

Minutes

Charlemont Finance Committee

Date:Friday, October 17, 2014

Place: Charlemont Town Hall Meeting Room

In attendance: Beth Bandy (BOS), Amy Wales, Ron Smith and Rich Filoramo (FC)

Meeting called to order 8:35AM

Amy Wales voted as Chair, unanimous.

Toby Gould voted as Secretary, unanimous.

Reviewed and approved minutes from May 10.

Reviewed accountant's Budget Expense Report and Special Revenue Funds as of 9/30/14

Briefly discussed status of STM. STM has not been scheduled.

Bills from FY14 that arrived after FY14 books were closed were presented as information by the Chair.

Discussed Assessor's request for a new PC, including anti-virus and MS Office.

- Assessor secretary Carlene Millett invited in to discuss.
- State requires that the Windows OS be 32-bit and use a different anti-virus package than the Town currently uses.
- Carlene has found a Windows 7 desktop that meets the state's requirements at Staples for under \$1,000.00.
- FC suggested that the Assessors request the BOS use the budgeted electronics contingency fund to purchase this PC.

Toby and Amy will compose the letter requesting departmental capital plans and send it to Carlene (as secretary of the boards) for distribution to department heads. The department heads should submit the capital plans to Carlene no later than 11/20/14 for consideration by the FC at their meeting on 11/21/14.

Voted the next meeting dates: Friday, 11/21/14 and Friday, 1/16/15 8:30AM at the Town Hall.

Meeting adjourned 9:05AM