



TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

2010 Complete Board of Finance Minutes

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November 16, 2010	December 21, 2010



TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING JANUARY 19, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:04 PM.

Present: Gary Lord, James Conway, Wayne Piskura, Donald Greenstein, Hugh Rawson, and Kevin Dumas, Board of Finance Members; Barbara Henry, First Selectman

APPROVAL OF MINUTES

Regular Meeting - December 15, 2009

Wayne Piskura made a motion to approve the minutes of the Regular Meeting held December 15, 2009. The motion was seconded by Hugh Rawson and passed 5-0-1. Kevin Dumas abstained.

BUSINESS

Election of Officers

Wayne Piskura nominated the current slate of officers with Gary Lord remaining Chairman and Kevin Dumas remaining Clerk. The nomination was seconded by Hugh Rawson and carried unanimously.

Wayne Piskura made a motion to close nominations. The motion was seconded by Kevin Dumas and carried unanimously.

Wayne Piskura made a motion to elect the current slate of officers with Gary Lord remaining Chairman and Kevin Dumas remaining Clerk. The motion was seconded by Hugh Rawson and carried unanimously.

Gary Lord thanked the Board for their continued support. The Board recognized all the work that Gary Lord does for the Board of Finance.

Gary Lord reported that a new committee composed of a Selectman and a representative from the Boards of Finance from Washington, Bridgewater and Roxbury is being formed. The committee will sit with Region 12 at budget time in an unofficial capacity. The Board agreed that Gary Lord should represent Roxbury's Board of Finance. The committee has been invited to attend budget workshops, which are not open to the public. Gary Lord reported that he will attend these workshops.

South Street

Gary Lord reminded the Board of their discussion regarding the change in scope of work on South Street at their last meeting. Wayne Piskura noted that he is not disagreeing with the decision that was made. He explained that this is a matter of principle. When he votes on a project he assumes that is what is going to be done. The BOF should be apprised of any changes. Gary Lord suggested that the BOF be invited when the Selectmen meet with contractors.

Barbara Henry explained that this project went out to bid as what was voted upon; however, all the bids came in over budget. The Selectmen were aware of the change. She noted that she understands the BOF's point with regard to this issue. Hugh Rawson asked that the BOF be informed of such changes in the future.

Interest Income

The Board discussed that the General Fund pays the Capital Fund on July 1st for all the projects. Gary Lord suggested that interest income earned in the Capital Fund should be transferred to the General Fund. He reviewed

the Revenue and Expenses and noted that this interest would help to reduce the deficit He reported that Rico Melaragno has advised that this can be done if the BOF establishes a policy to transfer the interest income from the Capital Fund to the General Fund.

Kevin Dumas suggested that the following year's contributions for future expenditures could be reduced by interest income rather than transferring the interest. Wayne Piskura agreed that this could be done based upon the interest accrued at budget time. Barbara Henry noted that the least amount of times funds are moved, the easier it is to follow. She encouraged the Board to involve Kim Baron with regard to this decision. The Board agreed that they should discuss the interest income with Kim Baron.

Guard Shack

Barbara Henry explained that the guard shack project was closed out in April; however, the LoCIP funds came in after June 30th. Kim Baron has requested that a motion is made to transfer these funds to Undesignated; thereby, closing out the project within the Reserve for Capital.

Gary Lord referred back to the November 2009 minutes where Mr. Melaragno clarified that if a capital project is approved in the budget by the Town, and anticipated LoCIP funds are shown as revenue, then the CFO, Barbara Henry, can give the okay to move the money back to the General Fund from the Reserve for Capital Fund, once the grant money is received.

Gary Lord distributed the Town of Washington's Proposed Budget 09/10 and Nonrecurring Capital Expense 2009-2010 reports. He explained that the BOF wants taxpayers to know total costs of projects, but the budget report has become too complicated. Washington's model may be a better way to report showing both gross and net expenses. All the same information will be reported. This is just a simpler way of showing it

Gary Lord presented a draft of Roxbury's budget and noted that reporting using Washington's model would alleviate the complicated footnotes by showing the gross less the grants; thereby, calculating the net for each line item. There would not be a need for Grant Revenue reporting or a detail report of State Revenue on the Budgeted Revenue page, as this information will be contained elsewhere within the budget.

The group discussed the LoCIP process by which the amount must be spent before the town is reimbursed. Gary Lord suggested the use of undesignated funds in Reserve for Capital to pay for the project until the funds are reimbursed. Barbara Henry warned that transparency may be lost and would be surprised if funds from designated projects could be used toward a project the funds are not designated for. Gary Lord explained that unreimbursed funds would be shown as an accounts receivable. He noted that it would be a loan from the Reserve for Capital instead of from the General Fund.

Barbara Henry agreed that the budget report was simple in the past, but it has become complicated. She noted that this report would work if the project is finished within the same year. Barbara Henry reminded the Board of the policy they had worked on to reduce the undesignated portion of the Reserve for Capital Fund to \$20,000. Gary Lord said that they had agreed not to reduce undesignated to \$20,000. She explained that additional funds would need to be available to fund projects prior to reimbursement.

Hugh Rawson noted his concerns regarding the affect this may have on the ability to obtain grants. Additionally, he was not comfortable presenting the budget to the public with a deflated bottom line. Gary Lord explained that both the gross and net would be reported, the funds required from truces would remain the same, and the mill rate would not change.

The group agreed that footnotes should be eliminated from the budget report and this information should be included within the line item.

Wayne Piskura made a motion to transfer the \$15,402 designated for the guard shack within the Reserve for Capital to Undesignated. The motion was seconded by Hugh Rawson and passed 5-0-1. Gary Lord abstained. Gary Lord noted Mr. Melamgno' s clarification as recorded in the November minutes as his reason for his abstention. Barbara Henry agreed to contact Mr. Melamgno for further clarification.

'10 -'11 Budget

The Board reviewed the Actual Revenue vs. Budgeted report. They discussed the fact that the \$225,000 budgeted revenue, from the Reserve for Capital Fund, has not been transferred. Barbara Henry reported that this will be transferred to the General Fund by June 30th. She believes a transfer of the funds right now would affect the interest income.

OTHER BUSINESS

None at this time.

ADJOURNMENT

Kevin Dumas made a motion to adjourn the meeting at 9:05 PM, the motion was seconded by Gary Lord and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING FEBRUARY 18, 2010

CANCELLATION NOTICE

The Regular Meeting of the Roxbury Board of Finance which was scheduled for February 18, 2010 has been cancelled due to inclement weather.

Respectfully submitted,
Jai Kern
Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING MARCH 16, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:05 PM.

Present: Gary Lord, James Conway, Wayne Piskura, Donald Greenstein, Hugh Rawson, and Kevin Dumas, Board of Finance Members; Barbara Henry, First Selectman; Timothy Beard, Cynthia Newby, David Sherman, Joan Stracks, Pamela Southworth, and Mary Ann McCluskey, Library Board of Trustees Members.

BUSINESS

Library Discussion

Cynthia Newby, Treasurer for the Library Board of Trustees, introduced the Library Board members present. She noted that she works with the Library Director to put together the budget. She distributed copies of the proposed budget for Minor Memorial Library. Ms. Newby explained that Member Pamela Southworth would be presenting the income portion of the budget and Member Mary Ann McCluskey would be presenting the expense portion of the budget.

Pamela Southworth thanked the Board of Finance for inviting the Library Board of Trustees to present their proposed budget. She reported that the Library's utilization is up by 100/o, which is consistent with trends during this type of economy. She explained that the funds included for State and Federal Grants could not be confirmed. She noted that the Lloyd Green bequest has been included under Grants.

Pamela Southworth explained that contributions have been down this year, but they hope to come in close to last year. She noted that the many volunteers utilized by the Library help to keep the budget in line.

Cynthia Newby explained for Kevin Dumas that much of the Friends' contributions go toward the operating budget. They contribute \$15,000, which is an essential part of the Library's budget. An additional \$5,000 can be requested. This year the Friends have agreed to fund the additional hours required for the Children's Coordinator's salary. The Friends hold two years of funding in CDs. The Library Board contributes \$25,000 from fundraising as well. The Library receives 20% commission from the art shows. Approximately 25% of the annual operating expenses are paid for by these contributions.

Cynthia Newby reported that the endowment is recovering. The goal is to take 6% from the endowment each year including fees. She noted that 98% of the funds are not restricted.

Mary Ann McCluskey reported on the Library's expenses. She noted that they have held the line with two exceptions, which are salary expense increases. She explained that the Library has had a history with turnover for the Children's Coordinator's position. They currently have a wonderful person in this position that they would like to retain who has just achieved their second master's degree. Additionally, an increase was needed in children's programs. They made the decision to increase the Children's Coordinator's hours from 20 to 30 hours per week and offer medical benefits to this position.

It was discovered that in the recasting of the town's retirement benefits it is necessary that an employee work 35 hours per week to receive retirement benefits. To continue to offer the Library Director retirement benefits it was necessary that they increase her hours from 30 to 35 hours per week. The extra hours would be focused on programming to bring in income to the Library. The Library respectfully requested that the town's contribution be restored to the 2009 level of \$100,000. Additionally, they request \$8,000 towards this new expense imposed upon

them.

The group discussed the Calder sculpture. It was noted that the Calder insurance is on a separate policy held by the Calder Foundation. Cynthia Newby explained that they have a 5 year agreement with the Foundation regarding this sculpture. The Library is responsible for the cost incurred in returning the sculpture. The Library has attempted to determine support for the sculpture from the community by adding a line to their appeal regarding the sculpture. It has received some support, but not enough.

Joan Stracks reviewed the current fundraiser to both raise money and beautify the Library by creating a Commemorative Walkway. She noted that they are working hard to make sure the Calder Sculpture is not a burden. It is a wonderful thing to have in town because of Calder's history here.

Kevin Dumas commented that it is good timing for this fundraiser. A lot of people want a cause in town to get behind. He noted that the younger community should be encouraged to get involved. Mary Ann McCluskey noted that the Library is the first place young children come to get involved with their community and programs. The Library is the town's center. Hugh Rawson advised that the intent of the Library when it was built was to be a cultural and social center. Cynthia Newby noted that the Board is mindful of that and is glad to have the BOF's support.

The Library Board members thanked the BOF for listening to their proposal. The BOF thanked the Library Board for their presentation.

APPROVAL OF MINUTES

Regular Meeting – January 19, 2010

Donald Greenstein made a motion to approve the minutes of the Regular Meeting held January 19, 2010. The motion was seconded by Wayne Piskura and carried unanimously.

BUSINESS

2010 -2011 Budget Presentation

Barbara Henry presented the proposed expenses for fiscal year 2010-2011 for the Board's review. Hugh Rawson expressed his disappointment with the percentage toward the Land Acquisition Fund. It was noted that it is a good time to buy land. Wayne Piskura suggested that the town could raise a bond if there was a good acquisition prospect. The group discussed the railroad station. Barbara Henry explained that by Statute the Land Acquisition Fund could not be used for this sort of purchase.

Kevin Dumas questioned how the town can be more proactive regarding grant procurement. He suggested that it is considered to increase grant procurement because it is a good program that has a positive outcome for the town. The Board agreed that the history and accounting of grant procurement should be researched. It was noted the approval for this program could be found in the 2005-2006 minutes.

Barbara Henry reported that \$100,000 in LoCIP funds were just approved for South Street. The plan is to add the top coat and then to pave further if possible. Barbara Henry reviewed grants expected to be received. It was noted that they are not included in the budget; however, the funds are expected to be spent before July. The grants will fund equipment for the police, fund suggestions by the Energy Task Force and fund the Judds Bridge project. Bids for Judds Bridge are to be opened March 24th after which point she will be able to further discuss the project.

The Board discussed whether grants should be included in the budget. It was noted that they are accounted for in the audit and accountings are reported to the Federal government.

Barbara Henry agreed to obtain the advice of the Town Accountant regarding how this should be handled.

The Board reviewed salaries. Barbara Henry explained that she would like to increase the Treasurer/Financial Administrator's hours. The combined hours for those positions are 25; however, the actual hours are closer to 35. She would like to increase the Treasurer's position from 10 to 12 hours per week. The Financial Administrator's position should increase from 15 to 23 hours per week. She is requesting a 3% increase and benefits for this position.

Barbara Henry explained that the town no longer needs to hire a professional to prepare the Management Discussion and Analysis, contained in the Annual Report, because this is handled by the Treasurer/Financial Administrator. She noted that the line item for Consultants/Professionals has been reduced from \$3,200 to \$1,500 as a result additionally, this position handles a lot of the work involved with grant accounting.

Barbara Henry advised that a position with combined hours totaling 35 is eligible for benefits. Gary Lord noted that one of these positions is elected and one is hired; therefore, they should remain separate.

The Board discussed the Library's salaries. Barbara Henry explained that the Children's Director's health benefits are budgeted, but it was understood that they will be billing the Library back for this cost.

The Board agreed to revisit the discussion regarding salaries and other budget discussions at a Special Meeting scheduled March 23rc1. Barbara Henry agreed to have the Revenue portion of the budget available before that meeting.

OTHER BUSINESS

None at this time.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 9:30 PM, the motion was seconded by Kevin Dumas and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE SPECIAL MEETING MARCH 23, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:10 PM.

Present: Gary Lord, James Conway, Wayne Piskura, Donald Greenstein, and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman.

BUSINESS

2010-2011 Budget Discussion

The Board discussed the 2010-2011 proposed budget.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 10:20 PM, the motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

Gary Lord

Gary Lord, Chairman

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE SPECIAL MEETING APRIL 6, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 5:40 PM.

Present: Gary Lord, James Conway, Wayne Piskura, Donald Greenstein, and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman.

BUSINESS

2010-2011 Budget Discussion Library

Gary Lord suggested that the Library be budgeted at \$100,000, which is up from last year's amount of \$97,500. Hugh Rawson noted that Library has asked for \$108,000 and the Selectmen have the Library in the budget for \$105,000. He reminded the Board that the Library gets cut every year and it is something that is a great asset to the town. Wayne Piskura noted that this is a luxury spending in these difficult times. Hugh Rawson explained that patronage at the Library is up, which is historically true in difficult economic times. Donald Greenstein noted his agreement with the \$100,000 amount. Barbara Henry confirmed for the members that the town has agreed to paint the outside of the Library building when it is needed.

In an effort to find the extra funds for the Library James Conway questioned the \$5,000 in the budget for the tractor parade. Barbara Henry explained that this event makes revenue for the town. (\$100 was made last year after expenses) Gary Lord noted that the Recreation

Commission is budgeted for \$26,000 in revenue this year and should be held accountable for that amount. James Conway noted that the Library was held tight the last five years. He agreed this is a great asset to the town. Hugh Rawson explained that he feels the Library has been conservative with their request and should get the \$105,000 budgeted by the Selectmen.

Gary Lord Suggested \$102,500 for the Library and reminded the Board if they ever had a need to cut the funding back the Library could lose out on grants. The members agreed that the \$105,000 budgeted by the Selectmen should remain in the proposed budget.

Health Insurance

Gary Lord questioned why the proposed health insurance budget was reduced from \$205,000 to \$194,404. Barbara Henry explained that the Treasurer / Financial Administrator is being budgeted as single instead of family. She noted that these positions are requiring a combined 35 hours a week and should be offering benefits. She explained that in addition to Treasurer / Financial Administrator this position is performing grant and GASB reporting.

Wayne Piskura reviewed the 2009 NW Council Municipal Wage Survey with the Board. He suggested that these become salaried positions so that the number of hours worked will not be an issue in the future. It was agreed that 1/3 the wage should be toward the Treasurer's position and 2/3 of the wage would be the Financial Administrator salary. The Board agreed with this proposal.

Barbara Henry explained that the deductible for the health insurance is \$2,500 for single and \$5,000 for family. The town contributes to HSA's \$2,000 toward single and \$4,000 toward family. The Teamsters do not contribute toward the cost of health insurance; however, all other town employees who have benefits contribute \$1,000.

Gary Lord requested that the BOF be involved in the Teamster's contract renegotiation.

Wayne Piskura suggested that the town's yearly contribution is only the amount required to bring the HAS accounts up to the agreed \$2,500 or \$4,000 amounts. The Board agreed that this idea should be further reviewed.

Data Processing

Barbara Henry reviewed the licenses, programs and service contracts for the town's computers. She noted that they are overall happy with Lightening PC; however, are willing to go out to bid for this service contract. Wayne Piskura suggested looking into ADG Free and Open Office, which is a free antivirus and application.

Town Aid Road Fund

The Board discussed the Town Aid Road Fund and its intent when developed which was to transfer Town Aid Road funds not spent by June 30th. However, the budgeting process is being circumvented because these funds are not being shown within the General Fund Budget. Barbara Henry reviewed the town auditor's correspondence regarding this fund, which directs that funds received by the state be deposited directly into this Special Revenue Fund. She suggested a footnote within the budget to account for the funds. The Board agreed that they need to consider rescinding this fund; however, would add a footnote with the estimated amount of aid being received from the state this year.

Mill Rate

The Board agreed that one-half of a mill increase was very reasonable. All members were in favor of raising the mill rate to 11.4.

Recommendation of Budget

Wayne Piskura made a motion to recommend this budget with the changes discussed to be presented to the public at the public hearing. The motion was seconded by Gary Lord and carried unanimously.

ADJOURNMENT

Gary Lord made a motion to adjourn the meeting at 8:20 PM. The motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING APRIL 13, 2010

CANCELLATION NOTICE

The Regular Meeting of the Roxbury Board of Finance which was scheduled for April 13, 2010 has been cancelled.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING APRIL 20, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 6:22 PM.

Present: Gary Lord, James Conway, Wayne Piskura, Donald Greenstein, and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman; Robert Lowe, Selectman.

BUSINESS

ARRA Stimulus Grants: JAG - \$9,100 & Energy - \$31,676.92

Approve request of First Selectman to appropriate the amounts for these reimbursable grants from the Reserve for Capital Undesignated until the grant monies are reimbursed. Both projects will be completed by June 30, 2010. Contingent upon both projects getting legislative approval at Town Meeting proposed for April 29th.

Barbara Henry reported that there is \$52,600 in the Reserve for Capital Undesignated, some of which she would like to use to fund the reimbursable projects and purchases for the JAG and Energy Grants. She explained that both the JAG and Energy Grants are reimbursable; therefore, funds are not released until the money is spent. She noted that \$6,800 toward the JAG Grant was already sent to the town, which will be released once the projects have been funded.

Gary Lord made a motion to approve request of First Selectman to appropriate the amounts for the ARRA Stimulus reimbursable grants from the Reserve for Capital Undesignated until the grant monies are reimbursed. Contingent upon both projects getting legislative approval at Town Meeting. The motion was seconded by Donald Greenstein and carried unanimously.

Request of First Selectman to close out the following projects and return funds to Reserve for Capital Undesignated:

1. **Historic Document Storage (Vault) - \$20**
2. **Squire Road - \$617.16**

Return funds to Reserve for Capital Undesignated for future transfer to General Fund:

3. **Town Hall Roof - \$30,000**

Barbara Henry reported that the Historic Document Storage, Squire Road and Town Hall Roof projects are ready to be closed out. She reviewed with the Board additional projects expected to be closed out before the end of June.

Gary Lord made a motion to close out the Historic Document Storage (Vault) - \$20 and Squire Road - \$617.16 projects and return funds to Reserve for Capital Undesignated. Also, to return funds to Reserve for Capital Undesignated for future transfer to General Fund for the Town Hall Roof project- \$30,000. The motion was seconded by Wayne Piskura and carried unanimously.

APPROVAL OF MINUTES

March 16, 2010

It was noted that the word "their" in the last line of page 1 should be changed to "her". On page 2, second sentence, 9th paragraph "is considered" should be changed to "be considered".

Hugh Rawson made a motion to approve the minutes of the 3/16/10 Regular Meeting as amended. The motion was seconded by Wayne Piskura and carried unanimously.

March 23, 2010

Wayne Piskura made a motion to approve the minutes of the 3/23/10 Special Meeting. The motion was seconded by Gary Lord and carried unanimously.

April 6, 2010

Hugh Rawson made a motion to approve the minutes of the 4/6/10 Special Meeting. The motion was seconded by Donald Greenstein and carried unanimously.

OTHER BUSINESS

Tax Abatements

Barbara Henry reported that the final numbers just came in and tax abatements are up by \$10,000. This will be changed in the budget to be approved at the May meeting.

Town Clerk's Public Access Computer

Barbara Henry explained that per State Regulations it is required that the Clerk's Office has a separate terminal and file server for public access. The cost of this equipment and training will be \$4,750. They would like to have this in place before dog license fees are collected. Barbara Henry suggested that they fund this capital improvement expense through the Reserve for Capital Undesignated fund to be approved at the town meeting. She noted that the \$750 budgeted for the Clerk's computer can be used towards this expense.

Gary Lord made a motion to recommend to Town Meeting the acquisition of a public access computer system for the Town Clerk's Office funded through the Reserve for Capital Undesignated fund. The motion was seconded by Wayne Piskura and carried unanimously.

Barbara Henry noted the pay cut in the amount of \$1,400 the Assessor agreed to take in order to fund an additional user on the Assessor's software. Wayne Piskura commented that by accepting this they are taken advantage of her very generous offer from which the town benefits. Donald Greenstein agreed. Barbara Henry noted her agreement in retrospect. Gary Lord noted that perhaps by this offer she has taken into consideration that the demand for her time will be less. He explained that the BOF has accepted the budget for the public hearing. It was suggested that the budget could be amended after the hearing to return the \$1,400 to the Assessor's salary. The expense for the additional user could be funded through the Reserve for Capital Undesignated.

James Conway was seated at 6:50 PM.

ADJOURN TO BUDGET PUBLIC HEARING AT 7:00 PM.

Wayne Piskura made a motion to adjourn to the Budget Public Hearing at 6:50 PM and to continue this Regular Meeting of the BOF after the Public Hearing. The motion was seconded by Gary Lord and carried unanimously.

The Regular Meeting of the BOF continued at 7:45 PM.

The Board discussed the minor changes to be made to the budget prior to Town Meeting, which include the reduction of revenue by \$10,000 for the tax abatement program and the return of \$1,400 to the Assessor's salary and corresponding adjustments to flea. It was agreed that the \$750 budgeted for the Town Clerk would be used toward the purchase of the public access computer. The balance of the cost for the Clerk's and Assessor's computers would come from the Reserve for Capital Undesignated.

Barbara Henry confirmed that \$457,000 in Federal Stimulus money will go towards Judds Bridge, of which \$223,000 is ARRA funds and \$234,000 is Local Bridge Program funds. She confirmed that \$75,000 is in this budget for South Street paving; however, the funds remaining from the Judds Bridge project will also go towards South

Street. This project will take place near the end of summer.

Barbara Henry confirmed that \$16,000 of LoCIP funds will be carried over to next year. \$36,000 is expected to be received in LoCIP funds for 2010-2011.

ADJOURNMENT

Hugh Rawson made a motion to adjourn the meeting at 8:11 PM, he motion was seconded by Wayne Piskura and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

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ROXBURY BOARD OF FINANCE ANNUAL BUDGET PUBLIC HEARING APRIL 20, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the public hearing to order at 7:00 PM.

Present: Gary Lord, James Conway, Wayne Piskura, Donald Greenstein, and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman; Robert Lowe, Selectman; Kim Baron, Financial Administrator/Treasurer; Tammy McVey-Camilleri of Voices, and members of the public.

BUSINESS

Gary Lord welcomed everyone to the 40th Annual Budget Hearing, presented by the Board of Finance. He explained that the purpose of this Hearing is to allow the voters to ask questions or voice opinions on this proposed Budget. The public can comment on the budget, or any other financial matters concerning the Town. After considering the comments, the Board will decide on the final budget to be presented for approval.

Gary Lord explained that each year the Board of Selectmen prepares a budget and presents it to the Board of Finance for approval. The BOF usually spends several meetings going through individual line items contained in the Budget. After several meetings the Board decided to accept the Selectmen's Budget with very minor changes.

Gary Lord noted that the education portion of this budget does not require the BOF's approval and is subject to the public's approval through a separate referendum. Included in this budget is Roxbury's share of Region 12's proposed budget. This amounts to \$6,243,466 or 67% of the total budget. In the event that a different amount, higher or lower, is ultimately approved then that revised amount would be paid to Region 12. This proposed education cost represents an increase of 1.4% or \$87,444.

Gary Lord reported that Roxbury's operating budget has increased by 1.12% or \$31,232 while the Capital budget has decreased by \$211,253 or 43.9% yielding an overall budget decrease of \$217,577 or 2.28%.

Gary Lord explained that in order to fund the overall budget of \$9,340,471 the town first looks to sources of revenue other than taxes such as State revenue, Grants, permit fees and misc. income. After estimating the current year deficit, the town has agreed to buy down this budget with

\$282,819 of unrestricted General Fund Surplus. The resulting estimate of surplus remaining as of June 30, 2011 is \$1,266,000, which represents about 1.6 months of total expenses. The amount remaining comes from property taxes. The proposed tax for this budget year is \$8,423,731, which represents an increase of \$448,281 or 5.6%. In order to generate this amount the mil rate must increase from the current 10.9 to a new rate of 11.4.

Gary Lord noted that last year at the annual Town Meeting, the town voted to establish a new fund, the Town Aid Road Fund, including transfers. This fund was intended to allow unspent road repair funds to be carried forward to the next fiscal year. The BOF was recently informed of an unintended consequence in establishing this new fund. Since it was established as a Special Revenue Fund for the Town Aid Grant funds, the check from the State must now be deposited directly into the new fund instead of the General Fund. Due to this you will see that neither the road repair expense nor the Town Aid Road revenue appear in this General Fund budget. The Board plans on discussing the merits of retaining a fund of this type. Any recommended change would be subject to approval via Town Meeting.

Kim Baron commented that it was clear that when the Town Aid Road Fund was created that State Town Aid Road funds would be deposited directly into this Special Revenue fund. Wayne Piskura explained that the BOF's concerns are not a question of integrity. The Board merely wants to provide clarity within the budget.

Gary Lord reviewed the budget by line items and welcomed questions or comments from the public. He pointed out the increase in salary and hours for the Financial Administrator/Treasurer. He noted that Library Other consists of health benefits for Library employees. He reminded the public that the Public Works Salary increase was suspended last year and they would receive that increase this year. He noted the cost of electricity to operate the three stalker signs in town. He reviewed the grants expected to be used towards road repairs.

Gary Lord explained that the Grand List increased; however, not nearly enough. Therefore, an increase in the mil rate from 10.9 to 11.4 is proposed.

Bob Hopkins confirmed that the long range plan for the town is to rebuild the General Fund reserve once revenue increases. He thanked the Board for the remarkable job they are doing.

Gary Lord reported that there will be minor changes made to this budget, which include a \$10,000 decrease in revenue due to the tax abatement program. He explained that the Assessor took a decrease in pay of \$1,400 to fund an addition user on the Assessor's computer. The Board feels the Assessor should not have to fund this improvement. Additionally, the Town Clerk's Office requires a public access computer which will cost \$4,700.

Gary Lord thanked everyone for coming and reminded everyone to vote at the Town Meeting on May 18th.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the public hearing at 7:40 PM, the motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Finance



TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING MAY 18, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:05 PM.

Present: Gary Lord, James Conway, Hugh Rawson, and Kevin Dumas, Board of Finance Members; Barbara Henry, First Selectman; Robert Lowe, Selectman; and Tammy McVey-Camilleri of Voices.

APPROVAL OF MINUTES

Minutes of the Regular Meeting and Public Hearing Held April 20, 2010

It was noted that the following changes should be made to the Regular Meeting minutes:

- Page 2, under Tax Abatements- Clarify May "Town" Meeting
- Page 2, under Town Clerk's Public Access Computer- In the first paragraph "has" should be replaced with "have" in the first sentence, "they" should be clarified as the "Clerk" in the third sentence, "they" should be clarified as the "BOF" in the fourth sentence. In the third paragraph "taken" should be replaced with "taking".

The Board determined that the approval of the Regular Meeting and Public Hearing minutes of April 20, 2010 should be postponed until the members in attendance at those meetings are present to vote.

BUSINESS

Annual Town Meeting

The members agreed that the BOF should vote to accept the Capital Improvement Program dated 5118119 and the amended budget dated 4/20/10 to be presented at Town Meeting.

Gary Lord made a motion to accept the Town of Roxbury Long Term Capital Improvement Program for 2010-2016 dated 5/18/10. The motion was seconded by Hugh Rawson and carried unanimously.

Gary Lord made a motion to accept the Budget dated 4/20/10 in the amount of \$9,341,471 to be presented at the Annual Town Meeting. The motion was seconded by Kevin Dumas and carried unanimously.

Appoint Auditor for Last FY

Gary Lord made a motion to appoint Charles Heaven & Co. to perform the audit for year- end June 30, 2010. The motion was seconded by Kevin Dumas.

Discussion: Gary Lord clarified that this motion includes the appointment of auditor for the Minor Memorial Library. Barbara Henry noted that the fee for the Town of Roxbury Audit is \$12,500. The fee for the Library is \$3,000, which is listed under Library Other in the operating budget.

The motion carried unanimously.

ADJOURN TO ANNUAL TOWN MEETING AT 7:22 PM.

Gary Lord made a motion to adjourn to the Annual Town Meeting at 7:22 PM and to continue this Regular Meeting of the BOF after the Annual Town Meeting. The motion was seconded by James Conway and carried unanimously.

The Regular Meeting of the BOF reconvened at 8:16 PM.

Set Mill Rate

Gary Lord made a motion to set the FY 2010-2011 mill rate at 11.4 effective July 1, 2010. The motion was seconded by Kevin Dumas and carried unanimously.

OTHER BUSINESS

None at this time

ADJOURNMENT

Kevin Dumas made a motion to adjourn the meeting at 8:17 PM, the motion was seconded by Gary Lord and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING JUNE 15, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:15 PM and determined there was not a quorum.

Present: Gary Lord, Hugh Rawson, and Wayne Piskura, Board of Finance Members; Barbara Henry, First Selectman; Kim Baron, Treasurer.

BUSINESS

The members agreed that a Special Meeting would be scheduled for June 16, 2010 at 7:00 PM.

ADJOURNMENT

The meeting was adjourned at 7:17 PM.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE SPECIAL MEETING JUNE 23, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:02 PM.

Present: Gary Lord, James Conway, Wayne Piskura and Kevin Dumas, Board of Finance Members; Barbara Henry, First Selectman; Kim Baron, Treasurer and Financial Administrator

APPROVAL OF MINUTES

Minutes of the Regular Meeting and Public Hearing Held April 20, 2010

Wayne Piskura made a motion to approve the minutes of the April 20, 2010 Regular Meeting and Public Hearing. The motion was seconded by Gary Lord and carried unanimously.

Minutes of the Regular Meeting Held May 18, 2010

Kevin Dumas made a motion to approve the minutes of the May 18, 2010 Regular Meeting. The motion was seconded by Gary Lord and carried unanimously.

Minutes of the Regular Meeting Held June 15, 2010

Gary Lord made a motion to approve the minutes of the June 15, 2010 Regular Meeting.

The motion was seconded by Wayne Piskura and carried unanimously.

BUSINESS

Transfers / Closing-Out Capital Projects

Barbara Henry distributed a memo dated June 23, 2010 entitled Request for Transfers - End of Fiscal Year 2009-2010.

South Street Repave

It was noted that the completion of the first phase of the South Street repave project requires an additional \$83,000 in funding. Barbara Henry explained she would like to request the use of the \$150,000 received from LOCIP already in the Reserve for Capital designated for South Street. Gary Lord disagreed because it is his opinion that this is budgeted revenue and should go back into the General Fund.

Kim Baron cautioned the group to be careful not to increase the budget by \$83,000 on June 23, 2010. Barbara Henry agreed that she would not like to see the budget increased; however, would agree to send the question to Town Meeting regardless.

Wayne Piskura discussed his opposition to funds outside the budget. Kim Baron explained how these funds are reported on the Financials. Barbara Henry noted that the audit goes to the BOF. Gary Lord clarified that the BOF's primary concern is the General Fund Budget.

The group reviewed the motion from the April Town Meeting regarding the \$100,000 expenditure approved to be moved from Minor Bridge to South Street. Jim Conway opined that the transfer in question was already approved at the April Town Meeting. Kevin Dumas agreed that the intent is clear to the tax payer with this motion. Gary Lord explained that during the April Town Meeting he clarified that this motion does not authorize an additional expenditure. Wayne Piskura noted that the motion is clear that this is \$100,000 of LOCIP Funds; therefore, there is

no argument as to where the money was coming from. Gary Lord questioned whether the BOF or BOS recommended spending an additional \$100,000 for South Street. The group discussed whether this reimbursed money should have been transferred back to the General Fund.

The members agreed to table this issue and move on to the other transfers before them.

TH Boiler Header

Gary Lord made a motion to transfer the \$7,500 received from LOCIP for the TH Boiler Header project from TH Boiler Header Designated to Undesignated in the Reserve for Capital. The motion was seconded by Wayne Piskura and carried unanimously.

Gary Lord made a motion to close the TH Boiler Header project and transfer the \$632 remaining to the Undesignated Fund. The motion was seconded by James Conway and carried unanimously.

Gary Lord made a motion to request that the \$632 of unspent monies from the TH Boiler Header project be moved back to the General Fund from where it was originated. The motion was seconded by Wayne Piskura and failed 3-1. Kevin Dumas, Gary Lord and Wayne Piskura opposed.

Paint TH/Shutters

Barbara Henry reported the TH painting project came in under budget; however, there was a shortfall for the RVFD Pumper. She would like to transfer the \$15,000 from the Reserve for Capital Designated for the Paint TH/Shutters project to the Replace RVFD Pumper Designated project to cover the shortfall in that project.

The BOF questioned why there had been a shortfall for the RVFD Pumper. Barbara Henry explained that there is a new Fire Chief and there was a misunderstanding of what the final cost was. Wayne Piskura and Kevin Dumas suggested a review of the minutes to clarify the agreement. Gary Lord reminded the Board that the \$110,000 needed for the Firehouse above the \$200,000 STEAP Grant will be solely funded by the Fire Department and will be at no cost to the taxpayers.

Wayne Piskura made a motion to transfer \$15,000 from the Paint TH/Shutters Reserve for Capital Designated project to the Replace RVFD Pumper Designated project to cover the shortfall in that project. The motion was seconded by Kevin Dumas and carried unanimously.

Barn Book

Kevin Dumas made a motion to transfer the \$27,141 for the Barn Book project from the CT Council on Culture & Tourism Grant from Designated to Undesignated in the Reserve for Capital for further transfer to the General Fund. The motion was seconded by Gary Lord and carried unanimously.

GASB 54 / GASB 45

Kim Baron confirmed the Board's receipt of the memos regarding GASB 54 and GASB 45. Additionally, she distributed a statement for the Town of Roxbury Post-Employment Medical Insurance Program. Barbara Henry clarified that this is pertaining only to benefits with regard to the Union contract. Kim Baron explained that the town has an unfunded liability of \$113,050. This potential liability has to be disclosed. The annual contribution required is \$27,630. Eventually a trust will be set up for these funds. The money will ultimately revert back to the General Fund if it is unused.

Health Insurance

Kevin Dumas made a motion to transfer \$11,000 from the Health Insurance line item to the Special Revenue Account for Other Post-Employment Benefits. The motion was seconded by Gary Lord and carried unanimously.

Tax Collector's Suspense List

Gary Lord reviewed the Tax Collector's Suspense List noting the total amount of \$3,452.60. He explained that the bulk of the list is due to penalties imposed upon one company for non-submission of a personal property list.

Gary Lord made a motion to approve the Tax Collector's Suspense List in the amount of \$3,452.60. The motion was seconded by James Conway and carried unanimously.

The Board agreed that Kim Pokrywka is doing a wonderful job with a 99.1% collection

South Street Repave

Gary Lord made a motion to transfer \$50,000 received from LOCIP for the South Street Repave project from Designated to Undesignated in the reserve for capital for further transfer to the General Fund. The motion was seconded by Wayne Piskura and carried unanimously.

James Conway noted that the \$100,000 was approved at Town Meeting for the South Street Repave project and should be used in that same way. Just because the BOF does not agree, they cannot overturn the people's motion. Kevin Dumas agreed that the BOF recommended this and the town approved it and cannot now change their minds. He added that this method has been used in the past and therefore sets precedence. Wayne Piskura suggested that the BOF agree to the use of the remaining \$100,000 in the Reserve for Capital designated for South Street and then confer with Rico Melaragno, auditor, with regard to the proper way to handle such issues. The group agreed with this suggestion and confirmed that a Town Meeting would not be necessary.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 9:20 PM, the motion was seconded by Kevin Dumas and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE SPECIAL MEETING JULY 20, 2010

MINUTES

CALL TO ORDER

Gary Lord, Called the meeting to order at 7:00 PM.

Present: Gary Lord, James Conway, Wayne Piskura, Kevin Dumas and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman; Kim Baron, Treasurer and Financial Administrator, Rico Melaragno and Erica Melaragno of Charles Heavens & Co.

BUSINESS

Discussion with Auditor regarding accounting and budgeting procedures

The Board thanked Auditor Rico Melaragno for attending this meeting. Mr. Melaragno explained that at this meeting he would be discussing governmental accounting; however, some questions may drift into legal issues for which he recommends that the Board seek an attorney's advice.

A list entitled General Topics for Discussion dated 7/20/10 was distributed. Additionally, a presentation entitled Town of Roxbury, CT BOF Discussions -General Accounting Issues dated July 20, 2010 was distributed along with the Town of Roxbury Connecticut Annual Report dated July 1, 2008 – June 30, 2009.

The Board discussed the Town Aid Road Fund and some expressed their disappointment that the use of this fund takes the line items out of the budget. Mr. Melaragno confirmed that the Board can shut down this fund. Barbara Henry reminded the Board that the fund was set up at Town Meeting and that they may want to go to Town Meeting to shut it down. Mr. Melaragno confirmed that this fund is a separate entity where revenue comes from the State of Connecticut. However, unspent funds from the operating budget are also transferred into this fund, but this is not technically revenue He confirmed that 99.9% of towns have Town Aid Road Funds.

Rico Melaragno reported that new restrictions will be placed upon Special Revenue Funds on June 30, 2011, which will affect funds such as the Land Acquisition Fund. It will be required that these accounts are only funded by outside sources. He reviewed with the Board a list of Non Major Special Revenue Funds, which will become part of the budget due to this new requirement.

Connecticut General Statutes regarding Board of Finance responsibilities were discussed.

Section 7-348 was reviewed regarding Town Meeting requirements for appropriations. The group discussed the BOF's responsibility of oversight and the First Selectman's responsibility as CFO.

The Special Revenue Funds were discussed including the First Selectman's Discretionary fund. It was suggested that the First Selectman prepare a memo to the BOF reporting the use of the fund excluding names. It was agreed a policy and procedural manual should be developed.

Budgetary procedures were reviewed. It was noted that the budget is initiated by the BOS; however, the BOF recommends it to the public. Any additional appropriations can be authorized by Town Meeting. Town Meeting has legislative authority. The BOF and BOS recommend items to Town Meeting. He noted that from an auditing standpoint both the BOF and BOS has budget making authority.

Account procedures for funds received after the close of the budget year were discussed. The procedure for LoCIP funds received subsequent of the budget year was questioned. It was noted that funds are transferred from the

General Fund to the Reserve for Capital for approved projects. The Board questioned whether the reimbursement funds from LoCIP received a couple of years after it was budgeted as revenue would be considered revenue. The question was raised whether revenue from LoCIP was projected in that same year's budget. LoCIP reimbursement can be revenue to the Capital Reserves; however, if anticipated LoCIP revenue was reported to the taxpayers and received the same fiscal year, then it should go to the General Fund.

Rico Melaragno confirmed that appropriations lapse at the end of the year. Mr. Melaragno explained that appropriations are approved by the BOF; however, there are many options with regard to the source from which the funds are derived. He noted that section 7-361 of the COS explains the procurement of funds.

Rico Melaragno advised that during his audit any specific concerns regarding appropriations or the transfer of funds with regard to reimbursed LoCIP money can be addressed. He noted that the BOF can still make the transfer to the appropriate account based upon his findings.

Rico Melaragno recommended the long standing practice of the BOF both closing out and accepting projects upon their completion.

Mr. Melaragno clarified the definitions of appropriation vs. expenditure. He explained that an appropriation is when the taxpayer has given the authority to make the expenditure. Expenditure is when the liability has been incurred.

APPROVAL OF MINUTES

Minutes of the Regular Meeting Held June 23, 2010

Wayne Piskura made a motion to approve the minutes of the June 23, 2010 Regular Meeting. The motion was seconded by Kevin Dumas and carried unanimously. Hugh Rawson abstained.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 9:01 PM, the motion was seconded by Gary Lord and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING AUGUST 17, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:04 PM.

Present: Gary Lord, Wayne Piskura, Donald Greenstein and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman; Kim Baron, Treasurer and Financial Administrator.

APPROVAL OF MINUTES

July 20, 2010 – Regular Meeting

It was noted that on page 2, 1st paragraph, last sentence the word "he" should be replaced with "Mr. Melaragno" and the word "has" should be replaced with "have". The Board agreed that they would table the approval of the minutes until additional members could be present.

Hugh Rawson made a motion to table the approval of the minutes of the July 20, 2010 Regular Meeting. The motion was seconded by Gary Lord and carried unanimously.

BUSINESS

Historic District Ram Book

Barbara Henry explained that this project has been done in two parts with reimbursable grants. The first part has been completed and reimbursed. There was a misunderstanding by the HDC regarding the \$20,000 that was budgeted this year in the Reserve for Capital for this project which was to be reimbursed with a grant which was then to be returned to the General Fund.

The Historic District Commission is now requesting to use the reimbursement for the printing of the book, which they will reimburse with proceeds from the sale of the book. Barbara Henry explained that to accommodate this request the BOF would have to keep this project open and close it later in the year when the funds are reimbursed after the sale of the book. The Board agreed to keep this project open and allow the use of reimbursement for printing of the book with the understanding that the proceeds of \$20,000 from the sales of the book will reimburse the General Fund. Over \$20,000, the money will be deposited into the Special Revenue Fund set up for Historic District Commission revenues to be used for future projects.

South Street

Barbara Henry reported that there is a \$24,399 balance in the Reserve for Capital Designated for South Street. She asked the Board not to close out this project at this time and keep the \$24,399 in the Reserve for Capital for this project. She has applied for a STEAP grant in the amount of \$350,000 to finish South Street.

Gary Lord agreed that it would be a good idea to wait to close out the South Street project until after the audit when the auditor can provide his opinion with regard to this project.

Health Insurance

Barbara Henry reminded the Board that a 21% increase was budgeted for health insurance. However, the actual increase is 34%. There are a couple of reasons why this occurred and one is that the law changed which provides for children of covered employees to be insured on their policy until age 26. The increase has left the budget short \$13,900 under this line item.

Barbara Henry explained that she has expressed her disappointment with their current carrier in that she cannot

get final numbers before the budget is completed. The Town has requested quotes from other carriers; however, a new carrier will not include the Library employees since they are not considered Town employees. The Board agreed that Barbara Henry should discuss with the Library the possibility of them obtaining their own policy. Additionally, it was noted that a representative from the State should be contacted regarding organizing a consortium to consolidate insurance coverage with other towns.

Policy and Procedure Manual

The Board agreed that they are now in favor of a policy and procedure manual. It would serve as something that future generations could refer to. It was noted that the manual could be accomplished over a couple years.

The Board asked Barbara Henry to contact Rico Melaragno to advise the best way to approach this project. Gary Lord noted that he likes the continuity of Charles Heavens preparing this manual.

However, it is policy to send out to bid projects over \$10,000.

Judds Bridge

Barbara Henry reported that Schultz Corporation came in with the low bid for phase 2 of the Judds Bridge project at \$457,000. She has applied for the Stimulus Federal ARRA Grant in the amount of \$233,104 for this project. The balance of the cost to repair Judds Bridge of \$233,896 can be funded through the Local Bridge Program, which will fund 80% of this balance at \$179,117. The Town can then fund the 20% (\$54,779) with the balance of the funds available from the original STEAP Grant (\$236,000) from phase 1 of this project. The balance of \$181,221 remaining from the phase 1 STEAP Grant can be requested to be put toward another infrastructure project.

Minor Bridge

Barbara Henry reported that she spoke with a representative from the State DOT who agreed to help move this project along. Barbara Henry explained that the project is ready to go to bid and they are awaiting the approval of the DOT. She noted that the \$181,221 balance from the Judds Bridge phase 1 STEAP Grant could also be requested to be used toward this project.

Barbara Henry explained the importance of completing this project, which will prevent the kids from jumping off the bridge into the water below. There is a tremendous amount of liability with regard to this problem. She explained that patrolling has been increased in the area and many tickets are given out.

Barbara Henry distributed a copy of the Town Ordinance from 1970 establishing the BOF for the Board's reference.

Copies of the Plan of Conservation and Development were requested. Barbara Henry reported that she is following up on getting printed copies of the POCD.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 8:01 PM, the motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE SPECIAL MEETING SEPTEMBER 7, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 6:36 PM.

Present: Gary Lord, Wayne Piskura, Donald Greenstein, Kevin Dumas, James Conway and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman.

BUSINESS

Senior Center Painting Project

Gary Lord distributed a cost sheet dated 9/17/10 breaking down the costs of the Senior Center Painting Project. He reviewed the history of the project. Barbara Henry reported on what had been completed by the first contractor. The Board was reminded that a new contract was awarded for the paint removal and the painting of the building. Barbara Henry explained that the shortfall for the contract is \$7,874.

Gary Lord reminded the Board that an additional appropriation of \$15,000 had already been made this year for the fire truck and the limit for additional appropriations is \$20,000 per year. Gary Lord explained that the Town Accountant recommended that this shortfall be covered from the contingency line in the budget. These funds have been approved by the legislative body and are available for capital items. The total shortfall including legal notices is \$8,098.

Wayne Piskura made a motion to fund the Senior Center Painting Project shortfall in the amount of \$8,098 from the contingency line in the current budget, leaving \$22,126 for other unexpected items. The motion was seconded by Hugh Rawson and carried unanimously.

Town Hall A/C Compressor

Barbara Henry reported that the Town Hall A/C compressor has failed and is in need of replacement. She explained that for the amount of \$2,936 the compressor can be replaced with a 5 year warranty. The Board noted that the system is almost 20 years old. Barbara Henry noted that another option is to replace the compressor with a new efficient system with a 10 year warranty.

Barbara Henry reported that funds for the ARRA Stimulus Energy Grant are already in the Reserve for Capital in the amount of \$2,618, which can be applied to this project. These funds were approved by the legislative body for an energy project.

Gary Lord noted that the balance of the cost in the amount of \$4,801 would bring the total of permitted appropriations just under the \$20,000 allowed.

Wayne Piskura made a motion to appropriate the cost for the replacement of the Town Hall compressor in the amount of \$7,419 to be funded as follows:

- \$4,801 from the Reserve Fund for Capital, Undesignated
- \$2,618 from the previously approved ARRA Stimulus Energy Grant.

The motion was seconded by Kevin Dumas and carried unanimously.

Senior Center Paint Removal Contract

Wayne Piskura brought up a concern about the bare clapboards still containing lead due to the lead paint that was on it. Barbara Henry confirmed that the town paid for a lead abatement process in the early 1990's. The building was painted again in 2004. The current contractor confirmed the presence of lead prior to stripping the building. Wayne Piskura asked whether a contractor or the State could certify that the clapboards are lead free; thereby, establishing a baseline for the building before we repaint. The BOF asked Barbara Henry to look into possibly certifying that the bare clapboards are lead-free.

Barbara Henry stepped down from the table at 7:15 PM.

Gary Lord distributed a letter dated 8/29/10 from Hi-Tech Mobile Wash of Southwest, CT., the contractor who was awarded the Senior Center Restoration Project. The letter explained that unforeseen problems arose, which caused an additional cost of \$1,500 for added products purchased.

Wayne Piskura noted that any changes should be approved in advance. Kevin Dumas agreed that the BOF should be informed at the time of the issue. He reminded the Board that this same issue happened with Squire Road. James Conway commented that contractors usually incorporate unexpected costs into their bid. Gary Lord noted that this kind of consideration was not afforded to Mark Lowe with regard to Squire Road.

Wayne Piskura made a motion to respectfully deny the request of Hi-Tech on the grounds that any changes should have been brought to the BOF's attention in a timely manner and not at the end of the contract. The motion was seconded by James Conway and carried unanimously.

ADJOURNMENT

Kevin Dumas made a motion to adjourn the meeting at 7:25 PM, the motion was seconded by Wayne Piskura and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING SEPTEMBER 21, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:02 PM.

Present: Gary Lord, Wayne Piskura, Kevin Dumas, James Conway and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman.

BUSINESS

1974 Pumper Truck

Barbara Henry reported that the RVFD came before the BOS to request that the 1974 Pumper Truck be kept. The RVFD agreed to be responsible for all future related expenses. The truck is valued at \$2,000 - \$5,000. The RVFD plans to use the truck for parades and musters. The truck will be kept in back by the PW area in the stall that was originally paid for by the RVFD.

Barbara Henry agreed to find out the cost of the 1974 Pumper portion of the blanket insurance policy and will bill back the RVFD. The Board noted their concerns with this causing a shortage in RVFD funds and then requesting more funds. Barbara Henry confirmed that RVFD expenses can be accounted for because all of their operating budget expenses run through the Town.

Kevin Dumas made a motion to retain the 1974 Pumper Truck for the RVFD. All Expenses associated with the 1974 Pumper are to be paid by the RVFD out of funds obtained from RVFD donations and fundraisers. The title to the 1974 Pumper is to be retained by the Town of Roxbury. The motion was seconded by Wayne Piskura and carried unanimously.

Accounting Procedure Manual

Barbara Henry agreed to remind Rico Melaragno that the Board is interested in moving forward with the Accounting Procedure Manual.

The Board discussed how Rico Melaragno bills the Town.

APPROVAL OF MINUTES

Regular Meeting – August 17, 2010

The Board agreed that the approval of the August 17, 2010 minutes should be tabled because enough members are not present that were in attendance at that meeting to have a vote.

Gary Lord made a motion to convene in executive session at 7:28 PM, the motion was seconded by Wayne Piskura and carried unanimously.

Wayne Piskura made a motion to exit executive session at 8:24 PM, the motion was seconded by Gary Lord and carried unanimously.

Special Meeting – September 7, 2010

It was noted that in the first paragraph under the Town Hall A/C Compressor there should be a hyphen inserted as follows: 5-year, 10-year.

Gary Lord made a motion to approve the minutes of the September 7, 2010 Special Meeting as amended. The motion was seconded by Kevin Dumas and carried unanimously.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 8:25 PM, the motion was seconded by Gary Lord and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING OCTOBER 19, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:02 PM.

Present: Gary Lord, Wayne Piskura, James Conway, Donald Greenstein and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman.

APPROVAL OF MINUTES

Regular Meeting - August 17, 2010

Wayne Piskura made a motion to approve the minutes of the 8/17/10 meeting. The motion was seconded by Hugh Rawson and carried 4-0-1. James Conway abstained.

Regular Meeting - September 21, 2010

It was noted that the minutes should clarify that the executive session was "to discuss an employee".

Wayne Piskura made a motion to approve the minutes of the 9/21/10 meeting as amended. The motion was seconded by James Conway and carried 4-0-1. Donald Greenstein abstained. .

BUSINESS

Booth Free School Lease

Barbara Henry reported that the school lease with Region 12 is finalized for approval at Town Meeting on 10/20/10. The Board discussed the terms of the lease. It was noted that the building will be insured for 95% of its value. A \$100,000 line item for elementary school capital projects that exceed \$5,000 will be created in Region 12's budget.

It was noted that there is no need for the BOF to recommend the lease to Town Meeting. It is the BOF's consensus to support the BOS in adopting this contract upon its approval at Town Meeting.

Gary Lord made a motion to add the 10/20 Town Meeting agenda items to the BOF agenda for discussion. The motion was seconded by Wayne Piskura and carried unanimously.

STEAP Grants

Barbara Henry confirmed that the STEAP Grants are deposited into the Reich & Tang accounts by the State and the vendors are paid directly from those accounts. A project is approved at Town Meeting and then the project is set up.

The ball fields and school playground were discussed. Hugh Rawson reminded the group that a survey had been done resulting in the Town's opinion to not do any further improvements to Hurlburt Park. Barbara Henry explained that proposed work with regard to the soccer field would be an upgrade. She noted that the Town ultimately votes upon any proposed projects for the Park.

Barbara Henry noted that the donated funds collected by the Shepaug Baseball Club for the field and to the PTO for the playground will have to be reported to the Town. Barbara Henry explained that the purpose of the Town Meeting is to approve the projects. The authority to accept the STEAP Grant Funds was given to the Selectmen at the Annual Town Meeting in May.

Board of Finance Duties

Barbara Henry presented the proposal and sample of a Procedural Manual provided by Rico Melaragno. Barbara Henry agreed to distribute this information via e-mail to the Board members for their review. It was noted that other bids and proposals for the Procedural Manual should be obtained.

Region 12 Negotiation Committee Invitation

Gary Lord reviewed a letter from the Region 12 Superintendent inviting him to be present during negotiations. The Board agreed that Gary Lord should accept this invitation to be present at this meeting.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 8:20 PM, the motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Finance



TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING NOVEMBER 16, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:01 PM.

Present: Gary Lord, Wayne Piskura, Donald Greenstein, Kevin Dumas and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman.

APPROVAL OF MINUTES

October 19, 2010 – Regular Meeting

Wayne Piskura made a motion to approve the minutes of the 10/19/10 meeting. The motion was seconded by Gary Lord and carried 4-0-1. Kevin Dumas abstained.

BUSINESS

2011 Meeting Schedule

The Board reviewed and approved of the 2011 Meeting Schedule.

Dam Book

The group agreed that the Historic District Commission did a wonderful job on the Barn Book and noted the great turnout at the Library opening.

Barbara Henry presented the accounting with regard to the book. She noted that the approved bid for the printing of the book was \$16,137; however, the printing was billed at \$17,180. She explained that the Historic District Commission approved the price increase without the consent of the BOS or BOF due to several revisions required at-printing. Additionally, the price was reduced to \$35 per book and the Historic District Commission has agreed to give a 20% commission on the sales of the books to Borders book store. She reported that the total revenue is calculated at \$52,840 and the total expense is \$57,746, which does not include the Borders discount. Therefore, the Historic District Commission will be at least \$5,000 short in repayment of their loan from the General Fund.

Barbara Henry asked how the Board would like to move forward with the payment to the printer. She questioned whether the Board would remain consistent with their past decisions not to allow payments to exceed the awarded bid amount without previous consent by the BOF and BOS.

Wayne Piskura questioned whether the Historic District Commission had any funds in their account that could be put toward this debt. Barbara Henry agreed to advise. With regard to the Historic District Commission's account. The group discussed a second printing. It was agreed that this could only be considered after the first printing has sold, at which point seed money for an additional printing would need to be discussed. The Board noted their expectation that the Historic District Commission continue to promote the sales of the book.

The members discussed a policy for future bids. It was agreed that both the RFP and bid award should note that additional expenditures must be approved by the BOF and BOS.

Review of 6/30/10 Financial Statements Draft

Barbara Henry distributed the Town of Roxbury Audited Financial Statements & Supplemental Financial Data dated 6/30/10. She noted that it is about 80 percent complete.

Gary Lord noted that he reviewed the draft and reported that the Financial Statements show a \$150,000 deficit. Gary Lord reviewed suggested changes to pages 19 and 24. He asked the Board to review this draft and forward any additional suggested revisions to him by November 23rd.

Kevin Dumas inquired the amount of back taxes collected since the \$93,000 reported in these financial statements. Barbara Henry reported that at least another \$35,000 has been collected. The Board commended Kim Pokrywka for doing such a wonderful job.

The balance from the Town Aid Road Fund carried over from year to year was discussed. Barbara Henry explained that these funds are restricted and are not a problem because the funds will eventually be spent on the roads. Gary Lord agreed to discuss this with Rico Melaragno.

OTHER BUSINESS

Barbara Henry distributed a memo dated October 27, 2010 from Kim Baron regarding Tax Exempt Proceeds Fund and Reich & Tang Accounts as they pertain to State Grants secured by the Town. Barbara Henry noted that her comments at the last meeting were referring to an old process.

Gary Lord questioned whether the STEAP Grants approved at the last Town Meeting should have been previously approved by the BOF. He explained that the Town looks to the BOF to approve and authorize any expenditure. Barbara Henry explained that these Grants are not additional appropriations. The BOS authorizes the application for the STEAP Grants and they are approved at Town Meeting. The BOF is kept informed throughout the process. Hugh Rawson commented that this is State money for which the State receives dividends. Wayne Piskura questioned whether the BOF's oversight is limited to Town funds. It was agreed that the Board should inquire what the commonly accepted process for this is with Rico Melaragno.

Barbara Henry explained that she has no problem with the BOF having the opportunity to recommend the Grants in conjunction with the BOS; however, if the BOF is not in agreement the question will be put to Town Meeting regardless.

Gary Lord reported that Roxbury's portion of Region 12's budget is at 31.38%, which an increase of .75% and an extra \$150,000 per year.

Gary Lord noted that additional bids are needed for the Accounting Procedural Manual and that they will need to write a RFP.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 8:55 PM, the motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF FINANCE REGULAR MEETING DECEMBER 21, 2010

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:00 PM.

Present: Gary Lord, Wayne Piskura, Donald Greenstein, Kevin Dumas, James Conway and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman; Kim Baron, Treasurer and Financial Administrator; and Rico Melaragno, Auditor.

APPROVAL OF MINUTES

Regular Meeting – November 16, 2010

Wayne Piskura made a motion to approve the minutes of the 11/16/10 meeting. The motion was seconded by Kevin Dumas and carried 4-0-1. James Conway abstained.

BUSINESS

Review / Accept 6/30/10 Financial Statements

Rico Melaragno reported that the audit went well. He reviewed highlights of the Financial Statements and noted that the budget came in \$209,000 better than anticipated.

Hugh Rawson was seated at 7:04 PM.

Custodial Credit vs. the Sweep Account used by other towns was discussed. The amounts of funds FDIC insured and collateralized were reviewed.

It was noted that Special Revenue Funds are subject to creditors. The option of setting up a trust fund for post-employment medical benefits was discussed.

Gary Lord questioned the reimbursement to the General Fund from LOCIP money that is received. Mr. Melaragno explained that Town Meeting is law and as long as the expenditures are approved by the Town, then there is no standard procedure for the reimbursement of grants received to the General Fund. Mr. Melaragno reported that he researched the minutes of the Town Meetings and confirmed that the additional \$100,000 for South Street was approved at Town Meeting.

Mr. Melaragno discussed the GASB 54 rules redefining Special Revenue Funds. The rules define a Special Revenue Fund as one with major funding from an outside revenue source. Since some of our Funds represent merely transfers from other Town funds, they may not be classified as 'Special Revenue Funds' in future Financial Statements. (Beginning with FYE 6/30/2011.) All the funds will be shown within the General Fund; however, they can be segregated by categories and accounts. He explained that the existing Special Revenue Funds will need to be reviewed for the upcoming year to confirm they are in compliance.

Mr. Melaragno reminded the Board that there is \$73,000 in the Town Aid Road Fund. In the future if funds are necessary for roads this money can be used, as opposed to funds from the General Fund. He noted that the Town's policy is to use restricted money first and then the Town's money. Barbara Henry explained that they have been using the Town Aid Road Fund to pay for unanticipated requirements for the roads.

Discussion of single-stream recycling. First Selectman, Barbara Henry, is going to a meeting with CRRA on this

subject.

ADJOURNMENT

Motion to adjourn by Wayne Piskura at 8:51 PM, second by James Conway. Motion carried.

Respectfully submitted,

Wayne Piskura

Wayne Piskura, Acting Secretary

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