

**Finance Meeting
March 22, 2023**

Attendees

Committee: Wayland Gladstone, George Haynes, John Kosier, Wayne Marshfield, Jeff Taggart, Mark Tuthill, Tina Molé

Absent: Art Merrill

Staff: Bev Shields, Sherri Falcone, Penny Bishop

Mr. Taggart called the meeting to order at 10:35 a.m.

On a motion by Mr. Tuthill and seconded by Mr. Marshfield, the draft minutes of the March 8 committee meeting were approved.

The sales tax distribution report was reviewed. The report indicates an increase in collection of 19.7947 percent over last year. The February 2023 Bank Balance report, 2022 Encumbrance report, and a report of Year-End Transfer Requests were reviewed.

Real Property Tax Services – Sherri Falcone

Mrs. Falcone presented a newly completed equipment authorization form to pay for a wide-format printer that had been approved last year, but when the printer arrived, it was broken. They will be getting the replacement printer in about a week and need to cover the cost of approximately \$33,000. They had encumbered \$15,000 and the \$18,000 balance was to be transferred from contingency. Mrs. Bishop noted the \$18,000 transfer from contingency is listed on the current year-end transfer report. The same amount is listed on the encumbrance report to fully cover the cost of the printer.

Treasurer's Office – Beverly Shields

Mrs. Shields said she agrees the Treasurer's Office needs to have a third person designated to sign in her or the Deputy Treasurer's absence. She had submitted a fill vacancy request to temporarily move Tia McEntee to the position of principal account clerk to address this.

Mrs. Shields reminded the committee a special meeting to review properties up for auction was scheduled for Wednesday, March 29 at 9:00 a.m.

Clerk of the Board – Penny Bishop

Mrs. Bishop said she had prepared a resolution for Fiscal Affairs to purchase a new check writing printer as the current one is beyond its life expectancy. Last year FA received a quote of \$918 to replace the printer but that amount was not included in Fiscal Affairs' 2023 Budget. One of the IT technicians had mentioned in passing that IT would be purchasing equipment for several departments including FA and COB. However, when Mrs. Bishop asked the IT director for more details, she was told IT would be doing so but there is no protocol to follow.

In reply to Mr. Gladstone's question of when DSS got two new vehicles if they removed two vehicles from their fleet, Mrs. Bishop said all departments are required to follow that protocol but she would verify the number of vehicles DSS currently has to be sure.

Travel, equipment and vacancy requests were approved as presented.

Upon a motion by Mr. Tuthill, seconded by Mr. Gladstone, the meeting adjourned at 10:50 a.m.