

Approved: 6-13-2016  
Voted: 4-0-0

**MINUTES OF THE ASHFIELD FINANCE COMMITTEE**  
**7:00 PM, May 25, 2016 at Ashfield Town Hall**

**Present:** Mary Fitz-Gibbon, Lindy Gougeon, Carol Lebold, Carl Satterfield, Ted Murray

**Also Attending:** Joe Markarian, FRCOG Consultant, and Kayce Warren, Interim Town Administrator

Ted called the meeting to order at 7:07 PM

**Financial Policies**

Joe Markarian explained the Community Compact Project, and reviewed a list of potential financial policies (Doc 2), as well as brief descriptions of each (Doc 3). The value of such policies would be to: 1) lead to consistency in decision-making over time; and 2) provide goals to achieve. Kayce joined us in discussing how the implementation of such policies and procedures could assure the public of sound financial management. **It was moved, seconded, and voted unanimously (5-0-0) that the Finance Committee supports the development of a series of town financial policies.** Joe offered to draft versions of the policies for our consideration.

**Minutes: It was moved, seconded, and voted (3-0-2) to approve the minutes of May 7, 2016 with one small edit (“if” changed to “it”) (Doc 4).**

**Review of STM Warrant (Doc 5)**

**Article 4** (transferring \$4,000 from Vocational Expense to Information Technology Account) **It was moved, seconded, and voted unanimously (5-0-0) to recommend FOR Article 4.**

**Article 5** (transferring \$10,000 from Vocational Expense to General Highway Expense Account) **It was moved, seconded, and voted unanimously (5-0-0) to recommend FOR Article 5.**

**Article 6** (transferring \$4,000 from Vocational Expense to Ashfield Lake Dock Account) **It was moved, seconded, and voted unanimously (5-0-0) to recommend FOR Article 6.**

**Broadband**

Ted briefed the committee on the meeting earlier that afternoon with MBI. It appeared that by submitting data about Ashfield’s readiness to proceed and working with MBI over the next 21 days, we would be in a position to make a joint recommendation with them about the next steps for approval at the state level leading to funding authorization.

**Open Meeting Law/Conflict of Interest/Public Information Request Review**

The committee discussed the recent set of materials and tutorials that had been sent out by our Town Clerk.

**Committee Organization**

It was agreed that the following roles would be undertaken by committee members for the coming year:

Ted – Chair

Carl and Mary – Clerk (alternating)

Lindy – Personnel Committee Liaison

Carol – MLP Liaison

**Next Meetings**

6:45 PM, Monday June 13 (to review STM Warrant Article 7)

TBD, prior to July 15 (for any intradepartmental or Reserve Fund transfers)

The meeting was adjourned at 8:37 PM.

Respectfully submitted,

Ted Murray

**Document List:**

1. Agenda for 5/25/2016
2. List of Financial Policies
3. Summaries of Financial Policies
4. Minutes from 5/7/16
5. Draft STM Warrant for 6/13/2016