

Finance Committee Meeting Minutes
November 13, 2019

Milton Library
121 Union Street

Call to order at 6:15 pm.

Richard Baty, Council Treasurer
Maurice McGrath
Stewart Renard, Secretary

Kristy Rogers, Town Manager
Two members of the public

No Additions or Corrections to meeting agenda.
Agenda approved, Stewart Renard moved, Maurice McGrath seconded, all approved.

Meeting minutes from August 12, 2019 approved, Maurice McGrath moved, Stewart Renard second, all approved.

Discussion of Capital Improvements and Purchases process, including but not limited to planning, request forms and policy.

Questions and comments from Councilman Sam Guarde, member of public attending meeting, as to the scope of the recommendations to procedures for Capital improvements and Purchases Policy for the Town of Milton Delaware. Councilman Guarde recommended checking the existing procurement policy for bid procedures, lowest “responsible” bid evaluation, difference between routine purchases and capital improvements and fixed asset policies. There was a detailed discussion of the questions and comments by the committee members. It was decided that the items would be taken under advisement at this time and the committee would focus on the development of the development of the Request Forms for items needing further detail and justification for inclusion in the Town of Milton’s Budget during the budget development process.

A form found on the internet for Capital Budget Project Approval was presented along with an excel form developed by a member of the committee. The contents of the form were discussed. A further re-working of the form and research on other possible form examples was requested.

Inclusion of the Capital Improvements Process and the Town’s Comprehensive Plan and Sustainability Plan was also discussed.

It was suggested that the Form Development and corresponding policy changes be ready for submission to the Town Council by the February 2020 Town Council Meeting so that the policy can be adopted at the March 2020 Council meeting.

The next meeting is scheduled for Thursday, December 5, 2019 at 2:00pm at the Milton Library

Meeting adjournment at 7:28 pm. Maurice McGrath moved, Stewart Renard second, all approved.

Respectfully submitted,
Stewart Renard, Secretary.