

Accepted 12-13-2017

MINUTES
BOARD OF FINANCE
SPECIAL MEETING
November 21, 2017

- I. **Call to Order** – Meeting called to order at 7:07PM by Secretary P. Tracey
- II. **Establishment of Quorum** –
Members present: P. Tracey, R. Sulich, M. Bruneaux
Members absent: R. Tuttle
Alternates present: W. Chalfant, S. Pelletier, J. Vincent
Alternates absent:

P. Tracey asked W. Chalfant to sit in for R. Tuttle, S. Pelletier for the 4yr Vacancy seat, and J. Vincent for the 2yr Vacancy seat
- III. **Pledge of Allegiance**
- IV. **Appointment of Temporary Chairman (until permanent Chairman is appointed)-**
S. Pelletier nominated R. Sulich for Temporary Chairman. Second M. Bruneaux
The Recording Secretary called roll call for the vote: **Approved 6-0-0**
Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent/W. Chalfant
Yes Yes Yes Yes Yes Yes
- V. **Appointments-**
1. Appointment to fill 4yr regular/full member position vacated by Raymond Sulich. Appointment to expire until the next municipal election 11/5/2019 (end of term 11/16/21). W. Chalfant nominated Norman Pelquin Jr. R. Sulich called roll call for the vote. Norman Pelquin Jr. was **denied 1-5-0**
Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent/W. Chalfant
No No No No No Yes
2. Appointment to fill 2yr regular/full member position vacated by Mathiew Bruneaux. Appointment to expire until the next municipal election 11/5/2019 end of term 11/19/2019). R. Sulich nominated Mike Lee. R. Sulich called roll call for the vote. **Approved 6-0-0**
Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent/W. Chalfant
Yes Yes Yes Yes Yes Yes
- VI. **Recess for Swearing in of newly appointed Board Members** - R. Sulich call for a recess to swear in M. Lee. M. Lee was not present at meeting.
- VII. **Election of Board of Finance Officers-**
1. **Chairman-** S. Pelletier nominated R. Sulich. R. Sulich called roll call for the vote. **Approved 5-0-1.**
Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent/W. Chalfant
Yes Yes Yes Yes Yes Abstain
2. **Vice Chairman-** R. Sulich nominated P. Tracey. R. Sulich called roll call for the vote.

Approved 5-0-1.

Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent/W. Chalfant

Yes Yes Yes Yes Yes Abstain

- 3. **Secretary-** P. Tracey nominated M. Bruneaux. R. Sulich called roll call for the vote.

Approved 5-0-1.

Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent/W. Chalfant

Yes Yes Yes Yes Yes Abstain

VIII. Public comments-

IX. New Business-

- 1. Review of unaudited Fy2016/2017-year end financials Unofficial, unaudited financial data R. Sulich stated that the treasurer was on vacation but at a past BOF meeting she had stated that the unreserved fund balance projected he believed was around 2.1 million dollars. He would get information from the treasurer on these numbers.
- 2. Review of FY2015/2016 audit findings (recommendations made by auditor for process improvement of financial systems and procedures-
- 3. Review of Audit Response Committee findings, job descriptions for Financial Consultant and Treasurer.

R. Sulich made a motion to postpone items 2 and 3. Second S. Pelletier **Approved 5-0-1**

Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent/W. Chalfant

Yes Yes Yes Yes Yes Abstain

- 4. Recommendation for funding of Financial Consultant line (4-0210) in FY 2017-18 budget. **Discussion and possible board action.** S. Pelletier made a motion to approve Selectmens request to add 22,000.00 to line item 4-0210 FY2017-2018 budget for discussion of the budget process. Second R. Sulich. During discussion S. Pelletier amended his motion to change it from 22,000.00 to 15,000.00 Second R. Sulich **Approved 6-0-0**

Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent/W. Chalfant

Yes Yes Yes Yes Yes Yes

The board then voted on the original motion to approve Selectmen’s request to add 15,000.00 to line item 4-0210 FY2017-2018 budget for discussion of the budget process.

Approved 6-0-0

Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent/W. Chalfant

Yes Yes Yes Yes Yes Yes

- 5. Discussion of State Budget revenues/grants specifically what cuts were made to what revenue streams in the Town Budget. R. Sulich stated that the Governor has made more cuts (holdbacks) to the state budget. Canterbury was looking at additional cuts to the Town and School budgets.

Mr. Chalfant let the Chairman know that he had to leave at @8:15 pm.

- 6. Determine and communicate department budgets based on initial budget proposals and target balances as affected by State Budget grant reductions. Discussion and possible board action.

7. Budget Update, discussions and Expenditure/Revenue Spreadsheet FY2017-18. S. Pelletier made a motion to Generalize the budget procedure and to move forward with the budget process use last years approved budget and make cuts based on the cuts proposed by the State and have no tax increases and do not use fund balance. Second R. Sulich. **Approved 5-0-0**

Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent

Yes Yes Yes Yes Yes

R. Sulich made the motion to Set Education Proposed annual budget using last years approved budget amount minus the 613,954.00 cut from the State. Set the Town 2017-2018 Proposed budget using last years approved budget minus 56,424.00. Second S. Pelletier. **Approved 5-0-0**

Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent

Yes Yes Yes Yes Yes

8. Set meeting date for feedback from Town departments relating to target balances. Discussion and possible board action. R. Sulich made the motion to schedule Special Meetings for December 6, 2017 @ 7pm, December 7, 2017 @ 7 pm. To include the public hearing on the December 13, 2017 BOF meeting, and a Special Meeting on December 14, 2017 @ 7pm. Second S. Pelletier. **Approved 5-0-0.**

Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent

Yes Yes Yes Yes Yes

9. Set date for 2017-2018 Budget Public Hearing. **Discussion and possible board action** Meeting was scheduled for December 13, 2017

- X. **Adjournment-** S. Pelletier made a motion to adjourn. Second M. Bruneaux **Approved 5-0-0**

Vote: P. Tracey/R. Sulich/M. Bruneaux/S. Pelletier/J. Vincent

Yes Yes Yes Yes Yes

Respectfully submitted

Karen Sulich
Recording Secretary