

Approved 5-0-0

MINUTES
BOARD OF FINANCE
MEETING
DECEMBER 14, 2016

I. **Call to Order** – Meeting called to order at 7:01 p.m. by Chairman L. Pecoraro

II. **Establishment of Quorum** –

Members present: L. Pecoraro, R Tuttle, E. Chalfant, R. Droesch

Members absent: R. Sulich, P. Tracey

Alternates present: W. Chalfant

Alternates absent: S. Pelletier

Chairman L. Pecoraro asked W. Chalfant sit in as a voting member for R. Sulich.

III. **Pledge of Allegiance**

IV. **Corrections and Additions to the Agenda** – L. Pecoraro added OPM Neglected Cemetary Accts Grant Program Awards under New Business #4 Motion made by R. Droesch, Second R. Tuttle **Approved 5-0-0**

Vote: L. Pecoraro/R. Tuttle/E. Chalfant/R. Droesch/W. Chalfant
Yes Yes Yes Yes Yes

V. **Approval of Minutes** – November 9, , 2016 **Approved**
Minutes Approved, L. Pecoraro and R. Droesch abstained

VI. **Written Communications/ Correspondence** –OPM Grant added as #4 New Business

VII. **Public Comment** – Selectman C. Lipke asked to be added to the Agenda for CIP discussion. E. Chalfant made the motion to add under New Business #5 CIP discussion. Second by R. Droesch

Vote: L. Pecoraro/R. Tuttle/E. Chalfant/R. Droesch/W. Chalfant
Yes Yes Yes Yes Yes

VIII. **Auditors Presentation**– Auditor Presented and discussed how audit was performed. She said it is on time, there were no issues and it would be filed by 12/31/2016. R. Droesch asked if having a board member open the town treasurers mail was required or a suggested procedure by the auditors. The auditor said it was a suggested procedure. She said the board can appoint anyone and she does suggest that they do have someone else to open the mail. R. Droesch made a motion to accept the auditors report as presented. Second E. Chalfant. **Approved 5-0-0**

Vote: L. Pecoraro/R. Tuttle/E. Chalfant/R. Droesch/W. Chalfant
Yes Yes Yes Yes Yes

IX. Committee Report-

- 1. ARC -L Pecoraro stated that the ARC committee developed a Financial Consultant job description and he would like to discuss it under New Business and be treated as a first read so board members can review it.**
- 2. Town of Canterbury Building Committee for the Roof Replacement Project at DHBMS. L. Pecoraro stated that he would like to present this report at next meeting when R. Sulich was present because he is the BOF member on this committee.**

X. Old Business

- 1. Treasurer Report** – Treasurer left after the Audit Report was presented
The board discussed how they rec'd the reports for the recording secretary and would like to receive electronic copies and hard copies. L. Pecoraro stated he would like to get away from mailing copies. He said the recording secretary can make copies and leave them in the BOF mailbox at town hall.

XI. New Business –

- 1. ARC- L. Pecoraro stated that he would like the board to to review the the packet from the ARC committee as a first read and make notes and have questions ready for the next meeting. W. Chalfant asked that the job description for the town treasurer be provided for the board so they can compare the two.**
- 2. 2017 meeting calendar** – L. Pecoraro presented the 2017 BOF meeting schedule . First Selectman Roy Piper stated that the meeting for approval of the new year schedule needs to be held in Nov because per state statutes one the schedule is approved you cannot hold a meeting for 30 days. The Jan 11the meeting will have to be a special meeting. L. Pecoraro stated he will send a copy of the schedule to the Town Clerk. R. Droesch made a motion to approve the Board of Finance meeting calendar with changes made. Second W. Chalfant **Approved 5-0-0**

Vote: L. Pecoaro/R. Tuttle/E. Chalfant/R. Droesch/W. Chalfant

Yes Yes Yes Yes Yes

- 3. 2017-2018 BOF Budget-** L. Pecoraro stated he received the budget sheets from the BOS. The Board needs to fill out the amounts for their budget and return to BOS by mid Jan. L. Pecoraro stated he would like to put the same amounts as the 2016-2017 budget. E. Chalfant made the motion for the L. Pecoraro to fill out the same amounts as last year. Second by R. Droesch. **Approved 5-0-0**

Vote: L. Pecoaro/R. Tuttle/E. Chalfant/R. Droesch/W. Chalfant

Yes Yes Yes Yes Yes

- 4. Neglected Cemetary Grant-**First Selectman Roy Piper stated that the town was awarded a 2000.00 grant by OPM and that at the next BOS meeting a resolution would need to be adopted and then it will be forwarded to the BOF. This grant is for maintenance and repairs of cemeteries
- 5. CIP-** Selectman C. Lipke stated that he will be cross referencing his reports with the P&L. He discussed with the board on the P&L that a John Deere tractor in line item 5162 on the P&L should be in line item 5128P town backhoe. First Selectman Roy Piper recommends that the line item needs to be corrected. Selectman C. Lipke

said he would like to see the BOF find out from the treasurer about getting this corrected. R. Droesch stated that the Town foreman should write a letter to the BOS, then forwarded to the BOF. The First Selectman stated that can be done.

XII. Adjournment: R. Tuttle made a motion to adjourn. Second E. Chalfant. **Approved 5-0-0**
Vote: L. Pecoraro/R. Tuttle/E. Chalfant/R. Droesch/W. Chalfant
Yes Yes Yes Yes Yes

Respectfully submitted,

Karen Sulich
Recording Secretary