

**MINUTES**  
**FINANCE COMMITTEE MEETING**  
**Monday, June 25, 2018 – 6:00 p.m.**  
**Town Manager's Office**

**Present:** Councilor Jim Hager, Chair; Councilor Paul Smith.

**Also Present:** Town Manager, Ephrem Paraschak; Finance Director, Sharon Laflamme.

**Absent:** Councilor Suzie Phillips.

**1. Consideration of the minutes of May 31, 2018 Meeting**

A motion was MADE by Councilor Smith, SECONDED by Councilor Hager, and VOTED to accept the minutes of the May 31, 2018 Finance Committee Meeting as distributed. Unanimous vote.

**2. Review Uniform Procurement Policy**

The Committee held a discussion regarding the procurement policy; Councilor Hager would like to see Department Managers implement a standardized Cost/Benefit Form. Additionally, the Committee recommended the effective date for the procurement policy be July 1, 2018 and considered for adoption at July 3<sup>rd</sup> Town Council meeting.

A motion was MADE by Councilor Smith, SECONDED by Councilor Hager, and VOTED to send the procurement policy as written to Town Council. Unanimous vote.

**3. Other Business**

No other business items were discussed.

**4. Schedule next meeting**

The Committee scheduled the next meeting for August 13th at 5:30 p.m.

**5. Adjournment**

There being no further business, the meeting adjourned at 6:30 p.m.

Respectfully,

Jessica Hughes, Executive Assistant to the Town Manager/HR