

Finance Committee Meeting

Date: November 8, 2011

Time: 6:45 p.m.

Place: Town Hall, Southampton

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

1. Minutes of the October 28th meeting were approved.
2. Members attended Board of Selectmen meeting and *requested that financial reports be provided to FC members on a timely basis*. Ed Cauley noted he gets his department reports each month. Jess Dods will look into this.
3. Linda Summers will go to Town Hall this week to ask Joyce Skypeck for the October month-end expense and revenue reports.
4. Ed Cauley said he has met with FEMA and MEMA officials and will get back to FC in a week or so with firmer costs for last week's storm expenses.
5. FC will meet with department heads at Board of Selectmen's November 15 meeting to explain the budget process for FY2013. Department heads will be given a due date for budget requests and can expect a new budget request form which must be completed and returned by the due date. It was agreed that the FC and department heads need general guidelines from the Board of Selectmen regarding fiscal expectations, e.g., wage increases.
6. Linda Summers reported on the November 7th meeting of Hampshire Regional School District's Finance Subcommittee. It was noted that budget lines must be strictly observed, and special education expenses were discussed. Another difficult budget year is expected.
7. Next meeting: Tuesday, November 15, 6:15 p.m., Town Hall.
8. Meeting adjourned at 8:20 p.m.

Agenda for November 15, 2011:

- 1. Review and approve minutes of last meeting**
- 2. Consider transfer requests**
- 3. Review personnel change forms**
- 4. Consider departmental requests**
- 5. Discuss FY 2013 budget process**
- 6. New business**
- 7. Determine next meeting date, time, location and agenda**
- 8. Meet with Board of Selectmen and department heads to discuss FY 2013 budget process.**
- 9. Adjournment**

Respectfully submitted,

**Linda Summers
Secretary**