

BOARD OF FINANCE
REGULAR MEETING
December 20, 2016 7:00 pm
Town Hall
MINUTES

Members Present: David Scata, Elizabeth Charron, Phil Johnson, Diane Malozzi, Kevin Cwikla, Stephen Salisbury (Alternate), Michael Ninteau (Alternate), Vin Shea (Alternate)

Members Absent: David, Scata, Meghan Bruce

Also Present: First Selectmen Betsy Petrie, Finance Director Veronica Calvert, Recording Secretary Laurie Bergeron, Bob Angeli, Superintendent and Al Vertefeuille, Chairman BOE

A. Call to order – L. Charron called the meeting to order at 7:00 pm. M. Ninteau will sit for D. Scata and S. Salisbury will sit for M. Bruce

B. Correspondence

a. BOE Expenditure Report –

b. Additions to correspondence –

- i. E-mail from the Finance Director requesting to file an audit extension to February 28, 2017.*
- ii. Letter from Steven Hopkins, Auditor, regarding preliminary recommended BOE adjustments.*
- iii. Email from Bob Angeli regarding the auditor's preliminary recommended BOE adjustments.*

D. Malozzi **MOVED** to add the three above items to the agenda under Correspondence. K. Cwikla **SECONDED**. All in Favor. **Motion Passed**

L. Charron went over the items in the auditor's letter that need to be addressed. The BOF discussed the items briefly along with Bob Angeli, Superintendent. L. Charron feels that the BOF needs to take the time to go through the letter from the auditor along with the e-mail from Bob Angeli and come back to this in January. L. Charron will contact the State for clarification on preliminary audit recommendations. Perhaps a special meeting can be added to the calendar to accommodate this.

D. Minutes – November 15, 2016, Regular Meeting – P. Johnson **MOVED** to accept the minutes of the November 15, 2016 regular meeting. K. Cwikla **SECONDED**. All in Favor. **Motion Passed**

E. Public Comments – None

F. Financial Report: Town Monthly Reports for Fiscal Year 2016-2017 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance: Phil asked Bob Angeli if there were any concerns at this time regarding BOE expenditures and Bob said no.

Expenditures - Discussion was held regarding various accounts that seem to be hitting their max budget. No concerns were identified by the Finance Director on expenditures as of 11/30/2016. L. Charron inquired as to some of the expense accounts; i.e.; Street Lights, Cemetery Commission and Health Department, Inland/Wetlands. L. Charron suggested that we ask for a memo from Inlands/Wetlands as to how much they feel they will need for the year. The Finance Director will contact them and ask for a memo to the BOF.

Revenue – BOF inquired as whether there would be a way to combine the separate accounts for town clerk’s revenues collected into one or two line items to align the projected budget revenues with the actual revenues collected. L. Charron asked if these figures could be consolidated and given to the BOF. The Finance Director will work with Town Clerk to consolidate the reporting of revenues.

TIP – Inquiries as to the two charges for WI Clark & Company. This expense was for the backhoe rental for the fire pond located near the Senior Center.

SIP – Fund balances still look healthy. Bob Angeli reported that there a number of purchases to be made in technology that will bring down balance. Two big purchases for athletics (boy’s locker room at high school) and new wall pads in gymnasium in the spring. Facilities SIP has a list of projects that exceeds the balance so no need to worry about that balance. Bob Angeli also addressed the cleanup needed at the high school for the oil spill. This will come out of SIP or the Operating Budget. It is not clear if the cleanup amount reaches the threshold for an insurance claim. Incident was small and contained. Not as expensive as it could have been. Approximately 45 gallons spilled – contained easily.

Questions were raised regarding possible expenses to the high school track. Current quote is just under \$94,000.00. This is the first project earmarked for the non-lapsing account.

Roof at high school is 23-24 years old – It is reaching life expectancy. Roofs were recently inspected and should have a few more years before it needs to be replaced.

Contingency – no discussion

G. New Business

- a. **Discuss and act on approval of partial billing for the 2016 audit, account 100-00-411-5320-0000.** P. Johnson **MOVED** to approve partial billing for the 2016 audit; account 100-00-411-5320-0000. K. Cwikla **SECONDED**. All in Favor. **MOTION PASSED**
- b. **Discussion with First Selectman regarding a cell phone tower proposal.** Betsy Petrie stated that Verizon has expressed interest in putting up a cell phone tower at the high school. This would be a benefit to the town as there are many pockets in town that do not have coverage. Looking for support as we move forward to establish a fund that the rental funds could go into to fund the radio equipment and other upgrades once the towers are put up. Still determining rental fees – Council is currently reviewing leasing agreement. This will have to go to town meeting as they will be leasing property from the town. L. Charron stated that it would make sense to create a fund for rental fees to be deposited into and to use for upgrades and such. M. Ninteanu asked that the town owns the land, Verizon will lease the property – they will be responsible for upkeep? Yes, all fees related to installing tower and maintenance will be at the expense of Verizon. V. Shea asked if there is any possibility for any other carriers going on tower. Working into agreement that should Verizon rent out to other carriers, town will get cut from rental.
- c. **Discussion with First Selectman regarding the Public Works Garage.** Betsy Petrie reported that she met with Public Works committee. Public Works would like to bring this to next year’s annual town meeting. Preliminary costs are quite high. Betsy

suggested that they work on getting costs down. Made references to nearby towns that have done similar projects at a lower cost. Site that we are looking at is just below middle school – After January meeting should have some preliminary ideas for new garage.

- d. Discuss and act on a request from Solid Waste, department 436, to change their FY 2018 presentation date from February 25 to March 4.** K. Cwikla **MOVED** to change the presentation date for Solid Waste, department 436 from February 25 to March 4. P. Johnson **SECONDED**. All in Favor. **MOTION PASSED**
 - e. Discuss preliminary FY 2017-2018 capital budget requests from department, boards, and commissions** – L. Charron commented that it has been helpful to receive these preliminary requests from department, boards and commissions. Pointed out that largest request is from Rec department for soccer fields. Discussion with First Selectman on whether town Public Works staff could do any of the work. Inquired on construction on new cemetery – Betsy Petrie commented that they do expect to begin using funding within the next year or two. Reval will take place in the 2018 – 19 budget year.
- H. **Other** S. Salisbury **MOVED** to add request for extension of audit by 30 days to agenda. D. Malozzi **SECONDED**. All in Favor. **MOTION PASSED**.
- The Finance Director will be out of the office when the draft of the audit will be received from the auditor. It is important to have her review the audit before it is submitted to the state.
- K. Cwikla **MOVED** to add a 30 days extension to the audit. P. Johnson **SECONDED**. All in favor. **PASSED**
- I. **Adjourn** – P. Johnson **MOVED** to adjourn the meeting at 8:15 pm. K. Cwikla **SECONDED**. All in Favor. **MOTION PASSED**

Respectfully Submitted,
Laurie J. Bergeron

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.