

MIDDLEFIELD BOARD OF SELECTMEN

FINANCE MEETING

OCTOBER 10, 2009

Present: Mary Courtney, Robert Gazda

Attendees: Marin Laurel Paine, Maureen Sullivan, John Richardson, Laurie Lafreniere, Richard Wade, Gita Josef Harris, Marge Batorski, Sherry Venditti, Jane Thielen, Terry Walker.

- Meeting opened at 11:15 a.m.
- Town Counsel recommended that the town should have a procurement officer in order to centralize all purchasing for organizational as well as economic efficiency purposes. Procurement Policy was discussed and will be attached to the minutes. Discussion of purchases made with credit cards, purchases delivered to individual homes, telephone orders. There is a need for an organized process. A procurement officer is needed to reign in accountability.
- Terry stated that she had two problems, according to the auditor. One was making a check out to another name other than the purchaser. Also that it is illegal to have supplies delivered to individual homes. Terry has been having her supplies sent to the town garage, when the town hall is not open.
- Solutions of problems include: Coming up with a clear procurement policy that allows for emergency purchases for each department under their own budget. Centralized purchasing, shows definite advantage in accumulating points for credits as well as for bulk purchasing. Purchases will not be sent to person's homes. All supplies that are purchased have to be cross-referenced with own department budget and also planned purchases have to go through Terry, in her Administrative Assistant capacity, unless it is an emergency purchase which should be minimal. Itemize lists for needed purchases. If someone makes an individual purchase, they are responsible immediately to inform the Accountant what the issue was, and submit a request for reimbursement, along with supporting documentation.
- Tax-exempt number was discussed. People need access in order to not accrue a tax. If purchase is a short term, emergency type of purchase, the tax exempt card should go directly from the Treasurer or Accountant to the vendor.
- Finance meetings should be held on Saturday's on a monthly basis. First meeting is scheduled for November 6, '09 @ 11:00a.m. Terry will take responsibility to meet with various finance departments, as she will not be available to attend Saturday morning meetings. Terry will be available on Wednesday evening, November 11 for that purpose. A designated person will report back to the Selectmen with comments specific to Personnel Policy at the November 16, 2009 selectmen's meeting. Deadline to have a final working development plan is December 31, 2009.
- The development of a Finance Team comprised of the Tax Collector, Accountant, Treasurer, Representatives from the BOA and Representatives from

the Finance Committees was agreed to. A nominated team member will report back to the BOS on a monthly basis, with future objective to move towards quarterly reports.

- Personnel Committee models were suggested by Gita and examples provided. Inclusive was the suggestion to include two town residents.
- Meeting adjourned at 12:35 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Board of Selectmen

Mary Courtney, Selectman Robert Gazda, Selectman