**Board of Finance**

**Regular Meeting Minutes**

**Wednesday February 20, 2013**

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

**Present:** Rick Ives, Gene Michael Deary, David Fuss, Carla Demers, Melissa Bradley; Recording Secretary

**Late Arrivals:** Kim Conroy - 7:05; Jeff Otto – 7:10

**Also Present:** Austin Tanner, Bob Kelleher, Drew Dionne, Sherri Soucy, John Berard, Art Meizner from Hooker & Holcombe, Norwich Bulletin and WINY

1. **Call to Order:** Mr. Ives called the meeting to order at 7:00pm.
2. **Acceptance of Previous Meeting Minutes:** Gene Michael Deary made a motion to approve the meeting minutes of 1/16/2013 as presented. Carla Demers seconded the motion. Motion passed 4-0.
3. **Pension Discussion:** Art Meizner from Hooker& Holcombe reviewed the employee retirement plan. Mr. Meizner recommends replacing the Black Rock Flexible Equity Investor with John Hancock Disciplined Value Med Cap. Mr. Meizer also suggested the following changes on fixed income: Trim Vanguard Interm-Term Bond Index from 6% to 4%, sell vanguard Total Bond Market Index, Trim Loomis Sayles Global Bond from 6% to 4% and Increase JHancock Income Fund from 3% to 4%, Increase Pioneer Strategic Income Fund form 3% to 4% and add PIMCO Income Fund. The board agrees with these changes. Gene Michael Deary made a motion to approve the recommendations made by Hooker & Holcombe. Jeff Otto seconded the motion. The Selectmen will vote on this at the next meeting February 28, 2013. Motion passed 6-0.
4. **Discussion –** **Building Inspector:** Gene Michael Deary made a motion to amend the agenda to include executive session for personnel matters. Carla Demers seconded the motion. Motion passed 6-0. Gene Michael Deary made a motion to go into executive session at 7:51pm to discuss personnel matters. Carla Demers seconded the motion. Motion passed 6-0. Executive session was adjourned at 8:13pm.
5. **Audit/Management Letter Discussion:** Rick will request to meet with the Board of Education to discuss the audit and invite Marcia Marien as a resource. Meeting date set for March 13 at 7:30pm.
6. **Selectman’s Report**
	* A Town meeting will be set for March 4 at 7pm at the middle school.
	* There is a surplus from the school wall appropriation of $45,000. The school would like to use the money to install shelves, mirror, floor storage flags and padding. They would also like more bleachers and a logo put in but the other items are needed first. The Board agrees this should go back to the Town for approval because it was not part of the original scope of work the Town voted on. Funding was put in the appropriation of $90,000 for contingency, not these items.
	* The school’s capital project was short $500 for the heat in the vestibule. The Board suggests they should negotiate with the contractor to lower the cost.
	* The Probate Court expects to make a decision for March 1st if they accept the offer to rent space at $5 a square foot.
	* Mr. Tanner suggests it may be time to look into a grounds/facility manager to work with the highway department and school to complete projects. Dr. Berry feels this is a union issue. The board would like to see a plan and if money is needed, it will be discussed then.
	* The bucket truck grant has not gone through yet because authorization is needed to sign the grant from the Town. This will be on the Town Meeting notice.
7. **2012-2013 Budget Discussion:** Mr. Ives would like to have the Revenue Collector at the next meeting to discuss tax rates and tax collection and where we are at this time. Mr. Deary asks if we have taken a position with the architect from the school project yet. Mr. Tanner states they have notified him they were not happy but no action has been taken yet because there are still a few things they need to finish up but they have been paid in full.
8. **2013-2014 Schedule:** Budgets will be heard as follows: March 13-Management letter with the Board of Education; March 20-Recreations and Board of Fire Commissioners; March 27-General Government; April 3- School and capital.
9. **Board/Committee Reports**
* The Board of Fire Commissioners discussed their budget and East Brooklyn will be requesting a $1,513 increase and Mortlake will be identical to last years. Mortlake is pushing off the heavy rescue for another year.
1. **Audit RFP Discussion:** These are due on March 6th.
2. **Other Business**
* Gene Michael Deary made a motion to add consideration of committee liaisons for Recreation and Board of Fire Commissions to the agenda. Carla Demers seconded the motion. Motion passed 6-0. Gene Michael Deary made a motion to nominate Kim Conroy to Recreation and Jeff Otto to Board of Fire Commissioners. Carla Demers seconded the motion. Mr. Otto and Mrs. Conroy accepted the nominations. Motion passed 6-0.
* Mr. Ives received a letter from the Fire Marshal requesting his position be made full time. Mr. Ives passed this along to Mr. Tanner.
* Discussion held on the proposed Governor’s budget. Mr. Tanner will write a letter expressing the concerns for the Town.
1. **Public Comment:** None
2. **Adjourn:** Gene Michael Deary made a motion to adjourn the meeting at 9:20pm. Carla Demers seconded the motion. Motion passed 6-0.

Respectfully Submitted;

Melissa J. Bradley

Recording Secretary