

Finance Committee Meeting Minutes
December 5, 2019

Milton Library
121 Union Street

Call to order at 2:00 pm.

Richard Baty, Council Treasurer
Maurice McGrath
Daniel Wellbourn
Chad Stinar
Stewart Renard, Secretary

Kristy Rogers, Town Manager
One members of the public

No Additions or Corrections to meeting agenda.

Agenda approved, Maurice McGrath moved, Dan Wellbourn seconded, all approved.

Meeting minutes from November 13, 2019 approved, Maurice McGrath moved, Chad Stinar second, all approved.

Discussion of Capital Improvement Forms, Automation of Forms vs. manual (excel vs. handwritten), Simplification of forms, further detail of information to be included on forms, and time deadlines to get forms completed for use during Town of Milton Budget process. It was decided that Dan and Stewart will meet to develop a form combining the most important parts of the example forms presented at this meeting in order to have a draft form to the committee for approval in early January 2020.

A discussion followed of the agenda item regarding the formation of either a Finance Ad-hoc Committee or a sub-committee to address the Procurement Plan of the Town of Milton. The main discussion centered around organizing such a committee as a part of the Finance Committee, an Ad-hoc Finance Committee, or a separate Ad-Hoc Committee. The purpose of such a committee was suggested to review the procurement process as defined in the Town Charter, review any existing policies and procedures, flow charts or narrative documents relating to Town of Milton Procurement, and provide recommendations concerning the procurement process.

It was decided that this situation was beyond the scope of the current Milton Finance Committee as currently organized and that a separate committee should be pursued.

The next meeting is scheduled for Thursday, January 9, 2020 at 5:00pm at the Milton Library

Meeting adjournment at 3:00 pm. Maurice McGrath moved, Stewart Renard second, all approved.

Respectfully submitted,
Stewart Renard, Secretary