FINANCE COMMITTEE MEETING MINUTES
November 20, 2012

Members Present: Chair Dennis May, Myra Carlow, Maggie Parent
Absent: none
Citizens Present: none
Meeting Called to Order: 9:38 a.m.

Review of Minutes: Reviewed and approved minutes of November 6, 2012

Insurance Matters Related to Rowe School Fire
Committee discussed the fact that the BOS has not responded to our communication of November 6, 2012. Drafted a letter which Chairman May will send to the BOS, stating that the BOS has not responded to our verbal or written requests and requesting a meeting with them and the School Committee. The possible dates to be mentioned in the letter are: 11/30,12/16,12/12,12/13,12/14; all meetings to be held at 9:30 a.m. as committee member Maggie Parent is not available to meet in the evenings.
Copy of letter attached.

Meeting Adjourned: 11:00 a.m.

The next meeting: to be scheduled.

Respectfully submitted, Myra Bennett Carlow, January 9, 2013

Approved: Dennis May

Town of Rowe

FRANKLIN COUNTY
MASSACHUSETTS
01367

Settled as Myrifield 1763 ▪ Incorporated as Rowe 1785

321 Zoar Road

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FINANCE COMMITTEE

November 23, 2012

Town of Rowe
321 Zoar Road
Rowe, MA 01367

Members of the Board of Selectmen and School Committee:

After attending various meetings pertaining to the dissemination of funds associated with expenses and reimbursements related to the recent fire at the Rowe Elementary School we, the Finance Committee, believe a system that contains the appropriate approvals, tracking mechanisms and "second checks" does not currently exist. A system should be in place to ensure that current and future insurance claims and the associated subsequent reimbursements are correctly categorized to maximize our return from future insurance proceeds. We believe this should not be left to an agent of the insurance company whose job it is to minimize those proceeds. In addition, it has been brought to our attention that the School Committee has in some cases been omitted from the approval process in the purchase of some items and/or services. To address these and other issues we believe there is a need for a more formal accounting of all reimbursable purchases that includes a record of the purchase, its categorization (per the insurance policy), BOS and SC approval, etc. To that end we've included, as an attachment, our recommendations for a procedure to process future reimbursable expenses.

We would like to arrange a meeting between representatives of the Board of Selectmen, School Committee and Finance Committee to discuss the points delineated above. This would not require a quorum of all or any Board/Committee although it would be beneficial. Please let us know if you would be willing to participate and, if so, please identify any of the dates listed below that would be compatible with your schedule. Time is tentatively scheduled for 09:30 AM but is subject to change.

Friday, 11/30
Thursday, 12/6
Thursday, 12/13
Friday, 12/14

Thank you for your consideration,

Dennis May, Chairman
Myra Carlow, Member
Maggie Parent, Member
Finance Committee