

**Board of Finance
Regular Meeting Minutes
October 9, 2018**

Members Present: M. Bronn, S. Leeper, T. Pratt, J. Carroll

Members Absent: None

Others Present: None

Call to Order: 7:00 PM

M. Bronn led the assembled in the Pledge of Allegiance.

Public Comment: No comment.

M. Bronn noted that the Board received the resignation of J. Rodorigo, so there are currently only 4 members of the board.

Approval of Minutes:

T Pratt made a motion to approve the 9/26/2018 meeting minutes as presented. S. Leeper seconded the motion. All ayes.

Bills:

One invoice from Joann Overby as clerk for the 9/26/2018 meeting. **T. Pratt made a motion to pay the invoice. J. Carroll seconded the motion. All ayes.**

Correspondence:

Letter from Beacon Hose Co. #1 regarding expenses for large purchases under the EMS Supplies line. They have purchased a Stair Pro which is a piece of equipment which helps carry a larger person down a flight of stairs. T. Pratt noted that Beacon Hose received \$500 trade in for their older Stair Pro model, so the purchase has taken place. The second PO is for bender lifts. The equipment totals \$6,400 which will cause a shortage in the EMS line for the remainder of the year.

J. Carroll stated that it is a problem that purchases are being made prior to approval. T. Pratt noted that the letter from Beacon Hose suggests the option of taking the funds from the EMS account. S. Leeper asked if, in the past, Beacon Hose has been authorized to use the EMS account for larger equipment purchases and who would authorize that purchase. T. Pratt noted that EMS uniform expense is a routine EMS expense which comes from that account. Since he has been Treasurer, there was one other instance when a larger equipment purchase was approved from the EMS account. The EMS account is healthier than it was a year ago. M. Bronn sees the philosophy behind using the EMS funds for equipment purchases. The general fund EMS line currently has the funds to cover the purchase, but the line will be short for routine emergency supply purchases.

M. Bronn noted that the purchase will either require a budget transfer or approval from the BOS to use the EMS account. He is tabling the letter for BOS to review, so that it can go through the proper channels. BOS will act on the request prior to BOF acting.

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Reports:

Ambulance Service Report: T. Pratt noted that the ambulance service account is at \$57,900 which is \$10,000 above where it was last September. There is still outstanding debt which needs to be collected and October through December are typically slower months for collections. AMR continues to be very active in town, taking 80 calls and there are only 12-15 active EMS members. The account needs to maintain a healthy balance in order to make payroll.

Treasurer's Report: The Board reviewed the bank balances at the end of September 2018. Interest continues to be strong with over \$16,000 in interest earned last month.

Town Clerk Report: The Board reviewed the Town Clerk report for the month of September. Conveyance was low for the month of September, causing Town Clerk revenue to be relatively low for the month.

Tax Collector's Report: Tax collections for September were reviewed.

Finance Manager's Report: The board reviewed the attached Expenditures report through the month of September and the report notes line items which are already in danger of exceeding their budgets. E. Schwarz answered questions on expense lines which are under budgeted in the current budget, including the Town Hall Utilities line and Vehicle Fuel lines for Police and Highway. T. Pratt asked about the Senior Center Building Maintenance line. E. Schwarz explained that a kitchen cabinet for \$1500 was purchased without a Purchase Order and this has depleted the line. T. Pratt noted that again we have the issue of volunteers spending in excess of \$1,000 without approval.

With regard to the Finance Office, M. Bronn noted that interviews are taking place for the Finance Manager position.

C. Bielik entered the room at 8:00 PM.

First Selectman's Report: C. Bielik noted that the O&G property purchase is moving forward and he expects to finalize the purchase by the end of the month. The Town has filed our request for public assistance with FEMA and we will begin to compile the reporting needed to file for reimbursement. We have every expectation that the town will receive 75% reimbursement for the storm expenses. There was a recent drainage repair on Burton Road, which has turned into a larger project, which the town put out a bid on. Timothy Kraus was the low bidder on the repair work, which is moving forward. C. Bielik will be meeting with Dave Prickett tomorrow regarding the Wastewater Treatment plant engineering and the next steps. The town is looking at moving forward with sewer user fees in order to qualify for USRDA grants for the plant. The NVCOG continues to study regionalization possibilities for sewer treatment.

New Business:

T. Pratt made a motion for a letter from the Board of Finance to be circulated to all department chairs and volunteers who are making purchases, stating that a Purchase Order must be issued in advance of any purchase over \$1,000. Under no circumstances should a purchase greater than \$1,000 be made without the prior approval of a Purchase order. The letter should reference the Financial Policy Manual. J. Carroll seconded the motion. All ayes.

M. Bronn thanked Joe Roderigo for his years or work in service to the town, stating that Joe did a lot of good work on the Board of Finance.

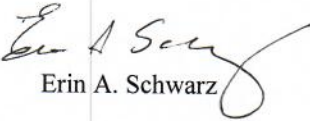
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C. Bielick added that Joe served the town well for a long period of time and he is grateful for Joe's efforts.

Adjournment:

M. Bronn made a motion to adjourn the meeting at 8:16 PM. T. Pratt seconded the motion. All ayes.

Respectfully submitted,



Erin A. Schwarz

Finance Admin.