



Finance Committee Meeting Minutes
Tuesday, January 8, 2018 at 8:00am GMT Board Room
15 Industrial Parkway, Burlington

Present:

Commissioner Bohne (Chair)
Commissioner Brewer (phone)
Commissioner Powers
Commissioner Dimitruk (phone)

Staff Present:

Mark A. Sousa, General Manager
Trish Redalieu, Director of Human Resources
Jon Moore, Director of Transportation
Michelle Daley, Director of Finance and Compliance
Kim Wall, Grants Manager
Jamie Smith, Marketing and Public Affairs Manager
Cari Whittemore, Executive Assistant
Matthew Young, Admin Support Specialist

Meeting started at 8:08 AM.

1. Adjustment of the Agenda-
There were no adjustments to the Agenda
2. Public Comment –
None
3. Approval of the minutes from December, 2018 –
A motion was made to approve the December minutes as presented by Commissioner Powers, the motion was seconded by Commissioner Brewer. All were in favor, and the minutes were approved as presented.
4. Financial Statement Review (new Process) –
Mrs. Daley presented an overview of the new financial review process. Both Mrs. Daley and Ms. Wall noted that they like the new process.

There was discussion on the new process.



5. FY20 Operating and Capital Budget discussion-
Mrs. Daley stated that she has received the FY18 Draft audited financials from RHR Smith and should have it ready for the Committee and Board in February.

Commissioner Dimitruk asked if we would be in danger of violating the 6 months rule. Mrs. Daley stated that we are not as we have an extension that will allow us until January 31, 2019 to complete the Indirect Rate Close out report, and a further extension to submit the Single Audit report to the Federal audit clearing house in March.

Mrs. Daley presented and reviewed October FY19 financial statement. Mrs. Daley stated that in order to balance the FY19 budget there were some proposed changes to the Plainfield Health and Barre Hospital Hill shuttles.

Commissioner Dimitruk stated that the board made it clear that we did not support suspending any service at this time. Mrs. Daley noted that this memo was made to explain the service suspensions that we assumed to balance the budget this does not mean that these services will actually be suspended.

Commissioner Dimitruk suggested adding a timeline and some clarifying statements to Mrs. Daley's memo.

Mrs. Daley stated that she will add a timeline and Ms. Redalieu's memo along with some fare analysis for the board.

Commissioner Dimitruk moved to recommend starting the service suspension process of the Plainfield and Barre Hospital Hill for the last quarter of FY19. The motion was seconded by Commissioner Powers, all were in favor, and the motion was approved.

Commissioner Dimitruk would like the Finance Committee to meet in person prior to starting the suspension process.

6. Next meeting date and location -
To be determined by doodle poll.
7. Adjourn-
Commissioner Powers made a motion to adjourn, Commissioner Brewer seconded the motion. All were in favor, and the meeting adjourned at 9:00 am.