

BOARD OF FINANCE  
**REGULAR MEETING**  
February 16, 2016 7:00 p.m.  
Town Hall  
**MINUTES**

**Members Present:** Chairman David Scata, Meghan Bruce, Kevin Cwikla, Diane Malozzi, and Michael Nintean (Alternate), Stephen Salisbury (Alternate), Vin Shea (Alternate)

**Members Absent:** Phillip Johnson & Elizabeth Charron

**Also Present:** Selectman John Bendoraitis, Selectman Glen Coutu, Veronica Calvert, Finance Director, Rob Cady (Chairman Public Works Building Committee (PWBC), James Hallene (PWBC), & Recording Secretary Laurie Bergeron

- A. **Call to order** – D. Scata called the meeting to order at 7:00 pm  
K. Cwikla MOVED to add under New Business.... Discuss and act on a Request for Proposal for Audit Services for 2016 and 2017. M. Bruce SECONDED.  
MOTION PASSED UNANIMOUSLY

B. **Correspondence** –

Invoice from Sandra Welwood for FY 2015 Audit  
BOE Expenditure Report  
Memo from Assessor, 2015 Grand List Totals  
FY 2015 Audit Report  
FY 2016-2017 Budget Books  
Information on Governor’s Proposed FY 17 State Budget Impact – D. Scata discussed that proposed numbers are estimated numbers at this time and are subject to change.

C. **Minutes**

January 19, 2016 Regular Meeting Minutes  
D. Malozzi MOVED to approve the January 19, 2016 meeting minutes as presented.  
M. Bruce SECONDED. Motion passed with M. Nintean 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: Board review and discussion of all expenditures. Specific discussion for Department 411 (Auditor) in regards to billing and funding needed for final auditor invoice; Department 415 (Computer Services) in regards over-expenditure of \$6,500.00; and 446 (Paramedic Program) in regards to estimated billing thru March 2016. Revenues compared from last year to this year – no questions.

## F. New Business

1. Discuss and act upon request from Public Works Building Committee: D Scata had asked R. Cady to check if funding was available for survey work – Phase II Environmental Assessment – available grants. R. Cady stated that there will be a grant round this year. Expected to be announced in March 2016 with applications due in April 2016. The contact at DEEP indicated that the Town may not qualify for remediation grant. Per R. Cady, it is unknown if we were to apply for the grant and receive it, when the funding would be received. R. Cady stated that the PWBC committee is having a special meeting with the hopes that Anchor Engineering will have some suggestions for a salt shed and a better bottom line as to what this is going to cost. R. Cady also stated that they will be scheduling a meeting with the Board of Selectmen and Inlands/Wetlands.

The BOF needs to make decision to move forward or not. Grant money is not a given. Per R. Cady, based on the information received from the State, it does not look like we will get the grant. D. Scata MOVED to expend up to \$40,000.00 for the town garage site from the contingency fund. S. Salisbury SECONDED.

DISCUSSION: K. Cwikla expressed concern that once this money is allocated and testing begins and the results of the testing comes back to the Town and State, the Town will be committed. R. Cady agrees that there may be unforeseen problems and as a Town we would need to act. K. Cwikla asked if there a time frame that states when things need to be completed by, do we need to act within the next 6 months to a year. R. Cady stated he does not think so. R. Cady stated the town needs to show that we have addressed any problems identified and plan to remediate.

D. Malozzi asked if the town plans to use the property as a salt shed and if there is no threat to public safety, do we need to act upon it now? M. Bruce asked if funding was to be approved, when could Anchor Engineering start acting on this project? R. Cady felt they could start within two weeks. M. Bruce supports that something needs to be done with this property. M. Bruce stated that this should be brought to a Town Meeting as a full package. The committee should properly prepare the towns' people and the Public Works Building Committee should have the campaign to present this at a Town Meeting. M. Bruce stated this would be a disservice to try to push thru this fiscal year. R. Cady stated that he appreciates all the comments but he would hate to see this go another year. There has already been 14-15 months spent on this project.

MOTION hit a stalemate 2:2:0. MOTION FAILED

2. Discuss an act on invoice from Sandra Welwood for the FY 2015 Audit: D Scata MOVED to authorize an over-expenditure in Department 411 for \$2,450.00 and act on the final invoice from Sandra Welwood in the amount of \$10,950.00, for the Fiscal Year 2016. K. Cwikla SECONDED - MOTION PASSED UNANIMOUSLY
3. Discuss and act on additional auditor costs: V. Calvert has questions to address with Sandra Welwood. Sandra's intention is to come to talk with V. Calvert and the business manager of the school to go over questions. No additional fee will be charged. No action required.

4. Discuss Fire Safety Complex stove TIP funding (BOS): G. Coutu reported that he has all the quotes and is moving forward on the purchase of the gas stove for the Fire Safety Complex.
5. Discuss and act on FY 2016-2017 budget schedule for departments/boards/commissions: D. Scata discussed time table for the budget schedule (revised schedule attached) D. Malozzi MOVED to approve new calendar for the FY 2016-2017 budget schedule. K. Cwikla SECONDED. MOTION PASSED UNANIMOUSLY.
6. The Board reviewed and discussed the following small and static 2016-2017 budgets:
  - Department 403 Probate Court
  - Department 405 Board of Finance
  - Department 408 Board of Assessment Appeals
  - Department 411 Auditor
  - Department 412 Town Report
  - Department 424 Burning Official
  - Department 429 Tree Warden
  - Department 437 Water Pollution Control Authority
  - Department 443 Public Health Nurse
  - Department 448 United Services
  - Department 455 Special Events
  - Department 465 Economic Development
  - Department 467 Inland Wetlands
7. Discuss and act on need for recording secretary to attend 2017 budget meetings: Policy states that minutes need to be taken at all meetings. If the BOF needs detailed minutes, and a member is taking minutes, the member taking notes cannot participate in the meeting. There will be an additional cost to have recording secretary at all budget meetings. M. Bruce MOVED to hire the recording secretary to attend all 2017 budget meetings; K. Cwikla SECONDED; M. Ninteau asked what the cost would be. At \$75.00 per meeting, the estimated cost would be \$750.00 to have a recording secretary at all budget meetings. The BOF agreed to add this to the FY 2016-2017 budget for Department 405. MOTION PASSED UNANIMOUSLY
8. Discuss bonding for roads/bridges project and library renovation/addition project: The BOF discussed short term BANs and the long term Bonds for both projects. Information, from Dennis Dix, Financial Advisor, was handed out to the BOF members which displayed the estimated dates for future BANs and Bonds for both projects along with issuance costs. The Board discussed going forward on long term bonds as rates are low now and may go up. The Board wants to execute both projects on the right balance and the Board needs to have one consistent plan before they go forward.
9. Discuss and act on a Request for Proposal (RFP) for Audit Services for 2016 and 2017: K. Cwikla MOVED that all information regarding language for RFP be sent to V. Calvert and that V. Calvert would publish the RFP for audit services for fiscal years 2016 and 2017. D. Malozzi SECONDED. MOTION UNANIMOUSLY PASSED.

**G. Other**

- V. Calvert handed out new pages for the FY 2016-2017 budget books.

**H. Adjourn** – K. Cwikla MOVED to adjourn the regular meeting at 8:43 pm. M. Bruce  
SECONDED. MOTION PASSED

Respectfully Submitted,  
Laurie J. Bergeron  
Recording Secretary

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