

**Board of Finance
Regular Meeting Minutes
Wednesday, October 19, 2022
7:00pm via Zoom &
Clifford B. Green Memorial Center**

Present: Sandy Brodeur, Aaron Soucy, Ken Dykstra, David Lee, Drew Dionne, Heather Allen and Melissa Bradley; Recording Secretary

Also Present: Lou Brodeur, Joe Voccio, Shelley Cates

1. **Determination of a quorum and Call to Order:** S. Brodeur called the meeting to order at 7:00pm.
2. **Public comment:** None
3. **Action on minutes of September 21, 2022, meeting:** Drew Dionne made a motion to approve the minutes of 9/21/22 as presented. D. Lee seconded the motion. Motion carried 6-0.
4. **Old Business**
 - a. **Action on Audit recommendation to bring WPCA in-house?** This is a priority in the finance department. S. Cates reached out to WPCA and working on making a plan to bring some items in-house. This was discussed at the OPM fiscal responsibility meeting also.
 - b. **Status of pooled cash fund? Has this been corrected?** The accounts have been set up and a policy is being worked on for internal functions.
 - c. **Status of request for statements showing Recreation fund activity for donations/scholarships:** The reports can be customized. All accounts need to have check and balances. The recreation commission should be overseeing this. S. Cates will provide all reports and the board can decide what they want to see and how often.
 - d. **RFP for audit services? Are we joining Pomfret again for this?** S. Cates located an RFP from 2015 but nothing newer. Previously the Town has gone to bid with Pomfret, they had prepared the RFP. Both Towns chose King & King but each had their own contracts. S. Cates states the current auditor suggested a one-year contract to accommodate the change of needs.

- e. **Problems with entering, approving, and finalizing purchase orders in a timely basis – status:** S. Cates there are policies and procedure books and started training this week with departments. There is an approval process for all bills entered and if all approving parties do not process these entries in a timely manner, it will hold up the final process of payment.
- f. **Other Old Business:** S. Cates states the motion to approve the funding of a plow for the highway department in the current budget, using unexpended funds from a previous highway project, must be done at a Town Meeting. They are projects from two separate fiscal years and you cannot cross over the funds with out Town approval.
D. Lee questions why the board does not receive a report showing what taxes are collected for the fire district and what goes out to the fire district. S. Cates can provide a full detail report.
The board would like Austin Tanner to report any legal fees to the Town on any ongoing litigation.

5. New Business

- a. **Capital report as an additional monthly report?** The board would like a monthly report to show what the project is, what was approved by the voters, what was expensed and the final status.
- b. **Progress for setting up our own fixed asset report and inventory:** This was completed last year for the audit.
- c. **Open positions in the school's Finance Department:** A finance director and financial assistant have been hired for the school.
- d. **Update on ARPA projects – Ken/Dave:** A rating system was put in place and some projects did not qualify. The next meeting is scheduled for October 24th. The phone system was approved for the school and the HVAC is still up in the air. No other projects were as urgent.
- e. **Discussion on what reports we want from the Fire Commissioners at budget time – same as in the past? Additional reports such as number and qualifications of members – e.g., drivers, EMT/MRT, interior fireperson, fire police:** D. Lee states each department should report this in their budget to the board of fire commissioners. The board of finance should not dictate to the fire commissioners what information they request. The fire commissioners should be proactive and ask ahead of time for what information they are looking for in the budget report. The membership and training could be a liability to the Town if they are not qualified. D. Lee will report to the board as the liaison.
- f. **Review of 22-23 financials:** Wages appear to be over budget. S. Cates states it could be rounding, and some line items have specific reasons. The CBGMC internet is overspent by \$3,000. S. Cates will look into it. The pension/retirement line appears over but will change each time this is expensed from the employees pay. The cyber insurance cost more than budgeted.
Revenue has a miscellaneous line. S. Cates states any revenues not expected will be put

into this budget line. Most times it is a refund for the school that they cannot keep. The Town Clerk received funds to help with absentee voting. They will be used on anything not budgeted.

The Park Maintenance has an encumbrance of \$6,600 that will be used for maintenance on the fields in the Spring.

The electric bill for the Christmas lights is still being paid because it is cheaper than having them turned on and off as needed.

D. Lee questions if they can receive a report on the balance in open space? Current balance is \$177,872.

The Resident State Trooper is billed in May, near the end of the fiscal year.

D. Lee questions why the Fire Marshal is over budget in overtime? L. Brodeur states he has overtime we can not predict and all different times of the day.

- g. Other new business:** H. Allen questions why the bathrooms at Prince Hill can't be open. It is limited to one porta-potty. Why can't we figure out how to successfully open them? This should be a discussion with the new Recreation Director.

- 6. Selectmen's Report:** The scale will be delivered next Thursday and installed the following Monday when the transfer station is closed.

The bushes are planted at the Community Center.

We were not approved for the Community Investment Grant for the sidewalks.

The salary study is ongoing.

Discussion held on if the fire departments should submit reports to the board and how in depth.

J. Voccio suggests if the Town is subsidizing an entity we could ask for invoices.

- 7. Liaison Reports:** Recreation: They are working on Feargrounds.

BOE: Things are going smooth, nothing to report.

Housing Authority: J. Voccio attended and made some suggestions on moving forward.

The school HVAC building committee has been established. The design work of the system has been sent out to bid. It is due the 25th of October at 10am.

The phones for the school system are on backorder. The boiler system is almost completed.

The gutters at the Town Hall have been completed.

The Ethics Committee has been reestablished but have not met.

- 8. Public comment:** None

- 9. Adjournment:** D. Lee made a motion to adjourn the meeting. H. Allen seconded the motion. Meeting adjourned at 8:30pm.

Respectfully submitted;

Melissa J. Bradley
Recording Secretary