

TOWN OF DEEP RIVER
Board of Finance
Regular Meeting Minutes
Tuesday June 28, 2016

The Board of Finance convened its Regular Meeting at the Deep River Town Hall on Tuesday June 28, 2016. Meeting called to order by George Eckenroth, Chairman, at 7:33 PM. Members present: Carmela Balducci, Bill Ballsieper, Lori Guerette, Russ Marth. Also present Angus McDonald, Dave Oliveria, Duane Gates.

Approval of Minutes: on MOTION made by B. Ballsieper, seconded by R. Marth, to approve Regular Meeting Minutes of May 2016. Motion CARRIED unanimously.

Audience of Citizens: Scott Bassett, CPA with RSM Accounting firm, presented an overview of the responsibilities of the Board of Finance as the town audit committee, noting plan for 2016 audit starting with planning phase which they are currently in, field work or engagement in the fall - meaning working in-house, with completion of the audit by December 31. Noted GFB of \$390,000 is 2.4% of expenditures for 2015 audit, State Office of Policy and Management recommends least 5%, recommended development of a accounting policy and procedure manual and purchase order policy for approved venders, that all town funds should be included in the General Fund ledger - not included are Pension Trust, Small Cities Grants and some Library Funds, Education grants (unsure why historically not included but should be fairly easy to set up new funds in the current system.) Anticipate that approximately 500 hours will be spent on the audit between the town hall and school. G. Eckenroth requested the auditors look into the WPCA financial interactions with the town and report to the Boards. G. Eckenroth noted the new contract is \$40,800 for full audit or 2.1% increase, which the Selectmen and G.Eckenroth - on behalf of the Board of Finance - have signed as prior authorized.

Amy Winchell made presentation to both Board of Finance and Selectmen concerning sudden position vacancy of assistant town clerk, looking to hire new assistant for position including additional hours to 28 hours weekly and increase in salary, noting assistants worked approximately 20 hours weekly as needed, Amy works full-time of 30 hours weekly. Noted large backlog of older records which need to be properly disposed, and review of duties.

A. McDonald noted need for qualified staff and vital function of town clerks office. Discussion noted salary line increase of approximately \$1,700 with recommendation of new assistant at 20 hours weekly at \$20 hourly wage, review of area assistant town clerk wages, certifications, office hours, need to review during next budget workshops. Discussion of hours and wage ramifications on budget.

Recommendation of Selectmen: Selectmen recommend authorizing hiring of new assistant town clerk position of 20 hours weekly at up to \$20 hourly.

Action on Recommendation of Selectmen: On MOTION made by L. Guerette to approve recommendation of Selectmen to authorize hiring of new assistant town clerk for 20 hours weekly at up to \$20 hourly wage. Discussion on what is actually being requested of the Finance Board, what the budget impact would be: approximately \$2,000 with social security and taxes, need to revisit this at next budget session. No second, motion withdrawn.

On MOTION made by L. Guerette, seconded by B. Ballsieper, to increase the assistant town clerk budget line to \$20,400. Discussion concerning change of salary, noted that this would be a new person in the position, and if the right person is hired there may be a need for and adjustment to compensation, where job offer will be posted and how, if request was considered during 2016-17 budget preparation. Motion CARRIED.

Treasurer's report: Town Deposits Report received for review.

Correspondence: none

Monthly Budget Report Review: monthly report received for review. Detailed review of budget expenditures and revenues, noted need to make adjustments to various departments' lines at the next budget, need for new lines including Auditorium. Note that the DRES roof project is a four year project that we are only one year into. Requested to have monthly budget sent to Board on the Friday before the meeting to allow adequate time for review.

Other Business: A. McDonald noted that the selectmen will continue to have different departments come to the Board meetings to open lines of communication and inform the Boards about what the departments do.

Adjournment: on MOTION made by C. Balducci, seconded by B. Ballsieper, to adjourn at 9:17PM. Motion CARRIED unanimously.

Respectfully submitted:

Lori J. Guerette, CRA COA
Vice-Chairman, Secretary
Board of Finance