

**Board of Finance  
Regular Meeting Minutes  
Wednesday, January 16, 2019  
7pm Clifford B. Green Memorial Center**

**Present:** Jeff Otto, Sandy Brodeur, Ken Dykstra, Drew Dionne, Heather Allen, Kim Conroy and Melissa Bradley; Recording Secretary

**Also Present:** Joe Voccio, Patty Buell, Aimee Genna, and Aaron Kerouack

**1. Determination of Quorum and Call to Order:** Mr. Otto called the meeting to order at 7:03pm.

**2. Public Comment:** None

**3. Action on Minutes:** Sandy Brodeur made a motion to approve the meeting minutes of 12/19/18 as presented. Drew Dionne seconded the motion. Motion passed 6-0.

**4. Old Business:** None

**5. New Business**

**a. Financial Reports:** Reports were sent to members. 2017/18 has not been completed yet. 2018/19 look to be on schedule.

**b. Audit Schedule:** Mr. Ives expected information from the accountant for this meeting, but she was on vacation and will be until January 24<sup>th</sup>. There are two issues still to resolve, one with BAN's and the other is a school issue. Once a sit down can be arranged, along with Patty Buell, this should be corrected quickly. There will be one extension filed through the end of January.

**c. Finance Director Resignation/Plans for Replacement:** Kathy Erickson has resigned from the finance director position. Her last day is Friday 1/18/19. Mr. Ives and Ms. Buell will be making revisions to the job description and redefining the duties. Ms. Brodeur suggests having a qualified individual to sit in and oversee the interviews.

**d. Budget Development Schedule:** The budget schedule to present to the board is as follows:  
Recreation: March 20  
Board of Education: April 3  
Board of Fire Commissioners: April 9  
Board of Selectman: April 17  
Capital: May 7

- e. Other New Business:** Mr. Ives will have the 2017 grand list sent to the board.  
The board received the quarterly reports from both fire departments.

## **6. Liaison Reports**

- a. Selectmen and BRRC:** BRRC will be meeting every other month.

Board of Selectmen are working with the Ethics board on a revised ordinance.

Superintendents of nine schools formed a group to discuss better buying options of health insurance. They have completed a proposal. It would duplicate the current coverage with savings. There are five schools who are willing to go forward. Mr. Ives asked for renewal criteria to be sure it is just not introductory savings. This will have to be brought to the school and town union units.

The Selectmen will be meeting to revise the Employee Handbook.

- b. Recreation:** The budget subcommittee is working on the 2019/20 budget.
- c. Housing:** Sandy Brodeur was unable to attend.
- d. BoFC:** Board of Fire Commissioners has had discussions on paid personnel interchangeable with fire and EMS to cover certain hours of the day. They will be meeting with other Towns to discuss their experience.
- e. BoE:** The board is moving forward with preparing the budget. They are still discussing the traffic issue and plan to have the Town engineer look at the issue again.

**7. Public Comment:** Patty Buell distributes a draft organizational chart for the finance office. The proposal includes adding additional staff for Town Hall and the School. This is a draft proposal and has not been brought to the Board of Education or Selectmen yet.  
Aimee Genna questions the time frame of implementing this if passed? Mr. Ives states it will require the new budget with the new positions.

**8. Adjourn:** Drew Dionne made a motion to adjourn the meeting. Sandy Brodeur seconded the motion.  
Meeting adjourned at 8:40pm.

Respectfully Submitted;

Melissa J. Bradley  
Recording Secretary