

## Finance Committee Meeting

**Date: October 25, 2011**

**Time: 6:30 p.m.**

**Place: Town Hall, Southampton**

**Attendees: Robert Blanchette, Derek Geser, John Martin, Linda Summers**

1. Discussed and approved the PCFs following:
  - a. Kevin Nichols' appointment as part-time police officer as needed, \$17.81/hour;
  - b. Jeffrey Aubuchon's resignation as director of Edwards Public Library as of October 18, 2011;
  - c. Berkeley McChesney's temporary appointment as acting director of Edwards Public Library as of October 18, 2011, \$19.63/hour, for 12 weeks;
  - d. Lisa Shea's increase from 9 to 15 hours per week as part-time library assistant, with approval contingent on not combining with any other Town hours to make her eligible for benefits;
  - e. Catherine Coopers' temporary appointment as part-time library assistant for 15 hours per week;
  - f. Regina Shea-Sullivan's appointment as temporary town administrator for 12 weeks;
  - g. Posting for library director position with salary range of \$19.63 - \$21.41/hour.
2. Discussed with Regina Shea-Sullivan the FY13 budget process and bill payment procedures.
3. Reviewed Tree Warden's latest statement; Shea-Sullivan will take it to Town Accountant to determine whether it has been paid.
4. Reviewed FY 2012 Expense Report from 7/1/11 to 10/24/11.
5. *Town Accountant must provide monthly revenue and expense reports on a timely basis to Finance Committee so that the Committee can do its job. This will be discussed at the next Board of Selectmen meeting.*

- 6. Next meeting: Tuesday, November 1, 2011, at 6:30 p.m., Town Hall.**
- 7. Meeting adjourned at 7:45 p.m.**

**Agenda for November 1, 2011:**

- 1. Review and approve minutes of last meeting**
- 2. Consider transfer requests**
- 3. Review personnel change forms**
- 4. Consider departmental requests**
- 5. Discussion of FY 2013 budget process**
- 6. New business**
- 7. Determine agenda for next meeting**
- 8. Determine next meeting location, date and time**
- 9. Join Board of Selectmen meeting to discuss status of financial reporting**
- 10. Adjournment**

**Respectfully submitted,**

**Linda Summers  
Secretary**