



Finance Committee Meeting Minutes
Tuesday, April 11, 2019 at 9 am GMT Board Room
15 Industrial Parkway, Burlington

Present:

Commissioner Bohne
Commissioner Brewer (phone)
Commissioner Dimitruk (phone)
Commissioner Wallis (phone)
Commissioner Powers
Alt. Commissioner Rob Moore

Mark A. Sousa, General Manager
Cari Whittemore, Executive Assistant
Michelle Daley, Director of Finance
Kim Wall, Grants Manager
Deb Coppola, Senior Accountant

Meeting was called to Order-9:02 AM

Adjustment of the Agenda- None

Public Comment –None

9:14- Commissioner Dimitruk enters

Approval of the March 12, 2019 minutes –

A motion was made to approve the January 8, 2019 by Commissioner Dimitruk and seconded by Commissioner Moore. All were in favor and the minutes were approved.

Capital Budget Adjustment for FY19- Michelle present the Capital Budget memo and attachments. There was much discussion and explanation regarding this presentation. The security project that was noted in the budget is only for 15



Industrial Drive but does not include 1 Industrial Drive. There was discussion regarding the Berlin facility updates.

January Financial Statement Review- Ms. Daley presented a memo to the committee. This is the memo that Michelle plans to present to the board meeting. There was much discussion regarding the financial statement. There was discussion regarding advertising revenue. Commissioner Dimitruk commented that she really liked the new spreadsheet process and added some helpful.

Commissioner Paul suggested that GMT look at the annual benefits and salary survey from the League of Cities and Towns to see how GMT compares.

Underlying Grants presentation for closeout of FY18- Kim-presented the grant balance for the year. There was discussion regarding the breakdown of the presentation, capital budget grants, operating funding analysis, 5307 funding balances, preventative maintenance, CMAQ and other items.

Commissioner Wallis asked for an update regarding hiring a new Financial Director. There was some discussion regarding this, however, Mr. Sousa stated that there will be more information to be discussed during the executive session at the next board meeting.

Next meeting date and location - Next Finance Committee meeting is Tuesday, May 14, 2019 @ 8:30 am at 15 Industrial Parkway Burlington.

Adjourn- Commissioner Dimitruk proposed a motion to adjourn and was seconded by Commissioner Moore.

Meeting adjourned at 10:30 AM