

TOWN OF DEEP RIVER
Board of Finance
Regular Meeting Minutes
Tuesday December 27, 2016

note: correction in Department Updates - 'the town clerk submits a bill for grant work to be paid by the town from these funds.'

The Board of Finance convened its Regular Meeting at the Deep River Town Hall on Tuesday December 27, 2016. Meeting called to order by George Eckenroth, Chairman, at 7:32 PM. Members present: Carmela Balducci, Bill Ballsieper, Lori Guerette, Russ Marth, John Wichtowski. Also present Angus McDonald, Dave Oliveria, Duane Gates.

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

Department Updates: Amy Winchell presented information concerning the town clerk fee schedule imposed by the State of Connecticut, where and how funds are dispersed to state agencies and the town, a small portion of some fees are to be maintained in the town clerk checking account for town clerk office specific items in 'the Dollar Fund', which is to be used for items such as shelving in the vault and historic documents preservation. Noted the monthly reporting process concerning fee collections and disbursements. The State Library has a 'town clerk grant', the amount received varies by town, funds are to be used for various town clerk office needs such as historic records preservation, the Historic Preservation Grant funds are received from OPM (Office of Policy and Management), which is directly deposited in the town UGF (Unappropriated General Fund), which the town clerk submits a bill for grant work to be paid by the town from these funds. Question concerning who has check signing ability, currently only the town clerk, to be discussed at a later date.

Audience of Citizens: none

Treasurer's report: not received

Recommendation of Selectmen: A. McDonald noted that the schools are starting their budget workshops already, recommendation to have Boffin representative at the meetings:

Workshops held at Central Office at 6 p.m.:
Region 4: January 25, February 8, February 22
Supervision District: December 6, January 4, January 10
DRES: February 1, February 21, March 7

Public hearings at JW Middle School Library at 7 p.m.:
Region 4: April 3
Supervision District: February 6

Region 4 Public Referendum May 2 at library 12 p.m. to 8 p.m.

A. McDonald noted that one town hall computer server is down, \$5,000 is currently budgeted in line 10190-54150 which will cover the first phase to replace the down server. Noted that the entire amount to replace both servers would be approximately \$12,000. Potential to do a lease-to-own which would have to be budgeted in next year. Enterprise computer service company has recommended the 'cloud backup' off-site which also serves as virus protection, \$100 monthly fee. To be discussed further during budget workshops.

Correspondence: report from Regional Mental Health Board.

Monthly Budget Report Review: monthly report received for review. Review line 10103-52002 water-looking for clarification of usage, anticipate Elderly housing Sewer Fee to be increased with new building addition, looking for clarification of line 10108-53095 Tax Refunds-how and when expended, noted increase in hours of Building Official since he is currently serving in capacity of Clerk of the Works for the Elderly Housing project, discussion highway equipment evaluation and maintenance - noted current maintenance expenses to prepare for winter-to be discussed further during budget workshops.

Other Business: A. McDonald noted that the existing fire department parking area has been renovated to become a stone parking area to decrease the muddy parking conditions. A. McDonald noted that the State has requested additional information concerning the potential fire department building project at Route 9 exit 5, which has been supplied, will pursue an answer concerning transfer of ownership to the town further in January.

L. Guerette presented potential schedule for 2017 meetings and workshops. On MOTION made by B. Ballsieper, seconded by R. Marth, to approve the Board of Finance Meeting Schedule. Motion CARRIED unanimously.

Adjournment: on MOTION made by C. Balducci, seconded by B. Ballsieper, to adjourn at 8:57 PM. Motion CARRIED unanimously.

Respectfully submitted:

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