

BOARD OF FINANCE
REGULAR MEETING
June 21, 2016 7:00 pm
Town Hall
MINUTES

Members Present: Diane Malozzi, Kevin Cwikla, Elizabeth Charron, Stephen Salisbury (Alternate), Michael Nintean (Alternate), Vin Shea (Alternate)

Members Absent: David Scata, Meghan Bruce, Philip Johnson

Also Present: First Selectmen Betsy Petrie, Finance Director Veronica Calvert, Recording Secretary Laurie Bergeron

A. Call to order – L. Charron called the meeting to order at 7:00 pm – V. Shea will sit for M. Bruce, S. Salisbury will sit for P. Johnson and M. Nintean will sit for D. Scata

B. Correspondence

- a. BOE Expenditure Report \$450,000 - \$470,000 surplus will be returning 1% to be put in account – purchase chrome books for staff and students for middle and high school; pay deficit of Vo Ag account. All purchases will be made prior to June 30th
- b. State 2015-2016 Education Revenues
- c. Adopted FY 17 State Budget: Impact on Towns and Cities

C. Minutes

- a. **May 17, 2016, Regular Meeting** – D. Malozzi MOVED to approve the May 17, 2016 meeting minutes as presented. K. Cwikla SECONDED. Motion Passed with S. Salisbury abstaining.
- b. **May 26, 2016, Special Meeting** – M. Nintean MOVED to approve the May 26, 2016 meeting minutes as presented. K. Cwikla SECONDED. Motion Passed with D. Malozzi and S. Salisbury abstaining.

D. Public Comments - None

E. Financial Report: Town Monthly Reports for Fiscal Year 2015-2016 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance – Veronica Calvert reviewed the monthly reports with BOF. Still have a few outstanding bills. Feels we will have approximately \$85,000.00 surplus for the end of the fiscal year. L. Charron inquired about some of the expenses that run through TIP. Suggested that the BOF meet with the Board of Selectmen to iron out what runs through TIP and what should go through budget. K. Cwikla asked if some of the contractors have a scheduled maintenance plan with the town. Betsy replied no – they are call on an at will basis. Electrical work recently done – went out to bid – three bids received took the lowest bid. Work was completed and was done well.

F. New Business

- a. **Discuss and act on Board of Selectman request to use capital account 220-00-213-2713-0010-0000, Library Renovation, for payment of a historian title search invoice.** K. Cwikla MOVED to pay invoice from Mattern and Stefon Land Surveyors from capital account 220-00-213-2713-0010-0000. V. Shea SECONDED. All in favor. Motion Passed.
- b. **Discuss and act on establishment of non-lapsing special fund for Board of Education Fiscal Year 2016 surplus funding.** – D. Malozzi reported the she and D. Scata had met with BOE. The committee reviewed policies from three area towns. D. Scata created a draft proposal to set up this special fund (attached). The BOF discussed the draft proposal and made changes accordingly. V. Shea MOVED to establish a non-lapsing special fund for the Board of Education Fiscal Year 2016 surplus funding with changes noted. D. Malozzi SECONDED. D. Malozzi, K. Cwikla, L. Charron, S. Salisbury, V. Shea voted Aye. M. Ninteanu voted Nay. Motion Passed.
- c. **Discuss and act on requesting the Board of Selectmen call a special town meeting for the purpose of transferring from fund balance \$27,749.00 to close out the Vo Ag Equipment deficit, account number 100-00-000-2289-0000-0000.** D. Malozzi MOVED to request the Board of Selectmen to call a special town meeting for the purpose of transferring from fund balance \$27,749.00 to close out the Vo Ag Equipment deficit, account number 100-00-000-2289-0000-0000. V. Shea SECONDED. M. Ninteanu asked if this request had come up after the agenda had been set for the town meeting for June 20, 2016. B. Petrie had replied yes. All in Favor. Motion Passed.
- d. **Discuss and act on Town FY 2016 surplus funding and capital requests** – no action needed

G. Other - B. Petrie reported on:

- a. OSHA audit. Hearing was held. They were able to get fees reduced to \$1,950. Most items are training related. There are plenty of funds to cover any relative expenses.
- b. Library letter – BOS have not met yet to come up with a formal plan. Optimistic that things can get resolved and we will be able to proceed. 12-18 month hold on library plan to get things in order to proceed. Have not spoken with the state regarding this until we see how this will all play out.
- c. Fire Marshall and Deputy Fire Marshall – we no longer have a Deputy Fire Marshall. Next program starts in the fall – four candidates to interview 3 of the 4 have full time jobs. Would be a financial burden to any of these candidates – There is no money in Fire Marshalls budget to support mileage or a stipend while attending training (two courses over a 6 month period of time). Recommends BOF have a conversation with Fire Marshall during budget meeting to strategize on certification training for a Deputy Fire Marshall.

H. Adjourn – D. Malozzi MOVED to adjourn at 8:10 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.