

**Town of Old Orchard Beach  
Finance Committee Meeting Minutes  
Wednesday, February 6, 2013 at 7 PM  
Town Hall – Finance Conference Room**

1. Introduction of New Committee Members
2. Review and Acceptance of Minutes from Previous Meetings
  - *Minutes of 1/9/2013 meeting accepted.*
3. Election of Officers for 2013
  - a. Chair
    - *Michael Gray nominated and elected*
  - b. Vice Chair
    - *James Duclos nominated and elected*
4. Review Current Budget and Budget forecasts
  - *Discuss with no action*
5. Review Capital Improvements Program and Establish Process for FY '14 Schedule
  - Discussion with action
  - Group decided to work with Finance Director and establish meeting times with individual departments.
  - Michael Gray will develop a cover letter to go out to Department Heads detailing the new process and requesting that they make time to meet with the Finance Committee to go over their requests.
6. Review Agency Request Letter and Establish Process for FY '14 Schedule
  - *Discussion with action*
  - *Group decided to have Finance Director send a letter back to any agencies that make requests once the initial inquiry is made. The letter sent back to the agency will detail the new process and required paperwork and ask them to return it before the end of March.*
  - *Once received, the Finance Committee will simply pass along the information and new paperwork to the individual agencies.*
7. Other concerns
  - *None*
8. Adjourn



Michael Gray, Chair