

Minutes

Board of Finance Meeting

October 16, 2012

Room 119 7:30 PM

CALL TO ORDER

The meeting was called to order by Chairman Liz Mao at 7:35 pm. All members of the Board of Finance were present except Joe Duwan. Also in attendance was Kate Clarke Buch, Finance Director. The meeting was taped for broadcast over Channel 79.

UPDATE ON 35 LEROY RENOVATION/MATHER COMMUNITY CENTER

Ms. Mao provided a brief update. Bidding for the project is still underway. Also underway is bidding for Town Hall asbestos abatement. The funding authorization was not used for the abatement work, since at the time of the 35 Leroy transaction, there was an asbestos credit built into the price. As such, the Town did not bond as much as was authorized.

The Board elected to table this issue for further discussion until the next meeting.

TRANSFERS UNDER \$5,000

- **Health Department – temporary employee – \$1,000**

The department requested funds from the part-time employee account to a new account called “temporary employees.” This is an adjustment of the previous practice of paying temporary employees out of the part-time employee account. No additional funds for the employees are being requested. Temporary employees are typically utilized to provide coverage when the health department administrative assistant is out on vacation or sick. Lori Bora moved approval; passed 6-0.

- **Town Clerk – election expenses – \$400**

The town clerk’s office requested monies for additional overtime related to election coverage. Jamie McLaughlin moved approval; passed 6-0.

CONTINGENCY TRANSFERS

▪ Administrative Officer – Support Services – \$10,000

The full-time office administrator in the Building Department has been out on medical leave. The Town has used temporary employees to insure that the Building Department continues to run efficiently and keep up with the demand of operations in this person's absence. This arrangement will be necessary through year-end; normal staffing is expected by January 1, 2013. Jon Zagrodzky moved approval; passed 6-0.

OTHER BUSINESS

Jon Zagrodzky moved other business; passed 6-0. The purpose was to consider an additional transfer.

▪ Planning & Zoning – Regulatory Counsel – \$20,000

The Planning & Zoning Department requests as transfer from the P&Z and Other Regulatory Counsel accounts to the Environmental Protection (EPC) Regulatory Counsel account. The transfer was needed to support two pending EPC cases, the costs/hours of which have been greater than expected. At this early point in the fiscal year, there appear to be enough funds in the P&Z and Other Regulatory Counsel accounts to cover these additional expenses. Martha Banks moved approval; passed 6-0.

FINANCIAL REPORT

Kate Buch presented a financial overview. The following points were considered:

- The planned budget to cover election-related expenses will not be sufficient.
- The pay-out of accrued time-off related to the October 31st retirement of the Building Inspector will be more than expected. The Board recognized the inspector for his 30 years of service to the Town.
- Revenue accounts are positive. Town Clerk and building permit fees are higher than expected.
- The Sewer account is expected to be positive overall, but payments to Stamford will likely be greater than budgeted. Negotiations with Stamford for a renewed contract are at a stand-still. Liz Mao will discuss this with First Selectmen Jayme Stevenson.
- Jamie McLaughlin asked whether tax collection rates were on-track. Ms. Buch indicated that they were on-target versus expectations.
- Martha Banks briefly described her work (with Kate Buch's support) on the reformatting of the RFCNRE report, and she asked for comments. It was agreed that the Board

should look at items with budget reserves that are carried over from year-to-year (policy needed).

- Liz Mao asked when building projects (e.g., Police Building, Weed Beach) are closed out. She was concerned about expense creep.

SPECIAL ASSIGNMENTS, COMMITTEE REPORTS, CHAIRMAN’S REPORT

- Liz Mao reported that she met with First Selectmen Jayme Stevenson regarding furniture at Weed Beach. They plan to meet with the Parks & Recreation Department to discuss.
- The five-year planning committee will call a Special Meeting to discuss their work.
- As planned, the Board will meet next on November 20th to elect officers and consider the five-year plan. The Board’s regular meeting will be held November 27th.

MEETING SCHEDULE FOR 2013

The Board considered the meeting schedule below for 2013:

| Date | Day | Time | Topic |
|----------------|------------|-------------|---|
| January 15 | Tues | 6:30 | Regular meeting |
| January 15 | Tues | 7:30 | Joint meeting with Board of Education |
| February 12 | Tues | 7:30 | Regular meeting |
| March 5 | Tues | 7:30 | Budget meeting – to receive BOS and BOE budgets |
| March 12 | Tues | 7:30 | Statutory meeting – to hear all parties with respect to the Budget (auditorium) |
| March 19 | Tues | 7:30 | Regular monthly meeting; budget topics TBD |
| March 26 | Tues | 7:30 | Budget meeting; topics TBD |
| March 23 or 30 | Sat | 8:00 am | Tour of Schools; starts at Middlesex School Rotunda |
| April 2 | Tues | 7:30 | Budget meeting; topics TBD |
| April 4 | Thurs | 7:30 | Budget meeting with Board of Selectmen, Board of Education |
| April 9 | Tues | 7:30 | Preliminary vote on the Budget |
| April 11 | Thurs | 7:30 | Regular monthly meeting; Final vote on Budget, set Mill Rate |
| May 21 | Tues | 7:30 | Regular monthly meeting |

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| June 18 | Tues | 7:30 | Regular monthly meeting |
| July 16 | Tues | 7:30 | Regular monthly meeting |
| August 27 | Tues | 7:30 | Regular monthly meeting |
| September 17 | Tues | 7:30 | Regular monthly meeting |
| October 15 | Tues | 7:30 | Regular monthly meeting |
| November 19 | Tues | 7:30 | Statutory meeting; election of officers, monthly meeting |
| December 17 | Tues | 7:30 | Regular monthly meeting |

Jamie McLaughlin moved approval of the 2013 meeting schedule; passed 6-0.

MINUTES

The Board reviewed the draft minutes for the September 18, 2012 meeting and made minor edits. Lori Bora moved approval; passed 5-0-1 (Jon Zagrodzky abstained due to absence).

ADJOURNMENT

There being no further business, Jamie McLaughlin made a motion to adjourn. The motion was seconded and approved 6-0 at 8:17 PM.

Respectfully submitted,

Jon Zagrodzky
Clerk