

**Board of Finance
Regular Meeting Minutes
Wednesday, October 21, 2015
7pm Clifford B. Green Memorial Center**

Present: Gene Michael Deary, Ken Dykstra, Jeff Otto, Drew Dionne, Sandra Brodeur and Melissa Bradley;
Recording Secretary
Kim Conroy arrived at 7:05pm.

Also Present: Rick Ives, Dr. Louise Berry, Mae Lyons, Sherry Holmes, Joe Voccio, Austin Tanner, Amy Genna and Fran from the Bulletin.

1. **Call to Order:** Mr. Deary called the meeting to order at 7:00pm.
2. **Approve Previous Minutes:** Jeff Otto made a motion to approve the meeting minutes of September 19, 2015 with one correction: Page 2; MACK trucks was spelt incorrectly (MAC). Sandra Brodeur seconded the motion. Motion passed 5-0.
3. **Public Comment:** None

Jeff Otto made a motion to add the discussion of budget transfers to the agenda. Drew Dionne seconded the motion. Motion passed 5-0.

Board members received a copy of the transfers. The auditors have already been out and the transfers have been done. The board notes this was done prior to their authorization. Sherry Holmes states we were cited in last year's audit for not completing the transfers in a timely manner so they were completed this year prior to the audit. The members will be given the report prior to the transfers being completed. Jeff Otto made a motion to approve the budget transfers as presented by the finance director. Sandra Brodeur seconded the motion. Motion passed 6-0.

4. **BOE Discussion with Chair and Superintendent:** Hooker and Holcombe manages the Town pension fund and some discrepancies were found this year. The School was not paying the recommended amount and the Town was paying too much. The School will make up the difference owed to Hooker and Holcombe. Dr. Berry states she will look to Sherry Holmes for guidance in this matter going forward.

The State is anticipating a 5% decrease in State Aid Grant funds. This estimation is based on the number of students in special education. This number can change during the school year. There

are two report dates; February and May/June. The prior year estimations have been to the penny on what was estimated and what was actually received. The board would like to know why the estimation was off so much this year. Dr. Berry states she will look into the formula and why it was off this year. Sherry Holmes will update as the report changes and create a tracking mechanism.

5. **Selectman's Report:** Mr. Ives will be referring two trucks to the Capital Committee for review as soon as he has all the information collected.

Mr. Otto would like the previous minutes to reflect the correct reserve balance. Jeff Otto made a motion to modify the previous minutes to show the reserve account after removal of funds to balance the budget would be 8.394%. Ken Dykstra seconded this motion. Motion passed 6-0.

An RFP for sand was sent to the paper for advertisement yesterday and is due November 5th.

6. **Finance Director Report:** The auditors have been to the Town Hall and School and are in the process of the yearly audit.

The ECS payment has not been received yet and is expected October 30th.

The accounting software contract was received today and will be reviewed.

7. **2015-16 Budget Discussion:** A tax sale will be done this budget year and the notices have been sent out. Four properties have already come in to pay the taxes owed.

this Putnam has received more grants for the Tech Park and we have not paid any money to them at point.

Discussion held on revenues and what accounts are on target. It was suggested on the expenditure side instead of paying agencies upfront, to spread them over the budget year. Mr. Ives will look into this.

The roads and bridges account is 90% spent at this time. Mr. Ives states there is LOCIP money still to use and they will be ok.

8. **Liaison Reports:**

Board of Fire Commissions – Mr. Otto reports the commission met and discussed the quarterly financial reports. Both departments understood they need to include the year to date expenses. Discussion was held on revising the vehicle replacement schedule.

Board of Education – Mr. Otto reports negotiations with the professional staff is ongoing. There will be an FOI training, opened to staff and the public, held on Monday, October 26th at the Middle School beginning at 7pm. The transportation issues at the school are ongoing and a solution is being worked on. There is still a pending grievance against the board on how a vacancy was filled. There is no update on the Principal that is currently on leave.

Resource Recovery – Sandra Brodeur reports the landfill is still currently charging for mattresses until a bin has been delivered specifically for their collection. The current recycling company met

with the First Selectman and claimed they are not charging enough for the bi-weekly collection and requested another \$12,000. Mr. Ives was not comfortable with this and the current contract with the current price is in place for a couple more years. The commission signed the contract acting as an authority, but they no longer have that ability. Mr. Ives is dealing with this.

Housing Authority – Ken Dykstra reports the RFP's for the construction project were received and opened but only 2 bids were submitted and they both were extremely over the budget. They plan to bid the project again.

Recreation – Kim Conroy reports the meeting was cancelled due to Spooky Nights. The event went very well and a big thank you to everyone who participated.

9. **Other Business:** Discussion held on the Resident Trooper grant for speed traps. It appears it was not received. Mr. Ives explains this revenue does not offset the expense. He will find the account where the funds were deposited and report back.
10. **Public Comment:** Austin Tanner, Purvis Road, suggests looking into a different truck for the Recreation Department, they may not need the same size truck or possibly use a highway dump truck. Mr. Deary states a vehicle assessment is a necessity and this will determine the need and size.
11. **Adjourn:** Sandra Brodeur made a motion to adjourn the meeting. Drew Dionne seconded the motion. Meeting adjourned 8:45pm.

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary