

**Board of Finance
Regular Meeting Minutes
Wednesday, March 18, 2015
7pm Clifford B. Green Memorial Center**

Present: Gene Michael Deary, Jeff Otto, Drew Dionne, Sandra Brodeur and Melissa Bradley; Recording Secretary

Absent: Kim Conroy and Ken Dykstra

Also Present: Rick Ives, Joe Voccio, Sherry Holmes, Sherri Soucy, Austin Tanner, WINY and the Bulletin

1. **Call to Order:** Mr. Deary called the meeting to order at 7:00pm.
2. **Approve Previous Meeting Minutes:** Drew Dionne made a motion to approve the meeting minutes of 2/18/15. Jeff Otto seconded the motion. Mr. Otto questions if the report referenced in the auditor's item in the minutes was circulated. Mr. Deary clarifies it was an email and he did not circulate it. The OPED formula was further explained by Marcia and sent to members. The board made a motion to request the Board of Education to look into the concept of netting their budget. Mr. Otto questions if this was relayed to them. Sherry Holmes did speak with Dr. Berry and will be giving her the auditor's opinion on it. Motion passed 4-0.
3. **Public Comment:** None
4. **Selectman's Report**
 - There are still many outstanding items in the current budget, many resulting from the heavy snow fall this winter. Extra money was spent on snow removal and equipment breaking down. Leaks also were caused from the weather in the health department, recreation office and the senior center. Jeff Paige was hired to remove snow and ice off the roof of the building. Snow and ice also had to be removed off the former highway garage. Mr. Ives is uncertain how much if any money will be returned from this current budget.
5. **Discussion of Audit Report:** An explanation of the OPED formula was sent to members. It was explained as little to no liability other than a place holder. Mr. Deary states the explanation was suffice for him and proposes the board accepts the audit. Sandra Brodeur made a motion to accept the audit and ask the Board of Selectmen and the Board of Education to present an action plan that highlights their specific plan of attack on the items in the management letter. Drew Dionne seconded the motion. Motion passed 4-0.
6. **Status of RFP for Auditing Servicers:** Sherry Holmes completed an RFP for auditing services and it has been advertised on the Town website, DAS website and in the Bulletin. The current contract is for three years and this is the second year, but we have the right to get out of the

contract. The RFP is due April 2nd. There will be a committee composed of two Selectmen, Board of Finance member from Brooklyn and Pomfret and the Finance Director to review the proposals. The committee can request presentations from the bidders. Having a MOU with Pomfret is suggested. Mr. Ives states a potential consequence could be if one Town backs out in the middle, there needs to be two separate functions with two separate contracts. Mr. Otto found some items in the RFP to be confusing and the language should be clearer.

7. 14/15 Budget Discussion: Expense Line items discussed were:

- Treasurer: This is 50% over due to the timing of the Finance Director being hired and taking the Treasurer role over
- Fringe Benefits: This is a one-time payment and is on target
- Town Hall: These line items are over due to the computers and internet and wiring in the buildings due to the move.
- Patrol Services: This is paid once at the end of the fiscal year
- Highway: There were many repairs to equipment this winter along with building repairs at the South Main Street garage which had burst pipes. Internet was also added to line 3205
- Recreation: Teen Center payroll is under the Recreation budget

Revenue:

- Tax collection was projected to high. Mr. Ives believes having the successful tax sale last year reduced the amount of collectable taxes. A policy will be put in place to hold a tax sale every other year. Delinquent notices are sent out 30 days after due date. Mr. Ives understands people's plights, and will work with them as much as possible.

8. 15/16 Budget Discussion: Currently, there is no change in the Resident Trooper program but may be before July 1. The current Troopers may also be transferring so this will change the payroll amounts for new Troopers. Revaluation will take effect next year and Mr. Ives reports more is getting accomplished with personal property now that the assistant Assessor is full time. Mr. Ives would like to form a welcoming committee for new residents in Town and would like to include the Assessor's office on this committee.

9. 15/16 Calendar for Proposals: Gene Michael Deary made a motion to hold the following budget schedule: April 15th – Recreation and Board of Education; April 22nd – Board of Fire Commissioners and May 13th – Capital and General Government. A public hearing will be held May 20th. Jeff Otto seconded the motion. Motion passed 4-0.

10. Liaison Report

- Resource Recovery: Sandra Brodeur reports the committee is looking into a different collection for scrap metal; currently they do not collect any money for it. The landfill is now taking household batteries. Bids are being collected for a new scale; there have been many issues with the current one. The landfill does not want to collect the money for recycle bins, Mr. Ives will take care of this. The committee feels they need someone on standby to fill in when the attendant is ill.
- Capital: Drew Dionne reports the capital committee is recommending the fire alarm system for the schools. They will be meeting regularly to hear other requests from departments.
- Board of Fire Commissioners: Jeff Otto reports the budgets are approved and they are ready to present to the board.
- Gene Michael Deary requests a progress report from the First Selectman and Superintendent regarding the Finance Director who has about completed the six month mark.

- 11. Old Business:** The board requested a capital report from Sherri Soucy and did not receive one. The report was sent this evening, minutes before the meeting started. This will reviewed at the next meeting.
- 12. New Business:** Jeff Otto made a motion the Board of Finance approve the expenditure of \$400,000 to replace the fire alarm system in all the school buildings and move this to a Town Meeting. Drew Dionne seconded the motion. Sandra Brodeur questions if we should obtain any more bids. This should be left up to the Board of Education and the Capital Committee. Motion passed 4-0.

The Town is proposing the acquisition of agricultural conservation easement on 50 acres at 183 Barrett Hill Road. The funds of \$37,250 would come out of the open space account. There is a house on three acres that was carved out of the acreage. Jeff Otto made a motion to fund \$37,250 out of the open space fund be approved by the Board of Finance and moved to a Town Meeting. Drew Dionne seconded the motion. Motion passed 4-0.

- 13. Public Comment:** Austin Tanner questions if grants have been sought for the fire alarm system at the school. Jeff Otto does not believe they have. Mr. Tanner mentions there may be some available and worth looking into.
- 14. Adjourn:** Sandra Brodeur made a motion to adjourn the meeting. Drew Dionne seconded the motion. Meeting adjourned at 8:59pm.

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary

***NOTATION-After further review of the CT ST Statute, dates discussed for budget presentations and hearing had to be adjusted. The proposed dates will be April 15 – Recreation and Board of Education; April 22 – Board of Fire Commissioners; April 29 – Capital and General Government; Town Hearing – May 20.**