

**TOWN OF DEEP RIVER**  
**Board of Finance**  
**Regular Meeting Minutes**  
**Tuesday November 22, 2016**

The Board of Finance convened its Regular Meeting at the Deep River Town Hall on Tuesday November 22, 2016. Meeting called to order by Lori Guerette at 7:32 PM. Members present: Carmela Balducci, Bill Ballsieper, George Eckenroth, Russ Marth, John Wichtowski. Also present Dave Oliveria, Tom Lindner.

L. Guerette requested nominations for Chairman of Board of Finance. R. Marth nominated George Eckenroth. Nomination seconded by B. Ballsieper. No further nominations heard. On MOTION made by C. Balducci, seconded by R. Marth, to close nominations. Motion CARRIED unanimously.

On MOTION made by B. Ballsieper, seconded by J. Wichtowski, to approve the nomination of George Eckenroth as Chairman of Board of Finance. Motion CARRIED unanimously.

Meeting turned over to G. Eckenroth to continue.

G. Eckenroth started discussion to continue having position of Vice-Chairman, noted past discussions that there are no and have been no conflicts by holding dual positions of both Vice-Chairman and Secretary, and nominated Lori Guerette for Secretary and Vice-Chairman. No further nominations heard. On MOTION made by B. Ballsieper, seconded by C. Balducci, to close and approve nomination for Lori Guerette as Vice-Chairman and Secretary of Board of Finance. Motion CARRIED unanimously.

**Approval of Minutes:** on MOTION made by R. Marth, seconded by J. Wichtowski, to approve Regular Meeting Minutes of October 2016. Motion CARRIED unanimously.

**Audience of Citizens:** none present

**Treasurer's report:** T. Lindner presented Town Deposits Report and Investment Updates for review. Discussion of recent meeting of Investment Advisors concerning the Retirement Plan and Firefighters Merit Service Plan. Noted ECS Grant Funds have been received. Discussion concerning potential meeting with Investment Advisors, to learn about the Advisors tasks and how funds are handled, will request to meet early next year.

Discussion concerning town clerk checking fund, this is being reviewed by A. MacDonald, it has been determined that funds are being handled in a manner similar to other towns. Some of the funds received through fees are returned to the State, will set up a future meeting with town clerk.

**Recommendation of Selectmen:** none

**Correspondence:** none

**Monthly Budget Report Review:** Budget received for review, G. Eckenroth had a meeting with Cathy and A. MacDonald. Discussion of report format received, need to have edit control of lines included, noted the report received contained various lines which are no longer active. Discussion of various lines including water usage, town hall and library conversion to gas expenses, building official fees and some current duties. State requirement of training for Elections Officials, expenditure taken from the printing line, may need to add a line for training. Question of tax exempt DRAA&DRFD line and if any exemptions were applied for or expended. Park&Rec budget - noted again that the fiscal year 2016-17 proposal wasn't included in this budget, part of the proposal was concerning the summer camp program which was expanded from six to eight weeks, life guard salary line hadn't been increased as all other salary lines. DRES - noted two students will require out of district placement based on needs, no financial ramifications have been presented at this time. Devitts Field playscape has been installed.

**Other Business:** G. Eckenroth noted WPCA request concerning installation of a security system at the WPCA, project to be sent to bid, anticipate approximate cost of \$20,000, not in their budget this year, but there are anticipated funds available to cover the cost. Discussion of potential for maintenance fees or annual contract, that all costs associated will be covered by WPCA budget and will not be a cost to the town at all. Noted that the Selectmen have approved the expenditure. On MOTION made by B. Ballsieper, seconded by L. Guerette, to authorization WPCA to spend up to \$20,000 of their own funds to install the security system. Motion CARRIED unanimously.

Discussion concerning WPCA fiscal policies, if this is the first time an out-of-budget expenditure over \$10,000 has been made, that such expenditures require authorization from both Boards of Selectmen and Finance in accordance with their Ordinances, that WPCA has it's own budget and does not have a line in the town annual budget, but do pay for their services received from the offices of the town hall such as collection and handling of sewer fees, that the WPCA is an entity on its own, and has received acclaims for being well run. Discussion that it is not a money making business, funds collected should cover operating and capital expenditures, but not contributing to the town general fund. Discussion of expansions, past and future, if funds can cover all expenses, and that it is covering maintenance to the current system.

Next meeting on Tuesday December 27, 2016, will discuss and vote on meeting schedule for 2017, that A. MacDonald has started requesting budget information for the next fiscal year.

**Adjournment:** on MOTION made by B. Ballsieper, seconded by C. Balducci, to adjourn at 8:29PM. Motion CARRIED unanimously.

Respectfully submitted:

Lori J. Guerette, CRA COA  
Vice-Chairman and Secretary