

**Finance Committee Meeting
Meeting Minutes
Wednesday, May 26, 2021 at 6:45 pm
Bellingham High School Library**

1. Finance Committee Members Present: J. Allam, J. Flannery, J. Collamati, J. Kuzmeskas, K. Keppler, A. Thorell
2. Finance Committee Members Absent: All members present
3. Meeting Commenced: J. Allam called the meeting to order at 6:45 pm.

4. J. Kuzmeskas made a motion to approve the Minutes from the May 3, 2021 Finance Committee meeting, as submitted. J. Collamati seconded. Recommended 4/0/1. K. Keppler abstained from the motion, as he was not present for the May 3rd, meeting. J. Flannery was not present for this motion.

5. Ms. MacKinnon was present to discuss additional End of Fiscal Year Transfers. Spreadsheets were handed out to all Finance Committee members before the meeting.

Ms. MacKinnon explained the FY21 Transfer Request for \$250,000 to be funded from Debt Services and transferred to the DPW Highway Budget for Road Improvements.

A. Thorell made a motion to recommend the transfer of \$250,000 from Debt Service to the DPW Highway Department for the use of funds for Road Improvements. K. Keppler seconded. Recommended 6/0.

Ms. MacKinnon gave a brief summary on the FY21 Transfer Request for \$5,000 from Tax Title to Treasurer/Collector Professional Services. Ms. MacKinnon explained that this transfer would be to setup the printing fulfillment services for the Town's utility bills that are processed out of the DPW Office. Currently, all these bills are printed in-house and is time consuming between multiple departments between getting the bills processed then to another office for sorting, folding, postage and mailing.

J. Collamati made a motion to recommend the transfer of \$5,000 from Tax Title to Treasurer/Collector Professional Services for the purpose of Utility Bill Printing Fulfillment Services. J. Flannery seconded. Recommended 6/0.

6. New Business, Emails, Correspondence, Bills:

J. Flannery made a motion to approve the invoice for Alternative Printing in the amount of \$456.00 for the printing of 300 Annual Town Meeting Booklets. J. Kuzmeskas seconded. Recommended 6/0.

J. Flannery made a motion to recommend the following invoices from Finance Committee Clerk, Tina Griffin: Invoice for the month of April 2021 in the amount of \$318.32, Invoice for the month of May 2021 in the amount of \$318.32 and an invoice in the amount of \$318.32 for the month of June 2021. J. Kuzmeskas seconded. Recommended 6/0.

The next Finance Committee Meeting is tentatively scheduled for Monday, June 28th at 5:30 pm. The meeting will be held in the Arcand Meeting Room of the Municipal Center.

J. Kuzmeskas made a motion to adjourn at 7:01 pm. Seconded by K. Keppler. Recommended 6/0.

Respectfully Submitted,

Tina M. Griffin

Tina M. Griffin