

**Board of Finance
Regular Meeting Minutes
Wednesday, October 19, 2016
7:00pm Clifford B. Green Memorial Building**

Present: Jeff Otto, Kim Conroy, Drew Dionne, Heather Allen, Sandra Brodeur and Melissa Bradley;
Recording Secretary

Absent: Ken Dykstra, with notification

Also Present: Rick Ives, Bob Kelleher, Joe Voccio, Sherry Holmes, Aimee Genna, Lou Brodeur, Art Meizner from Hooker & Holcombe, and Fran from the Bulletin

1. **Call to Order:** Mr. Otto called the meeting to order at 7:00pm and noted that Mr. Dykstra is absent with notification. Mr. Otto welcomes new member, Heather Allen, to the board.
2. **Public Comment:** None
3. **Approval of Minutes:** Sandra Brodeur made a motion to approve the regular meeting minutes of 9/21/16 as presented. Drew Dionne seconded the motion. Motion passed 5-0.

Drew Dionne made a motion to approve the special meeting minutes of 9/21/16 as presented. Sandra Brodeur seconded the motion. Motion passed 5-0.
4. **Pension Fund Report:** Mr. Meizner recommends no changes at this time. The fund balance is up 4.5% for the last three months and 7.05% year-to-date.
5. **Finance Director's Report**
 - a. **Discussion on updated revenue and expenditure reports:** Pilot revenue was received in the amount of \$11,376. Sandra Brodeur questions why purchase orders are not done for all contracted services? Ms. Holmes comments only some are done that way. Ms. Brodeur suggests doing all of them and the reports would be more accurate.
 - b. **Process of uploading tax deposits:** The revenue collector spreadsheet is now being scanned and uploaded as a journal entry and will automatically post to the proper account.
 - c. **Virtual time clock quotes and status:** Ms. Holmes explains they are seeking quotes but this will not be done in this budget year. It will be a budgeted item for next year.
 - d. **Fire department chart of account standardization:** The ambulance service will need a separate account. The BoFC target date to switch over is January 15th, 2017. The chart of accounts is not exact for our Town operated department; some accounts must be tweaked.

- e. **Status of audit process:** The audit began two weeks ago. A meeting was held with David Field from Field Services and the auditor and it was agreed what was needed for this process. The auditor then requested more changes and a second meeting was held where he then requested more changes. Mr. Ives states he and Sherry will be speaking with Walter tomorrow regarding the situation. The school also was supposed to have been started and has not.
- f. **Other business:** None

6. Selectman's Report

- a. **Fuel usage system status:** Bills have not been issued for fuel. Mr. Ives was under the impression it was all taken care of, he will look into the situation.
 - b. **Capital project status:** The highway trucks are almost completed. School has not taken any action yet. Mortlake is going out to bid next week.
 - c. **Other business:** Mr. Ives attended a seminar today on MS4 permitting. It will be starting July 1st. A consultant may be needed for mapping of the storm water areas which is due in April.
7. **Discussion of 2016-17 Budget and Financial Performance:** Sandra Brodeur questions if the quarterly reports are due this meeting from the fire departments? Mr. Otto explains they have a month to prepare them after the quarter closes, therefore, they are due at the November meeting.
- a. **Return of \$5700 from MFC:** Mortlake sent a check to the finance department in the amount of \$14,792.88.
 - b. **Discussion on possible limitation of public discussion at BOF Meetings:** Mr. Otto suggests adopting a policy to allow public to speak for five minutes and move on to the next person. Once all comments are exhausted, the residents will be allowed to speak again. Mr. Otto will draft up a policy for the next meeting for review.
 - c. **Other business:** The board requests a capital report from the Finance Director.

8. Old Business: None

9. New Business

- a. **Liaison Reports**
 - Housing Authority: None
 - Capital Committee: None
 - Recreation Commission: Spooky Nights was a success. More volunteers are needed each year
 - Resource Recovery: None
 - Board of Fire Commissioners: Updated in previous agenda item
 - Board of Education: CMT science test scores came in and showed modest improvements. Improvements are needed in the middle school and elementary school. The search will begin for a permanent superintendent.
- b. **Election of Officers:** Kim Conroy nominated Jeff Otto for chairman. Drew Dionne seconded the nomination. No other nominations. Drew Dionne made a motion to close nominations. Unanimous – Jeff Otto is chairman.

Jeff Otto nominated Drew Dionne as vice chairman. Sandra Brodeur seconded the nomination. No Other nominations. Kim Conroy made a motion to close nominations. Unanimous – Drew Dionne is vice chairman.

- c. **Liaison Assignments:** All assignments will stay the same except for Housing Authority, Sandra Brodeur will now be the liaison and Board of Selectmen and BRRRC liaison will now be Ken Dykstra.
- d. **Other Business:** Mr. Otto encourages all members to attend the FOI workshop being held on November 1st.

Sandra Brodeur made a motion to hold monthly meetings the third Wednesday of the month at 7pm at the Clifford B. Green Memorial Center with added meetings on the last Wednesday in March 2017, all four Wednesday's in April, and the first Wednesday in May. Drew Dionne seconded the motion. Motion passed 5-0.

- 10. **Public Comment:** Lou Brodeur is concerned with not receiving fuel bills from the school for the last three months.

Aimee Genna comments the Board of Education meets the last Wednesday of each month, it may cause a conflict with the meeting scheduled made this evening.

Jeff Otto discusses the upcoming budget and hardships the Towns will be facing. Going forward, he expects less revenue from the State and the departments need to consider a 10% reduction.

- 11. **Adjournment:** Drew Dionne made a motion to adjourn the meeting. Sandra Brodeur seconded the motion. Meeting adjourned at 8:30pm

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary