

Finance Committee Meeting Minutes
Otis Town Hall
1 No Main Rd,
Thursday October 2, 2025, 11:00 a.m.

1. Call to Order

The meeting was called to order at 11:00 a.m.

2. Approval of Minutes from September 4, 2025

Susan made a motion to approve....second, Terry...minutes approved.

3. Welcome new member, answer questions, reconstitute the board.

Lisa D'Orazio was welcomed back to the board.

Terry nominated Lisa D'Orazio to chair the board. Lisa accepted the nomination. Susan seconded. Lisa will chair the committee.

4. Continue Capital Expenses Policy work

It was noted that we need the projections on capital replacements from the Technology committee or whomever is putting together the schedule for technology replacements.

The question of the police department 4-wheeler. The department has not expressed a desire to surplus the 4-wheeler currently.

Discussion regarding Capital expense requests. Capital expense requests are fluid and sometimes change within the actual budget season depending on immediate needs or a new or emergency expense.

Our narrative must include understanding that any and/or all requests may need to be adjusted throughout the budget process. The goal is to write a narrative that will explain the process for all future committees and develop a structure to use as a guide moving forward.

A brief discussion of the upcoming STM occurred. Lisa wondered if we should have a list of possible costs available, but Susan said that it was premature.

Clarification was made for duties of committee members that when sitting on more than one board, the separation of duties from one board to another must be understood and adhered to. Committee and board members in our small town often represent more than one group.

5. Adjournment 12:38

