**Board of Finance**

**Regular Meeting Minutes**

**Wednesday October 16, 2013**

**7pm Clifford B. Green Memorial Center**

**Present:** Rick Ives, Jeff Otto, Gene Michael Deary, Carla Demers, Kim Conroy and Melissa Bradley; Recording Secretary

**Also Present:** Bob Kelleher, Sherri Soucy, Mike Gaudreau, Tiffanie Schley, Diane Wimmer, Valerie Bruzzi Dr. Berry, Dave Kowolenko, Joe D’Amico; JP Engineering, Melissa Bergeron and Jessica Weaver; Carelot

1. **Call to Order:** Mr. Ives called the meeting to order at 7:03pm.
2. **Acceptance of Previous Minutes:** Jeff Otto made a motion to accept the meeting minutes of 9/18/13 and 10/3/13 as presented. Gene Michael Deary seconded the motion. Motion passed 5-0.
3. **Carelot Daycare Presentation:** Melissa Bergeron suggests to the board to go out to bid for the before and after school programs and summer program. She suggests there may be a better option than what the Town presently does. She is confident her program would be run cheaper with no subsidy from the Town and may be a better program. She has not compared the current program ran by the Recreation department and does not have a presentation available but has found in her experience in other Towns, it can be ran cheaper. Ms. Bergeron answers questions for the board and the board thanks her for her time.
4. **Board of Education-** **Discussion on Fire Alarm System:** The school currently has an older system that cannot communicate with voice modules and there are not parts available. The system the school is looking at is an addressable system which is a computerized system. The new system will be able to be connected to the current wiring. A quote of $13,000 was given, $6,000 for one school and $7,000 for the other school which includes a study and RFP. The board agrees the Board of Education should proceed with the RFP. They are looking to complete the work over next summer, therefore; the board will be looking for funds in the next fiscal year.
5. **Selectman Report:** Mr. Tanner was unable to make the meeting, Mr. Kelleher fills in.
* A public hearing will be held October 29th at 7pm regarding leasing out the bottom portion of the Tiffany street Community Center.
* A bid went out for repair on the salt shed roof. The funds are in capital. A second bid went out to repair the stairs and brick work in the front of Town Hall. These funds will come out of the repair fund.
1. **2012-2013 Budget Discussion & Transfer:** The board questions a journal entry made regarding tax revenues and would like to invite Marcia Marien to a meeting for an explanation. The entry includes receivables, deferred revenue and allowance for doubtful accounts. The board requests a report of the last five years of this journal entry from Sherri. There is a surplus of $516,631.87 from the 2012-2013 budget. The board discusses paying off debt with the surplus and using it towards the fire alarm system at the school. Gene Michael Deary made a motion to pay $287,000 and pay down, when its able, the 2006 capital program from the $516,631.87 unexpected funds from last year’s budget with the remaining money be put into reserve and designating $100,000 towards the mandatory pay downs from the ’06, ’07, ’08 from the Janette Marcoux schedule and the remainder to be put into reserves. Jeff Otto seconded the motion. Motion passed 5-0.
2. **2013-14 Budget Discussion:** The board questions the budget line for the alarm system at the Town Garage. Sherri explains there was a onetime yearly cost paid in the amount of $2,100. The board would like a report of a year breakout from the treasurer regarding line item 3-411, interest. Sherri will ask her to forward it. The building permit fees and apartment inspection fees seem to running low and the fire marshal payroll is running high. These will be looked into.
3. **Committee/Board Liaison Reports**
* Recreation: Spooky nights will be on schedule this weekend, everything is moving forward.
1. **Other Business**
* Rick Ives questions why collection letters are going out already for July tax bills. This was not the previous proceedure and if the policy was changed, who changed it and how was it changed?
* Mr. Otto feels a much more tangible presentation is needed regarding the Recreation programs going out to bid. He feels a much more serious discussion should be held with the Recreation Commission. Mr. Deary states he is a big fan and advocate of the Recreation Department but feels it is up to the Board of Finance to explore potential cost savings. He is not convinced it should be outsourced, but would be interested to learn if there is a cost savings and the amount. Mr. Ives agrees the board should listen to everything and this should be addressed with the Recreation Commission.
1. **Public Comment**
* Valerie Bruzzi comments there are certified people working for the Rec programs and there are over qualified people. She is not in favor of outsourcing the programs.
* Tiffanie Schley comments the Rec programs are also a benefit for employing our young people.
* Diane Wimmer feels like if Carelot comes into the Community Center, they would be in competition with our Rec programs. Mr. Ives explains Carelot is looking to place a daycare in the building; the presentation given tonight is separate from the daycare.
1. **Adjourn:** Gene Michael Deary made a motion to adjourn the meeting at 9:01pm. Jeff Otto seconded the motion. Motion passed 5-0.

Respectfully Submitted;

Melissa J. Bradley

Recording Secretary