

Finance Committee Meeting Minutes
August 12, 2019

Milton Library
121 Union Street

Call to order at 6:00 pm.

Richard Baty, Council Treasurer
Maurice McGrath
Chad Stinar
Daniel Wellbourn
Stewart Renard, Secretary
Kristy Rogers, Town Manager
One member of the public

No Additions or Corrections to meeting agenda.

Agenda approved, Stewart Renard moved, Dan Wellbourn seconded, all approved.

Meeting minutes from July 11, 2019 and July 29, 2019 approved, Maurice McGrath moved, Chad Stinar second, all approved.

Review and discussion of Fiscal Year 2020 budget:

Discussion of consideration of approving a tax rate increase due to increase in operation expenses for FY20 and to lessen the amount of tax increases in future years. The town cannot be expected to continue to provide necessary town services to its residents and not have a tax rate increase. It would be financially prudent to consider a tax increase at this time.

Discussion of the purchase of the Printer/Plotter/Scanner that was previously not included in the FY20 budget due to lack of justification. The purchase appears to the committee to save the town money and employee time when compared to the current procedures necessary to retain documents.

In a related matter the committee discussed records retention policy related to the documents that would be scanned and printed by Printer/Plotter/Scanner. The cost of document retention and space requirements were a concern to the committee members. The committee recommends that current town departments heads be consulted, and a separate budget line item be created in order to address the retention of required documents.

Chairman Baty to write memo to Town Council that summarizes the Finance Committee's recommendations regarding the Fiscal Year 2020 Town of Milton Budget.

Committee desires to continue meeting after Budget process is completed in order to finalize recommended procedures and documentation for Capital Item Purchases and a Long-Range Capital Expense Plan. We would like to schedule a meeting in approximately 6 to 8 weeks in order to continue our discussions and recommendation on these topics.

Meeting adjournment at 6:55pm. Dan Wellbourn moved, Chad Stinar second, all approved.

Respectfully submitted,
Stewart Renard, Secretary.