

**Board of Finance  
Regular Meeting Minutes  
Wednesday, June 17, 2015  
7pm Clifford B. Green Memorial Center**

**Present:** Gene Michael Deary, Jeff Otto, Kim Conroy, Ken Dykstra, Sandra Brodeur and Melissa Bradley;  
Recording Secretary

**Absent:** Drew Dionne

**Also Present:** Joe Voccio, Sherry Holmes and WINY Radio

1. **Call to Order:** Gene Michael Deary called the meeting to order at 7:06pm.
2. **Approve Previous Minutes:** Jeff Otto made a motion to approve the previous meeting minutes of May 11<sup>th</sup>, May 26<sup>th</sup>, and June 4<sup>th</sup>, 2015 as presented. Kim Conroy seconded the motion. Motion passed 5-0.
3. **Public Comment:** None
4. **Discussion/Approval Suspense List:** Jeff Otto made a motion to approve each suspense list provided by the Tax Collector. Sandra Brodeur seconded the motion. The board requests to see the list prior to the meeting to allow time to review. In the past, the list required all the board members to sign, and this year it is only the chairman. Mr. Deary will research this. Motion passed 5-0.
5. **Discussion/Approval Town Clerk's Request to Encumber Funds:** Leona Mainville submitted the following request: The land records re-indexing project is approximately 40% complete with an estimated completion date of November, 2015. The balance remaining when complete is \$6,450. I'm requesting to encumber the balance of the project from account 4-1501-Restoration and Security Records before fiscal year end 2014-2015.  
Jeff Otto made a motion to authorize the encumbering of funds in the amount of \$6,450 for the purpose of restoring records. Sandra Brodeur seconded the motion. The board questioned why this is not done for every account that pays a bill after July 1<sup>st</sup>. Mr. Deary believes it is because it is an ongoing project and this has been done in prior years. Motion passed 5-0.
6. **2015/15 Budget Discussion:** Mr. Dykstra would like to see the Teen Center in a separate report and broken down for the public. This would allow the revenues and expenditures to be transparent for everyone. Discussion ensues. Mr. Deary would like to continue this discussion to find the most productive way to resolve this.
7. **2015/16 Budget:** No discussion held.
8. **Liaison Report**
  - Resource Recovery: Mrs. Brodeur reports there needs to be controls put in place for money coming in to the landfill. Sherry Holmes states she is working on a Procedure and

Policy manual. There are a few other departments who also need this and is a project in the works for the summer.

The scale was repaired but is not in good condition and a request to replace it will be in the near future.

Mr. Francis is looking into the mattress disposal fee. A fee is charged at the landfill when disposed of but a fee is also charged when the mattress is bought. This fee goes to the State. Mr. Francis is gathering more information.

- Housing Authority: Mr. Dykstra reports the meeting was cancelled.
- Recreation: Mrs. Conroy reports family fun day was a great success and a new stamp process was used to ensure everyone received food before attendees received a second helping. There were a lot more vendors this year. Summer camp sign up begins tomorrow.
- Board of Fire Commissioners: Mr. Otto reports the meeting was cancelled.
- Board of Education: Mr. Otto did not bring his notes from the special meeting and will update the board at a later date.

#### **9. Other Business**

- At the August meeting, liaison assignments will be discussed and any changes can be made at that time. Discussion on the progress of the new Finance Director position will be held. Update on ongoing capital projects. BANS will be coming due. The board requests an update from Janette Marcoux at First Southwest. The board also requests an update on the retirement fund that was not fully funded by the School.
- Sherry Holmes reports she met with Hooker and Holcombe along with Mr. Ives and received an evaluation report and will present this to the board. Janette Marcoux has been in contact regarding the BANS and when more information is available, this will be brought to the board.
- The board feels some of these items will need to be discussed before the August meeting and a meeting in July may be necessary. A reminder should also be sent to the fire departments for their quarterly report.

**10. Public Comment:** Mr. Voccio questions if the wiring for the school alarms will interfere with the summer rec programs. Mrs. Conroy states they may have to move but it will not be a big disruption.

**11. Adjourn:** Sandra Brodeur made a motion to adjourn the meeting. Ken Dykstra seconded the motion. Meeting adjourned at 8:20pm.

Respectfully Submitted;

Melissa J. Bradley  
Recording Secretary