

Approved 2-10-16

MINUTES
BOARD OF FINANCE MEETING
January 13, 2016

I. Call to Order – Meeting called to order at 7:00 pm by Chairman R. Sulich

II. Establishment of Quorum

Members present: R. Sulich, E. Chalfant, R. Droesch, P. Tracey, H. Tuttle, L. Pecoraro

Members absent: None

Alternates present: W. Chalfant, Cheryl Christensen

Alternates absent: S. Pelletier

III. Pledge of Allegiance

IV. Corrections and additions to Agenda

R. Sulich made a motion to add discussion of auditors as item #2 under New Business. Second by L. Pecoraro. It was noted that this item is already under Old Business. Motion and second both withdrawn.

V. Approval of Minutes –

Regular meeting – December 9, 2015 - Approved as amended.

VI. Written Communications / Correspondence –

A letter was received from the Board of Selectmen, passing on a communication from CCM regarding municipal aid for 2015-2016. This includes a reduction to the Town of \$25,069.00; most cuts to the Education portion. R. Sulich said he has shared this information with the Board of Education.

A letter was received from the Board of Selectmen, making suggestions for the procedure of opening the treasurer's mail, to be discussed later in the meeting.

VII. Public Comment - None

VIII. Old Business

1. Treasurer's Report – The Treasurer indicated that the reports provided are still interim reports, as she is waiting for entry changes to be made, from the auditors. She also stated that there are issues with lines 3-4280 and 3-4275. She is waiting to review the agreement with PRE concerning the funds given to the BOS and any criteria for use of same. R. Sulich stated that January of 2013 was the first time these funds were received. C. Miller said the money is not available for general fund expenses and therefore, should not be reported as income.

C. Miller said that the \$90,000 budgeted in line 4-1889 was for the school, historically, as teachers retired and not for the \$11,000+ due to S. Gale on her recent retirement as administrative assistant to the first selectman. She said it may require an additional appropriation, depending on the amount needed by the school.

C. Miller addressed a request by R. Sulich concerning each line item in which more than 50% of the budgeted amount has already been expended. She explained that not all line items are disbursed at 50% half way through the budget year, as some are disbursed in different time frames and in lump sums for the year. R. Sulich asked why line item 4-0605 was already at 90.43% disbursed. R. Piper indicated that this was for the server update done recently.

C. Miller indicated that she had received a proposal from Mahoney Sabol, the current audit firm, for an option to extend their services for one year at the current rate, or the Town can go out to an RFP. The Board felt it propitious to continue with Mahoney & Sabol.

2. **Procedure for Treasurer's Mail** - R. Droesch stated that the auditors want incoming mail to the treasurer monitored to keep track of what is coming in and where it goes. He also stated that it does not need to be a BOF member and after discussion with the Board of Selectmen, they have suggested using Joy Bissonnette, a town employee in the Town Clerk/Tax Collector Office, and that she keep a log of incoming mail. R. Droesch will continue to open mail when he is available and J. Bissonnette will fill in when he is not available. It was also noted that, since R. Droesch is a member of the BOF, he does not need to keep a log.

C. Miller said that the State now prefers to do direct deposits as opposed to physical checks, but previously would only deposit into one account. She is contacting them to request that multiple accounts be used and anticipates that in the next few months, the use of checks will be discontinued.

C. Miller stated that tax collection as of December is at 55%, with the delinquent accounts down to \$180,000.

3. **Status of Annual Town Audit** - R. Sulich indicated that he received an e-mail from the auditors, stating that an extension to February 15, 2016 has been filed and they hope to make a presentation at the next BOF meeting in February.

IX. New Business

1. Elect New Vice-Chairperson

P. Tracey nominated L. Pecoraro. Second by R. Sulich.

No other nominations.

Vote – unanimous.

VI. Adjournment --

H. Tuttle made a motion at 7:50 pm to adjourn. Second by P. Tracey

Vote: 6-0-0. Passed.

R. Drosch / P. Tracey / H. Tuttle / R. Sulich / E. Chalfant / L. Pecoraro

Yes

Yes

Yes

Yes

Yes

Yes

Respectfully submitted,

Joy A. Bissonnette
Recording Secretary