

**BOARD OF FINANCE
REGULAR
MEETING AGENDA
7:00 P.M.**

March 14, 2018
Municipal Building
1 Municipal Drive, Canterbury, CT

- I. Call to Order – 1 minute**
- II. Establishment of Quorum – 1 minute**
- III. Pledge of Allegiance – 1 minute**
- IV. Approval of Minutes – 5 minutes**
 - a. 1/10/2018 Regular Meeting minutes
- V. Written Communications / Correspondence – 20 minutes (7:08)**
 - a. Correspondence from Treasurer addressed to the Board of Finance Chairman via personal email on January 31st, 2017.
 - b. Correspondence from Vice-Chairman Board of Education
- VI. Public Comment – 15 minutes – limit 2 minutes per speaker on current agenda items only. The same speaker may not comment again until all other comments on the subject have been heard. The Board reserves the right to extend the period or to move the agenda.**
- VII. Old Business- 30 minutes (7:43)**
 - a. Treasurer's Report
 - 1. Budget to Actual
 - 2. Balance Sheet
 - 3. Capital and Non-Recurring Fund
 - 4. BOE Balance Sheet
 - b. Procedural Action Required (Explanation)
 - 1. *Since the taxpayers passed a budget before the bill date (and rate) set by the Board of Selectman, the BOF is required to set the mill rate and billing date for the second billing of town taxes.*

Procedural note: Board of Finance Meetings are scheduled and planned for a maximum of two hours. Continuing a meeting beyond two hours may be considered if there is a compelling reason to do so such as a consideration involving continuity of discussion, or speaker availability. This is done as a matter of consideration for Public and Board Members need to work in the morning, and the decrease in productivity caused by meetings that extend beyond this limit.

- **Recommended Motion:** To set the mill rate at 24.5 mill. Bill date (is/was) January 1st, 2018 for all remaining Canterbury tax bills (property and vehicles).

VIII. New Business – 40 minutes (8:13)

- Request for Proposal for completion of an actuarial required by GASB 45. (Information)
 - Request for Proposal for auditing services (annual town/school audit) (Information)
 - Library fiber grant appropriation
- **Recommended Motion:** Accept Library grant in the amount of \$22,336 and move the grant funds to Library grants line item 4-1154.
- Additional appropriation for installation of fiber
- **Recommended Motion:** Approval and additional appropriation of \$19,999 to line item 1154.

(Note: I asked the First Selectman to discuss this with Library (personnel) and we've arrived at a solution which doesn't require spending part of the grant money paying for legal notices, town meetings and the like. This grant does not require matching funds, so it is truly and in and out transaction which we are required to use for the specific project (installing fiber). The remainder of the grant money will roll into the General Fund at the end of the year, and we'll need to appropriate it to the library.)

- Discuss job description for book keeper
- Request Board of Selectman retain temporary book keeper to perform work in the job description.
- Town Attorney draft of ordinance to make Treasurer position a hired position after the completion of the current Treasurer term.
- Review sample job descriptions for various positions that encompass the duties and responsibilities (by law and by practice).
- Tax Presentation
- Fiscal Indicators

IX. Closing Public Comment – 15 minutes (8:53)

- Limit 2 minutes per speaker. The same speaker may not comment again until all other comments on the subject have been heard. The Board reserves the right to extend the period or to move the agenda.

X. Adjournment – 1 minute (9:07)

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Respectfully submitted,

Raymond P. Sulich Jr.
Canterbury Board of Finance Chairman

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