

**WILTON-LYNDEBOROUGH COOPERATIVE
FINANCE COMMITTEE MEETING
Wednesday, October 20, 2021
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

The videoconferencing link was published several places including on the meeting agenda.

Present: *Jim Kofalt, Adam Lavallee, Charlie Post and Peter Weaver, Online: Kristie LaPlante and Brianne Lavallee*

• CALL TO ORDER

The meeting was called to order at 6:31pm.

Changes to the agenda: proposal to add procurement policy to the agenda.

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Post to accept changes to the agenda.

Voting: all aye; motion carried unanimously.

• REVIEW YTD EXPENSES

Current numbers do not include salaries, as the BA's office is correcting some prior discrepancies leftover from the previous BA's work. Budget column in the provided spreadsheet is full-year budget (not YTD budget). Ms. LaPlante provided some details about specific accounts and reasons for variances.

Mr. Lavallee raised the question of needed a records retention policy. We will add this to the list of things that tis committee should work on, in cooperation with the Policy Committee.

• DISCUSSION OF PROCUREMENT POLICIES

The committee should focus on reviewing policy DAF-6 in detail, and should review DAF-3 to determine whether any additional changes are required. DAF-6 and DAF-11 have had no work at all yet, so the latter will also need to be approved.

• MOTION TO APPROVE MINUTES

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Post to approve the minutes of September 22, 2021 as written.

Voting: all aye; motion carried unanimously.

Future meetings will be 5:30pm on Thursdays (instead of Wednesdays), and will still fall during the week in between the two Board meetings.

The meeting was adjourned.

*Respectfully submitted,
Kristina Fowler for Jim Kofalt*