tracy Hall, Norwich, Vermont

Members present: Stephen Lajoie (Chair), Stephen Flanders (Secretary), Cheryl A. Lindberg (Vice Chair), Keith Moran, Ann Sargent (left at 5:45 PM), Dan Weintraub

Members absent: None

Also Present: No visitors

Acting Chairperson Lajoie called the meeting to order at 4:30 PM.

Agenda Items Discussed

1. Review/Approval of Agenda:

Lajoie reviewed the agenda. No changes. Lindberg moved and Sargent seconded adoption of the agenda. The motion carried unanimously.

2. Nominations and election of a NFC Chair:

Motion: Lindberg nominated and Sargent seconded that Stephen Lajoie be NFC Chair.

The motion passed five in favor with one abstention (Lajoie).

3. Nominations and election of a NFC Vice Chair:

Motion: Flanders nominated and Sargent seconded that Cheryl Lindberg be NFC Vice Chair.

The motion passed unanimously.

4. Nominations and election of a NFC Secretary:

Motion: Lindberg nominated and Sargent seconded that Stephen Flanders be NFC Secretary.

The motion passed unanimously.

5. Review/Approval of Minutes:

Lajoie reviewed the minutes of the meeting of February 17, 2009. A discussion ensued.

- Several editorial items were suggested.

Motion: Lajoie moved and Flanders seconded that the minutes be accepted as amended.

The motion passed unanimously.

6. Public Comments:

No members of the public were present.

7. Set NFC regular meeting schedule:

The following meetings were discussed and coverage of those meetings was solicited.

- Lajoie explained that **NFC** meetings have typically been the third Tuesday of the month. The consensus of the NFC members was that this pattern should continue.
- Lindberg explained that the **Norwich Select Board** meets the second and fourth Wednesday. Flanders volunteered to cover these meetings.
- Lindberg explained that the **Dresden School Board** at 7 PM meets on the fourth Tuesday. Sargent volunteered to cover these meetings. Sargent reported that the Dresden and Norwich School Boards release their meeting minutes only after they are approved. The NFC members understood that coverage assignments for the Dresden School Board would occur through the Dresden Finance Committee.
- Lindberg explained that the **Norwich School Board** meets at 7 PM on the first Monday. Lajoie volunteered to cover these meetings.
- Lindberg explained that the **Dresden Finance Committee** meets on the second Monday of the month at 4:30 PM in the Board Room of the Hanover Municipal Building, alternating with the Multipurpose Room in Norwich's Tracy Hall. All NFC members are expected to attend.
- Lajoie emphasized that other NFC members are encouraged to attend the Select Board and Norwich School Board meetings, as well.

8. Other Topics:

Moran asked about the role of the NFC and to whom it is responsible. Lajoie explained that the NFC is responsible directly to the voters as an advisory group. It has no legislative or regulatory power beyond "the bully pulpit."

Lajoie distributed the existing NFC Statement of Purpose. Members observed that it does not reflect the current method of selection of NFC members and has an out-of-date statement on drafting budgets for departments. The NFC suggested various changes to the statement of purpose.

Action: Lajoie to redraft the SOP for review and input before the next meeting and to schedule finalization at the next meeting.

9. Pending Items:

Lajoie handed out a list containing the following pending items for review and discussion at the text meeting.

- Methodology to set Budgetary Guidelines (added by Flanders)
- Detailed Delinquent Tax Report

- Building & Grounds assessment to Norwich School District
- Expense Reimbursement Policy
- Insurance Reimbursement Policy
- Management Letter Comment - Grant Accounting
- A capital assets management and investment plan
- Modification of budgets to show total salaries and total benefits
- Long range budget forecast & Norwich taxpayer capacity to pay

There was discussion of possible stimulus funds for Norwich and the schedule for their attainment.

Action: Lajoie to enquire of the town manager on what is being sought.

10. Next Regular Meeting:

Next meeting date: Tuesday, April 21, 2009 at 4:30 PM in Tracy Hall.

11. Adjournment

Motion: Flanders moved and Weintraub seconded that the committee adjourn.

The vote was unanimous. Adjourned at 5:55 PM.

Upcoming meeting dates (4:30 PM in Tracy Hall):

Tuesday, April 21, 2009

Tuesday, May 19, 2009

Tuesday, June 16, 2009