

## Minutes

# Board of Finance Meeting

January 22, 2014

Town Hall Room 206 7:30 PM

### CALL TO ORDER

Liz Mao, Chairman, called the meeting to order at 7:32 p.m. All members of the Board of Finance were present. Also in attendance was Finance Director Kate Clarke Buch. The meeting was broadcast live over Channel 79.

### TRANSFERS OVER \$5,000

- **Police – Station Operation and Maintenance \$6,400**

Chief Duane J. Lovello, the town's Police Chief, was in attendance and has requested funding for the purchase of 2,000 gallons of diesel fuel to fill up the tank at the Police Station, which provides fuel for the emergency generator. Chief Lovello explained that the fuel consumption is due to the major storms we have had over that past couple of years. Without the fuel the Police Station is at risk of running out of fuel if power is lost due to a storm. Jon Zagrodzky asked for some clarification on how the previous generator worked. Chief Lovello explained that the old generator used to be fueled by a tank that the Police Station uses for heating. The new generator requires diesel fuel, and this tank is now separate from the fuel that supports heat for the Police Station, which is the proper way to fuel the generator.

Jon Zagrodzky moved to approve. Passed 7 – 0.

### CONTINGENCY TRANSFERS

- **Police – Professional Services \$14,000**

Chief Duane J. Lovello, the town's Police Chief, requested additional funding for professional services. Chief Lovello explained he did not anticipate the retirement of Captain Komm, which led officers to be promoted to the rank of captain, sergeant and lieutenant. The firm the Police Department used for officer assessments closed causing a search for a new company. Several vendors were considered for replacement. Based on feedback from other police departments, they decided to look out of state. They spoke with I O Solutions out of Chicago, which performs entry level exams but due to the high cost of higher level exams, the Police Department decided to go with a Badge Quest a company from Massachusetts. The Police Departments had over 20 candidates take the sergeant's exams which led to the request of additional funding of professional services.

Bruce Orr asked about previous history and the impact to next year's budget, and Frank Huck inquired about the \$2,000 above what is needed. Chief Lovello explained a valid captain and sergeant's test is good for two years. The additional funds requested would cover things like the investigation of a drainage issue at the Police Station.

David Lopiano moved to approve. Passed 7 – 0.

## **FINANCIAL REPORTING**

Kate Clarke Buch informed the Board that the cleanup of the last couple winter storms is impacting the Park & Recreation overtime budget. Jamie McLaughlin inquired about expected returns on regular investments, which is far lower than was expected. Mrs. Buch explained by law we are limited on how we can invest the town's income and that the town's first priority is to protect the principal. Mrs. Buch mentioned that several capital accounts can be closed. Chairman Liz Mao informed the boards that accounts are typically swept into capital contingency budget after the department heads give the approval the funds are no longer needed.

Jon Zagrodzky moved to approve. Passed 7 – 0.

## **APPROVAL OF MINUTES**

The board reviewed the draft minutes of January 15, 2014.

Bruce Orr moved to approve the minutes. Frank Huck seconded the motion. Passed 5-0 (Jon Zagrodzky and Gwen Mogenson abstained due to their absence from the December 19<sup>th</sup> meeting.)

## **SPECIAL ASSIGNMENT/COMMITTEE REPORTS**

Chairman Liz Mao mentioned that Frank Huck has expressed interest in joining the audit committee, and he will be filling the vacancy.

Jon Zagrodzky provided an update on the special audit. Mr. Zagrodzky and Mrs. Mao had a subsequent meeting with CohnReznick, who informed him that they would need to expand the scope and cost of the audit from what they originally projected. This was due to a number of issues found in paperwork regarding reimbursement calculations. Chairman Liz Mao and Mr. Zagrodzky explained that the level of detail CohnReznick are performing, to get to the facts, justifies the additional cost to ensure the analysis is done right. Mrs. Mao went on to say that it is important that Board of Education staff has the appropriate management skills to ensure policy and procedures are being followed.

**CHAIRMAN'S REPORT**

Nothing was reported.

**OTHER BUSINESS**

Nothing was reported.

**ADJOURNMENT**

Meeting was temporarily adjourned at Town Hall. The Board of Finance moved to the Board of Education Meeting Room and reconvened the meeting at 35 Leroy Avenue to provide feedback on the special education audit and provide some general remarks on the 2014/15 budget process to the BOE.

There being no further business, Jamie McLaughlin made a motion to adjourn. Bruce Orr seconded the motion. Passed 7 – 0 at 8:35 p.m.

Respectfully submitted,  
David Lopiano  
Clerk