

**Board of Finance
Regular Meeting Minutes
Wednesday, September 15, 2021
7:00pm Hybrid- via Webex and
Clifford B. Green Memorial Center**

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

Absent: Drew Dionne w/notification

Also Present: Rick Ives, Lou Brodeur, Austin Tanner, Patricia Buell and Rushie Bean

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

2. Public Comment: None

3. Approve Minutes of August 18, 2021 Meeting: Sandy Brodeur made a motion to approve the minutes of 8/18/21 as presented. Ken Dykstra seconded the motion. Motion passed 5-0.

4. Old Business

a. (Rushie Bean) Status of establishing one or two bank accounts to be used for Recreation Activities and possibly donations to same, as recommended by auditors: Rushie Bean reports the accounts have been assigned and is finished.

b. (Rushie Bean) Status of adjusting IVisions accounting system to reflect variances made via a spreadsheet as recommended by auditors: Rushie Bean reports this has been completed.

c. (Rick Ives and Rushie Bean) Status of Chart of Accounts discussion with fire departments: Rick Ives will set up a meeting with both departments and Rushie and report back.

d. (Rick Ives and Rushie Bean) Status of determining whether there are completed or abandoned capital projects with unspent funds as discussed at item 4.a.IV of the 5/19/21 and at item 3 of the 4/21/21 BoF meetings. (Depends on obtaining the BoE '20 - '21 final expenditures.): Rushie Bean reports her and Rick reviewed this today and will have an update for the next meeting.

e. (Rick Ives) Status of establishing an ARP Funds Committee: Rick Ives is still working with NECCOG to see how they can assist the Town. There is a meeting on Tuesday at 1pm. Rick will report more at the next meeting.

f. (Rushie Bean) Estimate of unexpended reserves following General Government returned funds and BoE returns or estimated returns): Total return is \$486,453; \$211,453 from the school and \$275,000 from the general government.

g. (Rick Ives) Status of obtaining bids on replacement of old highway garage roof and status of calling town meeting to apply Putnam Technology Park funds to this project and to approve use of TAR and LOCIP funds for road repairs as approved by the BoF: Rick Ives reports the estimate given at an earlier BOF meeting was correct and the Selectmen will set a town meeting at the next BOS meeting for the middle to end of October.

h. Any further discussion needed on BoE requests for boiler and HVAC repairs/replacements/additions: ARP funds cannot be used for boilers but possibly for air conditioning. Patricia Buell submitted a letter to keep these issues in the forefront of everybody's mind. They have been on the capital list for awhile and will be on the top of the list for next years projects.

i. Continued discussion of Fund Balance Policy proposed on 8/18/21: Discussion held. Sandy Brodeur made a motion to adopt the proposed fund balance policy with two small changes; second paragraph on the last page, change from 3 years to 4 years; and next to the last paragraph, in the third line, the phrase "or one-time" shall be deleted; and in the last paragraph, again, change 3 years to 4 years. Heather Allen seconded the motion. Motion passed 5-0.

j. Any other old business: Sandy Brodeur requests an update on the repairs and painting of the Town Hall. Rick Ives states he has had a couple carpenters look at it for repairs and a couple painters who are not comfortable painting it without the repairs. Rick is working on writing up the RFP and will be out soon.

5. Selectman's Report: Rick Ives reports some roads were chip sealed this week and went well. There is one more road to do in this cycle which will be done in the Spring. Rick would like to have a meeting in November to discuss MS4 and show the progress and what stage we are in.

6. New Business

a. Any new business, including First Selectman's report on interactions with the former Finance Director of Southington, if not reported on in Item 5: Rushie Bean reports she has been meeting with her as needed and it is going great.

b. Discussion of '20-'21 Revenue and Expenditure Reports: Encumbrances are still being worked out. Rushie will work on it for next month.

c. Any other new business: None

7. Public Comment: None

8. Adjournment: Sandy Brodeur made a motion to adjourn the meeting. Kim Conroy seconded the motion. Motion adjourned at 8:15pm.

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary