

**Finance Committee Meeting
Meeting Minutes
Monday, February 22, 2021 at 5:30 pm
Bellingham Municipal Center – Arcand Meeting Room**

1. Finance Committee Members Present: J. Allam, J. Collamati, K. Keppler, J. Flannery, A. Thorell, J. Kuzmeskas

2. Finance Committee Members Absent: All members present

3. Meeting Commenced: J. Allam called the meeting to order at 5:30 pm.

4. J. Collamati made a motion to approve the minutes from the November 18, 2020 Finance Committee Meeting, as submitted. J. Flannery seconded. Recommended 5/1. A. Thorell abstained from the motion.

5. Mr. Fraine and Mr. Kupfer were present for tonight's meeting to discuss the Town Charter and By-Law Review Committee that will begin meeting on the second Monday of each month and could last for up to two years. The Town Charter needs to be reviewed every 10 years and the By-Law's every 5 years. This will be a nine-member committee with two individuals appointed by the Finance Committee. J. Allam asked Finance Committee members if anybody would like to take part in this Review Committee. J. Collamati and J. Flannery both said they would like to be part of the new Committee. Mr. Kupfer will send the meeting information to these new members. The first meeting will take place on Monday, March 8th at 7:00 pm.

6. Ms. MacKinnon was present to review and discuss the FY22 budget. The Workshop with the Select Board was held on Saturday, February 20th. Department heads were there to give a brief summary on their FY22 budgets. Ms. MacKinnon answered any additional questions that Finance Committee Members had.

7. Committee members reviewed a copy of the Finance Committee Expenditure Summary that was provided for them.

8. The meeting schedule for 2021 was reviewed by Finance Committee members. Meeting dates will be added to the Town website and Zoom links will be sent out to members and department heads.

9. J. Allam would like to have Town Counsel provide the definition of a quorum when there are unfilled/open positions on the Finance Committee and likely other boards, committees etc. Mr. Fraine told Committee members that he would check with Town Counsel to see if they would be available for the next meeting to provide this information.

10. J. Allam asked Ms. MacKinnon if unpaid bills and transfers between accounts authorization can be reviewed when they fall less than a certain dollar amount instead of needing meetings and Committee approval. Ms. MacKinnon told Committee members that this is the requirements of the State and that is the process that has to take place for these transactions.

11. New Business, Emails, Correspondence, Bills:

J. Collamati made a motion to approve the invoices from Finance Committee Clerk, Tina Griffin, for the months of December 2020, January 2021, and February 2021 in the amount of \$318.32 each. K. Keppler seconded. Recommended 6/0.

The next Finance Committee Meeting will take place on March 8, 2021 at 5:30 pm. This meeting will be conducted in-person for Finance Committee members with a Zoom option and for Public to attend via Zoom only.

K. Keppler made a motion to adjourn at 5:50 pm. Seconded by A. Thorell. Recommended 6/0.

Respectfully Submitted,

Tina M. Griffin
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