

**Board of Finance
Regular Meeting Minutes
Wednesday, January 15, 2020
7:00pm Clifford B. Green Memorial Center**

Present: Jeff Otto, Drew Dionne, Ken Dykstra, Sandy Brodeur, Heather Allen and Melissa Bradley;
Recording Secretary
Kim Conroy; via phone

Also Present: Rick Ives and Lou Brodeur

1. **Call to Order:** Mr. Otto called the meeting to order at 7:02pm.
2. **Public Comment:** None
3. **Action on Minutes:** Drew Dionne made a motion to approve the minutes of 11/20/19 as presented. Sandy Brodeur seconded the motion. Motion passed 6-0.
4. **Old Business:** None
5. **New Business**
 - Financial Department Update – R. Ives: The finance director, Kelly Vachon, has left Brooklyn and went back to being employed by Plainfield. The three remaining employees in the department are crossed train in payroll and payables and receivables for the Town and School. The finance director position has been posted. Mr. Ives and Ms. Buell do not want to rush and fill the position too quickly. The accountant that was hired to audit and balance all the accounts has finished and will stay on a couple hours a week to continue balancing them.
 - Audit Status – R. Ives: The auditors will be doing one more trial balance and should have all necessary paperwork from us. They may need one more extension but that will be it. OPM meeting is scheduled for next week and the accountant and auditor will going to explain what has been done and what will be done going forward.
 - 2019-20 Financial Report Status – R. Ives: Reports have not been done yet. The reason the payroll encumbrances are incorrect is because when we switched to ADP, they were being done as a journal entry and not direct interface. The revenue collectors account was way out of whack because some things were appearing in the incorrect account. This is a system error. These items should be fixed by the middle of next week and the report will be sent out.

TAR and LOCIP funds may be released next week.

A manual is being worked on for the Town and School finance department. One item that needs to be addressed is purchase orders. The school uses them, but the Town does not. A policy needs to be set.

- Discussion on the 2020-21 Budget Proposal Calendar: Budgets will be presented to the Board of Finance as follows:
March 18th – Board of Fire Commissioners & Recreation
March 24th – General Government
April 1st – Board of Education
April 15th – Capital
April 29th – Consolidation
- Selectman's Report: The little league grant is in the hands of the legislators and they are talking with DEEP. We have the paperwork of the initial award of the grant and all the bills that were paid. They have been provided to them. The acceptance letter for the grant is missing.
- Other New Business: The Fire Department reports have been sent to members. Mortlake broke out office supplies to fit in a better explained category. If any members have questions, email to chairman Otto.

Mr. Ives reports there are four litigations against the Town currently. Two are Planning and Zoning, appealing judgements regarding gravel banks and two are concerning the fatality on North Society Road regarding guardrails. There is also a non-property suit that is being handled by the citizen, not an attorney's office. CIRMA and Suisman Sharpiro are handling the cases.

- 6. Liaison assignments/nominations:** The members agree to keep liaison assignments as they currently are.

Jeff Otto declared the floor open for chairman and vice chairman nominations.

Kim Conroy nominated Jeff Otto for chairman. Drew Dionne seconded the nomination. There are no other nominations on the floor. Unanimous vote – Jeff Otto chairman.

Ken Dykstra nominated Drew Dionne for vice chairman. Kim Conroy seconded the nomination. There are no other nominations on the floor. Unanimous vote – Drew Dionne vice chairman. Nominations are closed.

7. Liaison Reports

Housing Authority - S. Brodeur: They have not had a quorum, to hold a meeting. They are waiting on January meeting to set the 2020 meeting dates. Waiting on reports that were requested by the Housing Authority.

Bord of Fire Commissioners – J. Otto: Currently the commission is working on two tasks; preparing budgets and a subcommittee regarding paid employees to replace twelve-hour ambulance shifts.

Board of Education – J. Otto: They are holding meetings to build budgets. Discussions held on replacing two certified teachers in the Library with paraprofessionals and adding a social worker

in the Elementary School. Growth in the budget is expected this year. It is too early to see how special education will go, right now it is \$300,000 under budget, but that can change.

8. Public Comment: None

9. Adjourn: Drew Dionne made a motion to adjourn the meeting. Sandy Brodeur seconded the motion. Meeting adjourned at 8:05pm.

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary