

**Rutland Town Select Board  
Finance Committee Meeting  
5-22-18—Town Office**

The meeting came to order at 11AM. Present were Town Clerk and Treasurer Kirsten Hathaway, Town Administrative Assistant Bill Sweet, Select Board members Josh Terenzini and Mary Ashcroft.

Deficit Projections in General Fund: Kirsten reviewed the status of the town's finances, particularly income. Our property taxes are coming in as projected, and our local option tax receipts are up slightly (by about \$18,000) over our projection. However, when we set the tax rate we anticipated collecting more in delinquent taxes than we actually did. This will result in a deficit of somewhere in the vicinity of \$100,000, depending on what expenses we have before the end of this fiscal year on June 30, 2018.

Kirsten will ask our auditor Andrew if we can use anticipated highway carryover to balance against the anticipated shortfall in the general fund. Byron's anticipated revenue is strong.

Kirsten suggests we remind department heads that they not do any spending except for operational expenses only.

Purchasing Policy: The committee reviewed the current purchasing policy. Clarification was requested by some department heads.

a) The limit for incidental purchases at under \$500 is too low and should be raised to under 1500. Incidental purchases are those that department heads, town administrator or select board can make without formal bid or competitive solicitation. Incidental purchases would not require advance approval of the Select Board if the purchase is within the department's budget for that item.

b) Regular purchases (\$1500 to just under \$5000) would require competitive solicitation of bids or RFPs. Select Board approval is required.

c) Major purchases would remain at those \$5,000 or over and would require the formal bid process. Select Board approval is required to go out to bid and to accept the winning bid.

d) Under the procedures for major bids, paragraph 8 should be amended to read: Public opening of the bids or RFPs by the Select Board at a time not **more** [formerly said **less**] than 10 business days after the deadline for receipt. This change confirms to our present practice of opening bids just after the close of the deadline for submitting them.

The Finance Committee recommends that the changes in a, b and d above be adopted by the full Board.

Government Procurement and Marketing: We have used this specialized vendor to handle federal government grants. Bill advises that we have paid \$399 per year for the service; the new rate is \$599 for the first year with the second year free. We are likely to apply for additional federal grants for police department needs, so this continued service will be needed. The Finance Committee recommends that the full Select Board approve the renewal of the contract with this vendor.

There being no further business to discuss, the meeting was adjourned at noon.

Respectfully submitted: Mary Ashcroft, Select Board Member