

Minutes, Special Organization Meeting of Norwich Finance Committee
December 3, 2018, 7:30 PM – Tracy Hall small conference room

Present: Omer Trajman, Garrett Palm, David Barlow, Ryan Gardner, Cheryl Lindberg, Emmanuel Tesone

Public: none

1. All members being present, the meeting was called to order.
2. Ryan Gardner moved to appoint Omer Trajman as Chair of the Finance Committee. Emmanuel Tesone seconded the nomination. The motion was passed unanimously.
3. Ryan Gardner moved to appoint David Barlow as Vice Chair of the Finance Committee. Emmanuel Tesone seconded the nomination. The motion was passed unanimously.
4. Omer Trajman moved to appoint Ryan Gardner as Secretary of the Finance Committee. Cheryl Lindberg seconded the nomination. The motion was passed unanimously.
5. Cheryl Lindberg moved to approve the agenda. David Barlow seconded the motion. The agenda was approved unanimously.
6. No members of the public were present.
7. The Committee discussed the members' various terms.

<u>MEMBER</u>	<u>TERM ENDING</u>
Omer Trajman	June 30, 2021
Garrett Palm	June 30, 2021
David Barlow	June 30, 2020
Emmanuel Tesone	June 30, 2020
Ryan Gardner	June 30, 2020
Cheryl Lindberg	n/a – appointed by vote

Garrett Palm moved to approve the members' terms as set forth above. Emmanuel Tesone seconded the motion. The members passed the motion unanimously.

8. The Committee discussed the open meeting law and the broad requirements.
9. The Committee discussed the town conflict of interest policy.
10. Cheryl Lindberg mentioned that the Committee members could obtain town email addresses for ease of compliance with the open meeting law if so desired. David Barlow agreed to check with the Town Manager as to how email addresses might assist the

Committee in complying with the open meetings law, and will report back to the Committee on options.

11. The Committee agreed to move discussion of the budget process to later in the meeting.
12. Cheryl Lindberg introduced the Dresden Finance Committee, which governs the Dresden schools (Hanover High School and Frances C. Richmond School). Per the articles of incorporation of the Dresden School District, there is a Dresden Finance Committee comprised of the Hanover and Norwich Finance Committees. The Committee requested Cheryl Lindberg provide additional information on the Dresden Finance Committee, but expressed that it was not prepared to meet with the Hanover Finance Committee at this time.
13. The Committee discussed the budget process, the manner in which it can be most helpful in supporting the budget process, and how it should obtain copies of the budget draft materials. It also discussed certain specifics with respect to the manner in which the budget is comprised, including review of designated funds and undesignated funds. The Committee suggested that it would be desirable to: (i) obtain information as to the use of designated funds (including all expected capital expenses and asset plans, including capital accounts and replacement funds), (ii) obtain the current plans for undesignated funds, and (iii) receive monthly reports, including YTD budget to actuals.
14. The Committee discussed attendance at Selectboard meetings. The members agreed that it is advisable for members to attend budget-related Selectboard meetings and hearings as their schedules permit.
15. The Committee discussed a schedule for upcoming meetings, and agreed to meet Mondays at 8:00 PM during the budget season provided that a quorum can be available. Specifically, the Committee intends to meet on December 10, 17, and January 7, 14, 21, and 28, from approximately 8 to 9 PM (as needed).
16. At 9:50 PM, Emmanuel Tesone moved to adjourn the meeting. Ryan Gardner seconded the motion. The motion to adjourn was passed unanimously. The meeting was adjourned at 9:50 PM.

Respectfully submitted,



Ryan Gardner, Secretary