

TOWN OF DEEP RIVER
Board of Finance
Regular Meeting July 28, 2009

The Board of Finance convened its Regular Meeting at the Deep River Town Hall on July 28, 2009. Meeting called to order by J. Bauer at 7:34 PM. Members present: R. Balducci, N. Coutant, L. Guerette, D. Routh. Also present R. Smith, R. Daniels, R. Marth, T. Lindner, Ruth Levy Superintendent, and Board of Ed members Linda Hall, Duane Gates and Lauri Wichtowski.

Approval of Minutes: on MOTION made by D. Routh, seconded by R. Balducci, to approve Regular Meeting Minutes of June 23, 2009. Discussion of **New Business:** amended to note it was a discussion of a meeting to be held with McGladrey & Pullin, auditors. Motion CARRIED to approve amended minutes unanimously.

Treasurer's report: T. Lindner presented Town Deposits Report for review.

Audience of Citizens: Ruth Levy, Superintendent of Region 4, and Linda Hall Region 4 Board of Ed, presented the school regionalization proposal draft, requested additional input from Selectmen and Board of Finance. Discussion of need to make public information gathered in the past and who is involved in current process. Additional comments, financial ramifications, implementation timeline, maintenance discussed.

Recommendation of Selectmen: memo of July 28, 2009 from R. Smith with supporting documentation concerning OPM arrest warrants, Trooper Cope report, memo to accounts manager, monthly fire marshal report, electricity savings analysis and agreement with Consolation, appropriation request of \$6,000 from Fire Commission, Insurance Renewal, and memo of budget transfers and appropriations.

R. Smith requested the following end of fiscal year transfers and appropriations:

Transfer \$1,153.47 from line 10104-510522 Town Clerk to line 10101-51051 Accounts Manager, transfer \$632.02 from line 10108-53095 Tax Collector to line 10107-52003 Assessor Valuation Appeals, transfer \$2,750.54 from line 10105-52028 to line 10112-51030 Building Official, transfer \$1,074.40 Political Subdivisions to line 10124-53024 Transitions & Other Costs, transfer \$4,438.79 from line 10108-53095 Tax Collector to line 10132-52041 Public Utilities Fire Hydrant Service, transfer \$1,479.56 from line 10108-53095 to line 10133-52047 Waste Removal & Recycling Bulky Waste Coverage, transfer \$1,427.09 from line 10108-53095 Tax Collector to line 10151-51052 Municipal Library Assistant's Salary, transfer \$8,471.06 from line 10115-52050 and \$2,021.00 from line 10111-52010 Z.B.A Legal Fees total \$10,493.05 to line 10155-53082 Parks & Recreation Maintenance, transfer \$1,150.00 from line 10111-52010 Z.B.A. to line 10190-54305 General Government Capital Library Repair, transfer \$1,508.90 from line 10153-53001 Probate to line 10147-53065 Welfare General Assistance, transfer \$769.03 from line 10104-51052 Town Clerk to line 10125-53051 Civil Preparedness, transfer \$87.64 from line 10140-51031 Sanitarian to line 10122-53005 Fire Marshall Misc. Supplies, transfer \$1.00 from line 10173-53101 Reg. Dist. #4 Bonds to line 10171-53101 Reg. Dist. #4 Bonds. Total transfers \$26,965.49. This has no impact on the current budget.

Appropriations to Town Hall Operations \$18,994.28 to lines 10103-52004 \$12,592.51 and 10103-52015 \$6,401.77 (electricity \$12,592.51, water \$1,258.84, custodial \$3,058.94, telephone

\$1,816.02), request Special Services line 10109-53400 \$13,938.96 (contingency \$18,210.25), request Planning & Zoning line 10110-52010 \$13,864.59 (legal line \$23,369.42), request Employee Benefits \$40,666.62 to lines 10116-52060 \$31,650.22, 10116-53060 \$6,882.85, 10116-53061 \$2,133.55 (medical insurance \$31,650.22, FICA \$6,882.85, unemployment comp. \$4,419.00), request Police Services \$51,880.66 to lines 10120-53090 \$43,516.25, 10120-52043 \$8,364.41, request Public Health Nursing Service \$52,119.55 to lines 10145-52036 \$25,388.42, 10145-52014 \$15,833.06, 10145-51073 \$6,263.01, 10145-52004 \$4,635.06 (professional dues \$25,388.42, health services \$15,833.06, extended hours program \$6,263.01, secretary salary \$4,024.53, office supplies & postage \$3,761.48, building maintenance \$4,400.16, auto mileage expense \$2,754.53), request Elementary School \$8,376.20 to line 10182-53310 maintenance, request Highway Department \$13,417.59 to line 10130-51020 road crew salary, request Computer Upgrade \$3,819.27 to line 10190-54150. (noted actual over-expenditure, request is after off-set from unexpended lines) Total appropriations \$217,077.72.

Actions on Recommendations of Selectmen: On MOTION made by N. Coutant, seconded by D.Routh, to approve transfers as noted. Discussion noted transfer required from Capital Non-Recurring of \$60,000 which was included in budget preparation. Appropriation will be made from the UGF. Noted difference after adjustments of expenses vs. revenues of \$29,121.82 for these requests. Anticipate UGF balance after expenditures would be less than projected at budget time, but some revenues have not been received. Noted previous appropriation of \$311,000 for town garage, oil tank, Plattwood Park. Auditors to be starting in August. Motion CARRIED unanimously.

On MOTION made by N. Coutant, seconded by L. Guerette, to approve requests as noted. Discussion concerning additional revenues, UGF percentage, all expenditures addressed in a timely manner, expenditures over \$20,000 will go to town meeting for approval. Motion CARRIED unanimously.

Correspondence: tax collection report, memo from Fire Commission referred to Selectmen.

Monthly Budget Report Review: monthly report received for review.

Old Business: Update from R. Daniels on VNA, noted received revenue of \$352,489, billed services of \$25,748 not yet received, comments from billing consultant company indicate that 15-18 months worth of billing had not been sent out, approximately \$52,000 of unrecoverable revenue due to time lapse, cost to town of \$20,000 for hiring billing consulting company services. Discussion of alternate billing options. Discussion to get a legal opinion for options to the town. Question of why supervisor was not better monitoring billing clerk and other concerns. Noted Selectmen are forming committee to review VNA options, still looking for committee members.

New Business: none

Adjournment: on MOTION made by R. Balducci, seconded by N. Coutant, to adjourn at 9:32 PM. Motion CARRIED unanimously.

Respectfully submitted:

Lori J. Guerette, COA