

MINUTES  
BOARD OF FINANCE REGULAR MEETING  
May 19, 2009  
7:30 PM- Room 206

The meeting was called to order by Vice Chairman Martha Banks in the absence of Chair Murry Stegelmann at 7:38 PM. Members of the Board of Finance present were Martha Banks, Lorene Bora, Gwen Mogenson, Tom Volpe and Jon Zagrodzky. Kate Buch, Finance Director, was also present. Elizabeth Smith Mao was not in attendance. The meeting was broadcast on Channel 79 and recorded.

TRANSFERS UNDER \$5,000

A request was made by the Department of Public Works in the amount of \$3,519 for Potable Water. The overage was caused by two leaks at Town Hall which were not immediately discovered. The leaks have been repaired. Funds are to be transferred from Sewer Use Charges and Overtime Salary accounts. A motion to approve was made by Tom Volpe, seconded and approved 5-0.

A request in the amount of \$2,902 was made by the Assessor's Office for Board of Appeals Overtime. Over 500 appeals against the October 2008 revaluation of the grand list have been heard, resulting in the need for extensive clerical support. Funds will be taken from the Conferences and Training accounts. A motion to approve was made by Gwen Mogenson, seconded and approved 5-0.

A request in the amount of \$2,000 was made by the Department of Public Works for Seasonal and Temporary Salary. The cause is an extended medical absence by one of the department's clerical staff. Funds will be transferred from the Professional Services account. A motion to approve was made by Gwen Mogenson, seconded, and approved 5-0.

Chairman Stegelmann joined the meeting at 7:45.

CONTINGENCY TRANSFERS

A transfer in the amount of \$55,980 was made by Department of Public Works for Snow/Ice Control Materials. (The originally requested amount of \$63,000 was reduced due to the receipt of reimbursement for its portion by the Board of Education.) The per ton price of rock salt which includes transportation cost was higher than budgeted by 25%. In addition salt shortages developed over the winter. Funds will come from Contingency. A motion to approve was made by Tom Volpe, seconded, and approved 6-0.

## SPECIAL APPROPRIATION

A request in the amount of \$2,350,000 was made by the Department of Public Works for the Goodwives River Sewer Expansion. The request includes the purchase of a small piece of property, at a negotiated purchase price of \$39,100, which is needed to facilitate the installation of the sewer under the bridge. It was stated that the purchase is the most pressing need with regards to this project. Actual construction will not start until late summer or fall. There is bond authorization in the amount of \$1.7 million remaining; therefore a new authorization for the project will be needed. The proposed bond authorization amount is \$2,700,000 which includes the estimated project cost as well as estimated bond issuance costs and amounts for the project previously appropriated.

The Board inquired about the background of the project and proposed timing given that all major capital projects are on hold. Kate Buch explained that the Sewer Commission usually pursues projects if a majority of affected property owners want it, if the state deems it to be a necessity (which is not the case here) or if there are environmental reasons. Based on 2006 information, each property owners assessed value would increase by \$75M if a sewer line is installed while the actual assessment for their share of the cost of the project would be \$29M.

Buch noted that the town can go out to bid contingent upon approval of funding.

The project requires approval by the RTM, therefore if this is to be acted on before September a special meeting of the RTM will have to be called.

Given that the Board did not determine it had adequate information to make a decision, a motion was made by Tom Volpe to table the issue. The motion was seconded. The Board agreed that Martha Banks and Lorene Bora would research the project with Bob Steeger and the Sewer Commission. Based on their findings, especially with regard to timing, the Board will either call a special meeting or place the item on the agenda for the next regular meeting. The motion was approved 6-0.

## FINANCIAL REPORT

Kate Clarke Buch gave the financial report. She reported that she has aggressively reviewed all accounts in the last few weeks and talked to department heads to determine where they stand against their budgets. Buch still anticipates a \$1 million shortfall in revenue although the mix has changed a bit. She expects that the town will be \$1.5 million under budget on expenses with key factors being interest savings from the bond refinance and the halt of capital projects.

A Board of Education update was received from John Boulton who indicated that the BOE has not given up on receiving 100% reimbursement from the state for Special Education.

Police overtime jumped \$10,000 in one pay period due to mandatory training. Officers that were out earlier in the year have for the most part returned. The department is trying to recoup workers compensation for two of the officers who are eligible. If successful, those funds will be applied against overtime expenses previously incurred.

At this time, no other departments are incurring notable overtime. Buch is pushing department heads to find dollars within their own budgets to cover overages in their departments.

The increase in Legal Expenses includes \$35,000 for the settlement of a ten year old case related to the dump.

#### APPOINTMENT OF AUDITOR

The Board discussed the appointment of Blum Shapiro & Company PC for the FYE 2009 audit. The fee proposal of \$53,500 represents slightly less than a 3% increase. The town's audit was last put out to bid in 2002. Jon Zagrodzky asked about having the auditor review our procedures for appropriateness and best practices. Buch reported that such a review would not be within the scope of the audit engagement but that the Audit Committee of the Board could consider a special engagement for such purpose. Zagrodzky volunteered to join the Audit Committee to pursue a best practices review.

Gwen Mogenson made a motion to approve Blum Shapiro for the 2009 engagement. The motion was seconded and approved 5-0-1(Bora).

Gwen Mogenson also made a motion to appoint Zagrodzky to the Audit Committee of the Board. The motion was seconded and approved 6-0.

#### APPROVAL OF MINUTES

Minutes of March 31, 2009- Lorene Bora made a motion to approve the minutes as presented. The motion was seconded and approved 5-0-1 (Zagrodzky).

Minutes of April 20- Section C of the budget resolution was amended to add a "t" to the word "budget". Gwen Mogenson made the motion to approve the minutes as amended. It was seconded and approved 5-0-1 (Volpe).

Minutes of April 21, 2009- Martha Banks made a motion to approve the minutes as presented. The motion was seconded and approved 4-0-2 (Volpe, Zagrodzky).

#### SPECIAL ASSIGNMENT UPDATES

Flood Mitigation Committee- Murry Stegelmann reported that the Flood Mitigation Committee will meet next week. He stated that the next step is calling a meeting of all key boards to discuss progress to date and how the town will move ahead. Per Kate Buch, the Baker Pond project is moving ahead.

## CHAIRMAN'S REPORT

Murry Stegelmann reported that the RTM approved the Fiscal Year 2010 budget as well as funding the OPEB. It did not however approve the ordinance to create the trusts; therefore the money will go from the General Fund to an OPEB fund, but not a trust fund. The RTM wanted to look more carefully at the trust language before approving it. The TGS&H committee was not prepared to make a recommendation at the last RTM meeting. Stegelmann noted that there had been some discussion regarding the annual budget process and whether the RTM had adequate time for its review.

There being no other business, Jon Zagrodzky made a motion to adjourn the meeting at 8:38 P. M.

Respectfully submitted,

Lorene E. Bora  
Acting Clerk