



TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

2011 Complete Board of Finance Minutes

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January 18, 2011	February 15, 2011
March 8, 2011	March 15, 2011
April 6, 2011	April 12, 2011
April 15, 2011	April 19, 2011 Annual Budget Hearing
April 19, 2011	May 17, 2011
June 21, 2011	July 19, 2011
August 2, 2011	August 16, 2011
September 20, 2011	October 18, 2011
November 15, 2011	December 20, 2011



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 18, 2011

MINUTES

CALL TO ORDER

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

Present: Gary Lord, Wayne Piskura, Donald Greenstein, James Conway and Hugh Rawson, Board of Finance Members.

APPROVAL OF MINUTES

December 21, 2010 – Regular Meeting

Hugh Rawson made a motion to approve the minutes of the 12/21/10 meeting. The motion was seconded by Wayne Piskura and carried 5-0.

ELECTION OF OFFICERS

Clerk

Gary Lord nominated Hugh Rawson as Clerk of the BOF. The nomination was seconded by Wayne Piskura.

Gary Lord made a motion to close the nominations for Clerk. The motion was seconded by James Conway and carried unanimously.

Gary Lord made a motion to elect Hugh Rawson as Clerk of the BOF. The motion was seconded by Wayne Piskura and carried unanimously.

Chairman

Wayne Piskura nominated Gary Lord as Chairman of the BOF. The nomination was seconded by Donald Greenstein.

Hugh Rawson made a motion to close nominations for Chairman. The motion was seconded by Wayne Piskura and carried unanimously.

Wayne Piskura made a motion to elect Gary Lord as Chairman of BOF. The motion was seconded by Donald Greenstein and carried unanimously.

BUSINESS

Accept 6/30/10 audited Financial Statements

Gary Lord made a motion to accept the Audited Financial Statements and Other Financial Information, as prepared by Charles Heaven & Company, Certified Public Accountants. The motion was seconded by Hugh Rawson and carried unanimously.

Investment practices and the effect on custodial credit risk

The members participated in a general discussion with no action taken regarding this agenda item.

Health insurance

Discussion tabled

Region 12 surplus as of 6/30/10

Gary reported that the Region 12 surplus has returned \$1,262.80 to Roxbury.

Schedule of '11-'12 budget meetings

A general discussion took place concerning how to get the budget discussion earlier in the year. The group discussed the possibility of having the First Selectman of the Board of Selectmen discuss the budget development with Board of Finance prior to its completion and approval by Board of Selectmen.

Gary Lord made a motion to reschedule the March 15, 2011 meeting to March 8, 2011. The motion was seconded by Wayne Piskura and unanimously approved.

OTHER BUSINESS

None

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 8:35 PM. The motion was seconded by Donald Greenstein and carried unanimously.

Respectfully Submitted,

Tai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

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ROXBURY BOARD OF FINANCE REGULAR MEETING FEBRUARY 15, 2011

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

January 18, 2011 – Regular Meeting

Hugh Rawson made a motion to approve the minutes of the 1/18/11 meeting. The motion was seconded by James Conway and carried 5-0-1. Kevin Dumas abstained.

BUSINESS

'11-'12 budget

The Board continued their discussion that took place at the last meeting concerning how to get the budget discussion started earlier in the year. The group discussed the possibility of having the First Selectman or the Board of Selectmen discuss the budget development with Board of Finance prior to its completion and approval by Board of Selectmen.

Barbara Henry explained that she can make requests for the departmental budgets earlier next year; however, other components of the budget will not be available. The group discussed whether it would be prudent for the BOF to review the budget in part.

Health Insurance

Barbara Henry reported that she spoke with the Library regarding the issues the Town is having exploring new insurance companies due to the fact that the Library's employees are not on the Town payroll. She noted that the Library would like to continue on the Town's policy to avoid incurring additional costs; however, agreed to research and review the possibility of getting their own policy.

Investment Practices

Don Greenstein reported that he discussed the current investment yields with Kim Baron. He reviewed the Town of Roxbury Fund Balances and noted that Danbury Savings Bank is giving a higher rate of return. He explained that Kim Baron noted her concerns with relationship and convenience with regard to the banks used. Don Greenstein suggested that the rates could be negotiated with the banks currently being used. He noted that Kim Baron agreed to explore the investment options and meet with Danbury Savings Bank.

The Board agreed that it is a good idea to consider moving at least some of the money where it can earn a higher yield. This topic was tabled until Kim Baron is available to come to a BOF meeting and report her findings.

Winter Maintenance Costs

Barbara Henry reported that the budget is being hit the hardest with overtime due to the winter weather; however, she does not expect this to be a large budget issue as long as there are not too many more storms. She explained that the salt/sand mix, which is usually \$21 per cubic yard, was purchased from the State for \$5 per cubic yard.

The group agreed a good job has been done maintaining the Town's Roads. Barbara Henry noted that she expects to find a lot of damage in the spring. The Town is already experiencing road heaving.

OTHER BUSINESS

Gary Lord reported that tax revenue is at 96.8%. \$98,000 is expected to be collected within the next month. The expected shortage is \$130,000 which is in line with the budgeted tax collections projection of 98.5%. The group reviewed the balance of the revenue report.

Gary Lord reported that the Grand List is expected to increase .06%.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 8:20 PM. The motion was seconded by Kevin Dumas and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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ROXBURY BOARD OF FINANCE SPECIAL MEETING MARCH 8, 2011

MINUTES

CALL TO ORDER

Meeting called to order at 7:10 PM

Present: Chairman Gary Lord, James Conway, Donald Greenstein, Wayne Piskura, First Selectman Barbara Henry, Treasurer & Financial Administrator Kim Baron.

APPROVAL OF MINUTES

Motion to accept the Minutes from the February 15, 2011 Regular Meeting, by Wayne Piskura, Seconded by Jim Conway, motion carried unanimously.

BUSINESS

Investment Practices

General discussion of security of Town's deposits and rates of interest. Consensus of members that Treasurer and Financial Administrator Kim Baron is providing excellent service to the town. No action taken.

2011-2012 Budget

General discussion of preliminary data, particularly of Capital Expense projections. No action taken.

ADJOURNMENT

Motion to adjourn by Wayne Piskura, seconded by Gary Lord motion carried unanimously. Meeting adjourned at 9:00 PM.

Respectfully submitted,

Wayne Piskura

Board Member

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ROXBURY BOARD OF FINANCE REGULAR MEETING MARCH 15, 2011

CANCELLATION NOTICE

The Roxbury Board of Finance has cancelled their Regular Meeting Scheduled for Tuesday, March 15, 2011. A Special Meeting is scheduled for Tuesday, March 8, 2011.

Respectfully Submitted,
Jai Kern
Tai Kern, Secretary

Dated: January 19, 2011

Cc: Town Clerk



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ROXBURY BOARD OF FINANCE SPECIAL MEETING APRIL 6, 2011

MINUTES

CALL TO ORDER

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

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

BUDGET WORKSHOP

The Board reviewed the '11-'12 budget as submitted by the BOS. The group agreed to continue the discussion to a Special Meeting scheduled for April 12, 2011 at 7:00 PM.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 9:00 PM. The motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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ROXBURY BOARD OF FINANCE SPECIAL MEETING APRIL 12, 2011

MINUTES

CALL TO ORDER

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

Present: Chairman Gary Lord, Donald Greenstein, James Conway, Hugh Rawson and Wayne Piskura (arrived at 8:40 PM), Board of Finance Members. Barbara Henry, First Selectman.

BUDGET WORKSHOP

The Board reviewed '11-'12 proposed budget.

ADJOURNMENT

James Conway made a motion to adjourn the meeting at 10:30 PM. The motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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ROXBURY BOARD OF FINANCE EMERGENCY MEETING APRIL 15, 2011

MINUTES

CALL TO ORDER

Chairman Gary Lord determined that a quorum was present and called this Emergency Meeting to order at 3:20 PM.

BUSINESS

Motion to recommend the budget of \$9,612,310 with a contribution of \$255,607 from the Town's unreserved fund balance by Gary Lord, Seconded by Hugh Rawson, motion passed unanimously.

ADJOURNMENT

Wayne Piskura made a motion to adjourn the meeting at 3:35 PM. The motion was seconded by Gary Lord and carried unanimously.

Respectfully submitted,
Wayne Piskura
Board Member

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ROXBURY BOARD OF FINANCE PUBLIC HEARING APRIL 19, 2011

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the public hearing to order at 7:06 PM.

Present: Gary Lord, James Conway, Wayne Piskura, Donald Greenstein, Kevin Dumas 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.

Gary Lord read aloud the following:

Welcome to the 41st Annual Budget Hearing, presented by the Roxbury Board of Finance. The purpose of this Hearing is to allow you, the voters, to ask questions or voice opinions on this proposed Budget. This is the time that our Board welcomes Public Comment regarding the budget, or any other financial matters concerning our Town, positive or negative. After considering your comments, our Board will decide on the Final Budget to be presented at the Annual Town and Budget Meeting in May, for your ultimate approval.

On behalf of our Board, I would like to thank Barbara, and the entire Board of Selectmen, for preparing and presenting us with, a very prudent and well thought-out budget. This was not easy in these economic times, especially considering our 5% increase in education costs. I would also like to thank Kim Baron for her help in providing reports, estimates and valuable insight. And of course members of our Board for their patience in reviewing each of the over 400 line items that make up our budget. I'm proud that our Board takes the time to annually review every component of Roxbury's Budget, as it helps to keep us in-tune with all aspects of our Town.

At this point, the budget includes our share of the Region 12 budget recently approved by the Board of Education. It is just over 6 1/2 Million Dollars and represents almost 70% of our total 9.6 Million dollar Budget. The Entire Region 12 budget of just over 21 ¼ Million, will be put to a Regional vote in an upcoming referendum. In the event that the ultimate voter-approved- regional-budget ends up being less than what's currently proposed, we would pay Region 12 only our share of the lowered amount and any savings would help to reduce our currently budgeted deficit of \$255,600.

Roxbury's operating budget has increased by less than 1% or \$23,500 while the Capital budget has **decreased** by \$66,600 yielding an overall Town Budget **decrease** of \$43,138 or 1.4%. I agree with Barbara in that, for the past several years we have done everything possible to reduce Roxbury's Town Budget, in an effort to absorb increases in education costs, thereby minimizing property tax increases. Other factors contributing to our budgeting difficulties include decreases in State and local revenues, and very little growth in our Grand List. In past years we enjoyed annual increases of 2 and sometimes over 3% from the construction of new houses, new garages and household expansions or improvements. These increases provided additional tax revenue with no increase in the mill rate, which helped to offset unavoidable cost increases. Our Grand List increased this year by about ½ of 1% and last year was less. I should also mention the cost of un-funded mandates that continue to be passed down by our State and Federal Legislators. One would think, that in these difficult financial times, our Legislators would not continue to further burden local property taxpayers to help fund their own, considerably less prudent budgets.

In order to fund the overall budget of \$9,612,310 we first look to sources of revenue other than taxes, such as State revenue, Grants, permit fees and other income. After considering an estimated surplus for the current year, mainly due to additional tax receipts, our Board has agreed to buy down this budget by dedicating \$255,607 of our Unrestricted General Fund Surplus. The resulting estimate of surplus remaining as of June 30, 2012 is over \$1.6 Million dollars and represents 2 months of average monthly expenses, which remains to be considered very healthy, especially in these economic times.

The amount remaining to fund our budget comes from property taxes. The proposed tax for this budget year is \$8,866,831 which represents an increase of \$452,600 or 5.4%. In order to generate this amount the mill rate must increase from the current 11.4 to a new rate of 11.9 or, half a mill. Of the total increase, Region 12 makes up \$314,000 while decreasing State and Local revenues make up the rest.

Gary Lord reviewed the budget by line items and welcomed questions or comments from the public. He pointed out that the Town's salaried employees are budgeted for a 2% increase and the hourly employees are budgeted for a 3% increase. It was noted that there had not been an increase given to employees in the past year and the hourly employees' hours were cut. Gary Lord explained that the Assessor's line item reduction is due to the reduction in the number of people in that department.

Gary Lord noted that the Recreation Department's budget is reduced by \$22,400. Andy Engel of 74 Transylvania Road and Chair of the Recreation Commission came forward and explained that the Recreation Department reduced their summer camp budget by \$22,400 due to its low popularity and proposed that \$20,000 of these funds be budgeted as a Capital Project for a bathroom and kitchen at Apple Lane. He expects several volunteers and fundraising efforts will help fund this project; however, he is asking that the entire amount or a portion of these funds be restored in the budget to the Apple Lane Capital Projects, which has the public's support. He discussed the concerns with maintenance of such a facility and noted that it will be a low maintenance facility for which revenue from the rental of the venue for functions could help support.

Gary Lord questioned the details regarding the bathroom and kitchen proposal for Apple Lane and its anticipated costs. He confirmed that the proposed budget does not reduce any activities offered by the Recreation Department. It was noted that changes made to summer camp were accomplished by using a vendor for this service. Hugh Rawson reminded the group of the survey that was done, which resulted in the public's opinion not to further develop Apple Lane. It was suggested that such a survey be revisited.

Selectman Robert Lowe spoke in support of re-instating the \$20,000 for the kitchen/bathrooms that the Board of Finance cut from the budget. He reminded the public that 50 years ago the only recreation site in town was a bog behind Booth Free School. He noted that the Town has enjoyed the natural growth of Apple Lane over the years.

Barbara Henry reported that the Board of Selectmen was unanimous in keeping the \$20,000 in the budget. She agreed that a plan should be presented for the proposed facilities to answer the many questions regarding the details of this project. She noted that a survey regarding Apple Lane was done in 1998/1999 and agreed that the Town should be polled regarding this project.

Wayne Piskura questioned the details regarding such facilities in other towns. Lisa Easter reported on the details of the facilities in Washington.

Kevin Dumas commented that having had young children who grew up using the recreation area at Apple Lane he feels that it is one of the Town's greatest assets and that it will need to be developed further. He encouraged the Recreation Department to continue to find ways to fund the development of this area.

Gary Lord reported on the increase in the budget of \$10,000 under the State Police line item. It was noted that the elimination of the Resident State Trooper would result in the loss of the ability to have constables. First Selectman Barbara Henry reported that she has been pursuing the option of sharing a State Trooper with Bridgewater. It was noted that the increase at the rate of \$10,000 per year comes from the State contract and there is nothing the Town can do about this other than to eliminate the service. Selectman Robert Lowe noted

that he would be in favor of eliminating the State Trooper if this position could be replaced with well qualified people.

Gary Lord noted the increase in health insurance and reported that competitive bids are being sought. He also noted the decrease in the Land Acquisition Fund proposed by the Board of Selectmen.

Gary Lord reviewed the Revenue and the proposed mill rate increase to 11.9. He looked for further questions or comments from the public or the Board of Finance. He thanked the BOF and the public for coming to this hearing.

ADJOURNMENT

The Annual Budget Hearing was adjourned at 8:00 PM.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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ROXBURY BOARD OF FINANCE REGULAR MEETING APRIL 19, 2011

MINUTES

CALL TO ORDER

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

Present: Gary Lord, James Conway, Wayne Piskura, Donald Greenstein, Kevin Dumas 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.

APPROVAL OF MINUTES

March 8, 2011 Special Meeting

Motion by Wayne Piskura to approve the minutes of the March 8, 2011 Special Meeting, the motion was seconded by Donald Greenstein and carried unanimously. Kevin Dumas abstained.

April 6, 2011 Special Meeting

Motion by Wayne Piskura to approve the minutes of the April 6, 2011 Special Meeting, the motion was seconded by Donald Greenstein and carried unanimously. Kevin Dumas abstained.

April 12, 2011 Special Meeting

Motion by Wayne Piskura to approve the minutes of the April 12, 2011 Special Meeting, the motion was seconded by Donald Greenstein and carried unanimously. Kevin Dumas abstained.

April 15, 2011 Special Meeting

It was noted that this meeting should be entitled Emergency Meeting.

Motion by Wayne Piskura to approve the minutes of the April 15, 2011 Emergency Meeting as amended. The motion was seconded by Donald Greenstein and carried unanimously. Kevin Dumas and James Conway abstained.

This Regular Meeting of the BOF was adjourned to the Annual Budget Hearing at 7:05 PM and reconvened at 8:01 PM.

BUSINESS

Gary Lord suggested that the BOF discuss and agree upon a budget to go to Town Meeting.

The group discussed the proposed facilities at Apple Lane. Donald Greenstein noted his concerns with the maintenance of the proposed facilities. James Conway commented that it is premature for the BOF to budget for this project and should wait until a plan is proposed. Barbara Henry noted that this is something that is coming in the future. Considering the increase use of Apple Lane this is something the people want.

Motion by Hugh Rawson to present the proposed budget of \$9, 612,310 at Town Meeting. The motion was seconded by Gary Lord.

Discussion: The group considered the \$20,000 reduction from the budget for the Apple Lane Development Fund. It was noted that the BOF does not know enough about the plan for the kitchen / bathroom facilities or the public's opinion regarding this project and decided not to fund the project at this time.

Motion carried unanimously.

ADJOURNMENT

Motion by Gary Lord to adjourn at 8:17 PM, the motion was seconded by Wayne Piskura and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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ROXBURY BOARD OF FINANCE REGULAR MEETING MAY 17, 2011

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 8:10 PM.

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

APPROVAL OF MINUTES

April 19, 2011 Regular Meeting

Motion by Wayne Piskura to approve the minutes of the April 19, 2011 Regular Meeting and Public Hearing. The motion was seconded by Kevin Dumas and carried unanimously.

BUSINESS

Tax Collector's Suspense List

Gary Lord reported that the proposed Tax Collector's Suspense List has been submitted. The list totals in the amount of \$1,227.27 and consists of delinquent motor vehicle taxes.

Motion by Gary Lord to authorize the Tax Collector to transfer the \$1,227.47 detailed on the two pages provided to the Suspense Tax Book. The motion was seconded by James Conway and carried unanimously.

Appoint Auditor for the Fiscal Year

Barbara Henry reported that Charles Heaven & Company's audit fee is \$15,500, which includes the audit of the Minor Memorial Library. This fee has been without an increase for the third year in a row.

Motion by Gary Lord to appoint Charles Heaven & Co. to audit the Town of Roxbury's records for fiscal year ending June 30, 2011. The motion was seconded by Wayne Piskura and carried unanimously.

Establish Mill Rate

The Board discussed increasing the mill rate from 11.4 to 11.9 as noted at the Annual Budget Hearing. The uncertainty as to whether State revenue would be reduced was noted. Barbara Henry reported on new funds expected to be available for municipalities.

The group commented that the mill increase is solely due to the Region 12 increase. Barbara Henry explained that the Town keeps trying to compensate for the increases; however, there is nothing in the budget that can further be reduced next year if the Region has another increase. The BOF agreed that such an increase should be addressed when and if it happens next year.

Kevin Dumas noted that BOF controls less than 1/3 of expenditures in the budget and the public should understand that Region 12 controls 68% of the budget.

James Conway agreed that people should not be taxed any more than is needed this year. The mill rate will need to be raised again next year in accordance with what is needed.

Motion by Gary Lord to set the mill rate for the 2011-2012 budget year at 11.9 mills. The motion was seconded by Wayne Piskura.

Discussion: Hugh Rawson commented that the Board knew two years ago that the budget would be increasingly difficult and should keep this in mind going forward. However, he agreed that the public should not be taxed any more than is necessary.

Wayne Piskura noted that the economy cannot be controlled; although, projects can be cut back and done at a later date when the economy recovers.

The Motion carried unanimously.

ADJOURNMENT

Motion by Kevin Dumas to adjourn at 8:40 PM. The motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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ROXBURY BOARD OF FINANCE REGULAR MEETING JUNE 21, 2011

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:07 PM

Present: Gary Lord, Wayne Piskura, Kevin Dumas and Donald Greenstein, Board of Finance Members; Barbara Henry, First Selectman, and guest Ed Cady, Jr.

APPROVAL OF MINUTES

May 17, 2011 Regular Meeting

Motion by Wayne Piskura to approve the minutes of the 5/17/11 Regular Meeting. The motion was seconded by Kevin Dumas and carried 3-1. Donald Greenstein abstained

BUSINESS

Alternate members

The Board discussed the possibility of having an alternate member on the BOF. Ed Cady, Jr. was invited to sit in on this meeting as a prospective new Board member. Section 7-340a of the CGS regarding alternate BOF members was reviewed. It was confirmed that the ordinance would have to be rewritten to allow for this. The limits of an alternate's participation were discussed and Barbara Henry confirmed that an alternate can participate in the discussion until a motion has been made. The Board discussed adding a 7th regular member rather than an alternate. It was agreed that further research should be done. Barbara Henry agreed to consult with the Town Attorney regarding the process of adding an alternate member vs. adding a regular member.

Health insurance

Barbara Henry reported that she has been exploring the options with the health insurance broker. She has not yet found a plan with significant savings. She noted that the Library has looked into obtaining their own policy for their employees; however, would like to stay on the Town's policy. The Library employees would only be considered Town employees to a new insurance carrier if the Town was to take over their payroll. Additionally, the Town has two part time employees who would not be covered on a new policy. An option may be to have a separate policy for those not considered Town or full time employees.

Year-end budget items

Barbara Henry distributed a memo entitled Request for Transfers & End of Fiscal Year 2010-2011 Requests dated 6/21/11. She explained that this is to request that the BOF make the transactions which involve close out of completed projects, and/or transfers for designated projects into the Reserve for Capital Undesignated.

CLOSE OUTS & TRANSFERS

Replace VFD Pumper - Close out project – completed.

Motion by Gary Lord to close out the Replace VFD Pumper project. The motion was seconded by Wayne Piskura and carried unanimously.

Senior Center Painting - Close out project – completed

Motion by Gary Lord to close out the Senior Center Painting project. The motion was seconded by Wayne Piskura and carried unanimously.

Town Clerk Upgrades - Close out project – completed.

Motion by Gary Lord to close out the Town Clerk Upgrades project. The motion was seconded by Wayne Piskura and carried unanimously.

Barn Book Project - Close out project – leave open for balance.

Transfer \$19,233 still in the Reserve for Capital Designated to the General Fund.

The Board agreed that this project should be left open for repayment of the balance of the \$20,000 loan from future sales of the Barn Book.

Motion by Gary Lord to transfer \$19,000 received as partial payment of original \$20,000 loan to the Historic District Commission for the Barn Book project from the Reserve for Capital Undesignated to the General Fund. The motion was seconded by Wayne Piskura and carried unanimously.

Paint Town Hall & Replace Shutters - Close out project – completed.

Transfer Balance of \$5,744.88 to Reserve for Capital Undesignated.

Motion by Gary Lord to close out the Paint Town Hall & Replace Shutters project and transfer the balance of \$5,744.88 to Reserve for Capital Undesignated. The motion was seconded by Kevin Dumas and carried unanimously.

Plan of Conservation & Development - Close out project – completed.

Transfer Balance of \$7,032.74 to Reserve for Capital Undesignated.

Motion by Gary Lord to close out the Plan of Conservation & Development project and transfer the balance of \$7,032.74 to the Reserve for Capital Undesignated. The motion was seconded by Kevin Dumas and carried unanimously.

Senior Center Upkeep - Close out project – completed.

Transfer balance of \$156.69 to Reserve Capital Undesignated.

Motion by Gary Lord to close out the Senior Center Upkeep project and transfer the balance of \$156.69 to Reserve for Capital Undesignated. The motion was seconded by Donald Greenstein and carried unanimously.

ARRA JAG Grant - Close out project – completed

Transfer balance of \$9,080.18 received from the State to Reserve for Capital Undesignated.

Motion by Gary Lord to close out the ARRA JAG Grant project and transfer the balance of \$9,080.18 received from the State to Reserve for Capital Undesignated. The Motion was seconded by Donald Greenstein and carried unanimously.

It was noted that the transfer totaling \$22,014.49 added to the current balance of \$6,455.52 in the Reserve for Capital Undesignated fund equals \$28,470.01.

FUNDING REQUESTS & PROJECT APPROVALS

Barbara Henry noted that two projects need funding. She is requesting the BOF's approval for the projects as well as the funding. The BOS will call for a Town Meeting to also approve the projects.

1. LEEF – Lawn Equipment Exchange Fund

This is an 80% reimbursable grant we took advantage of to obtain new chainsaws and a pruner. This is to request the BOF transfer \$1,628.28 from the Reserve for Capital Undesignated to this new project to pay for these items which, once we make the exchange with our old equipment and pay for the items, we will be reimbursed \$1,302.62 (80%). This will be returned to the Undesignated fund. The Board agreed that the LEEF funding should be paid out of the Contingency line.

Motion by Wayne Piskura to authorize the BOS to pay \$1,628.28 from the Contingency line to purchase the equipment for the LEEF grant. The motion was seconded by Gary Lord and carried unanimously.

2. Diesel & Heating Oil Tanks Overfill & Spill Bucket Upgrades per DEP NOV

The Town received a Notice of Violation from the DEP and these upgrades have to be done by August 28, 2011 to avoid a fine. Total cost for all parts and labor is \$11,240 (low bid.) An electrician has to be hired. This is to request the BOF transfer up to \$20,000 from the Reserve for Capital Undesignated to this new project to pay for these required upgrades.

Motion by Gary Lord to approve the BOS' request to fund from Reserve for Capital Undesignated up to \$20,000 for the compliance with the Notice of Violation issued by the DEP for the installation of the tank gauging system and repair of 2 spill buckets on the diesel tank at the Town Garage, subject to Legislative Body Approval. The motion was seconded by Wayne Piskura and carried unanimously.

TRANSFERS FROM CONTINGENCY

Barbara Henry explained that the following is to request two (2) transfers out of Contingency due to overages in various budget lines within two Departments:

1. This is to request the BOF transfer \$10,000 from Contingency to the Highway & Public Works Department in the *M.O.R.E.* line item. These overages were due mostly to winter and spring storm-related events.

It should be noted that 75% of FEMA money applied for by the Town will be coming back into the General Fund. This is 75% of @ \$26,000 which equals @ \$19,500.

Motion by Gary Lord to transfer \$10,000 from Contingency to the Highway & Public Works Department, *M.O.R.E.* line item. The motion was seconded by Wayne Piskura and carried unanimously.

2. This is to request the BOF transfer \$10,000 from Contingency to the Protection Department in the *Town Police – Private Duty* line item. This overage is due to the Town Constable's private duty jobs running through the payroll line item.

It should be noted in this case that unbudgeted revenue for private duty jobs has been deposited into the General Fund.

Gary Lord noted his concerns that the Town is losing money on Town Police – Private Duty due to the added expenses with regard to payroll taxes, use of the vehicle, etc. Barbara Henry agreed that the fee for private duty can be increased. Wayne Piskura suggested that the fee be double the officer's wage.

Motion by Gary Lord to transfer \$10,000 from Contingency to the Protection Department in the *Town Police – Private Duty* line item. The motion was seconded by Kevin Dumas and carried unanimously.

STEAP GRANTS

Barbara Henry notified the BOF that the BOS has applied for two STEAP Grants for South Street and Hurlburt Park Fields. If and when the State approves these requests, the BOF will be asked to approve the acceptance of the grants, as well as the Hurlburt Park Fields project, which will then be taken to Town Meeting for approval. The South Street project already has Town Meeting approval, up to \$100,000.

LOCIP

Barbara Henry explained that while we budgeted for \$50,000 for LOCIP reimbursement for South Street in 2009-2010, to be returned to the General Fund, that money was not available in our account request. In March, 2011, our allotment for LOCIP (\$36,470) brought our available balance to \$39,384.93. She questioned whether the BOF would like to request this money for South Street, even though it's short \$13,530, or wait to see if we are

awarded the STEAP Grant and use this money for another project. The BOF agreed that Barbara Henry should request the \$39,384.93 for South Street, which will be deposited into the General Fund as revenue.

Motion by Kevin Dumas to add to the agenda Region 12 Long Range Planning Committee funding. The motion was seconded by Wayne Piskura and carried unanimously.

REGION 12 LONG RANG PLANNING COMMITTEE FUNDING

It was noted that each town in Region 12 has agreed to contribute \$5,000 to hire Jonathan Costa from Education Connection to facilitate the Region 12 Long Range Planning Committee. The goal is to obtain an independent opinion regarding the direction of Region 12 for the future.

Barbara Henry noted that BOE representative, Kelly Lott, reported that Mr. Costa is adamant about having official union representatives as part of this committee. The Board opined that there would be no need for this since existing union contracts will not be altered. Barbara Henry agreed to call a meeting to further discuss this with Mr. Costa. Barbara Henry will keep the BOF posted regarding the proposal's status.

Motion by Gary Lord to authorize the BOS to contribute \$5,000 for the facilitator of Education Connection to be funded from the Misc. line, subject to legislative body approval. The motion was seconded by Wayne Piskura and carried unanimously.

ADJOURNMENT

Motion by Kevin Dumas to adjourn at 8:50 PM. The motion was seconded by Wayne Piskura 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 JULY 19, 2011

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

June 21, 2011 Regular Meeting

It was determined that there was not enough members present from the 6/21/11 meeting to approve the minutes.

BUSINESS

Grant Procurement

The Board and Selectman Robert Lowe discussed ways of compensating the First Selectman for grant procurement. It was agreed that this item of discussion should be continued to the next BOF meeting.

Health insurance

First Selectman Barbara Henry noted the prior receipt of a memo from Library Board member Cynthia Newby. Ms. Newby wrote that this group's efforts to find long lasting cheaper insurance would be fruitless. Barbara Henry noted her agreement with this statement. Ms. Newby referenced State Law, which notes that a town's library director is the town's employee and explained that this is accurate since one-half of the Library's operating expenses are paid by this Town. Barbara Henry explained that the issue is that the Library's employees are not considered town employees to the insurance carriers because they are not run through the Town's payroll.

Barbara Henry reminded the Board of the other issue with obtaining a new carrier, which is that the employees who work less than 35 hours that receive benefits will no longer be allowed to do so. It was noted that since the Town Clerk receives benefits by Ordinance this should be an allowed exception. The group discussed obtaining a separate policy for the part time employees, which would be reimbursed by the Town.

Wayne Piskura questioned if salaried employees should be subject to the 35 hour work week policy to receive benefits. It was noted that extra time put in by these employees that are non-public hours.

Alternate Members

The Board continued their discussion of adding an alternate member due to concerns of being short a quorum at meetings. The Town Attorney has advised that legally the Board cannot be increased in size above the 6 regular members; however, the Board can add up to three alternates. The Town Ordinance will need to be changed to allow for alternates.

It was determined that a meeting is not often dismissed due to a lack of a quorum. The Board agreed that attendance should be encouraged rather than seeking alternate members.

Solar Panels

Barbara Henry reported that she will be in front of the Historic District Commission tomorrow night regarding installing solar panels on Town buildings. The Federal government will pay for this project. There would be a five

year warrantee, after which the Town could purchase the panels for \$1.00. The installer would be liable for any damage to a building.

Constable Private Duty

Barbara Henry reported that due to FICA, Social Security, Medicare costs and the increase in gas prices the BOS increased the fee charged per hour for the Constable's extra duty. The new fee for private duty constable for residential use is \$50 per hour with \$15 of that fee towards the Town's expenses. The fee for business use increased to \$80 per hour with \$40 towards the Town's expenses. The officer has agreed to sign an acknowledgment that extra duty hours do not go toward regular hours with respect to full time employment.

OTHER BUSINESS

CT DOL Special Assessment

Barbara Henry reported that the State has borrowed money from the federal government to pay unemployment. They are levying a special assessment upon CT employers to repay this loan. The Town will be subject to this special assessment.

ADJOURNMENT

Motion by Hugh Rawson to adjourn at 8:58 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 EMERGENCY MEETING AUGUST 2, 2011

MINUTES

CALL TO ORDER

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

Present: James Conway, Wayne Piskura and Hugh Rawson, BOF members and Barbara Henry, First Selectman

BUSINESS

To Act on two requests of the Board of Selectmen

- 1) B. Henry explained that the Town received a dividend check in the amount of \$2,883 from its insurance policy. CIRMA stated it was an unrestricted dividend but they would like to know if the Town would use it towards alleviating risk. The BOS discussed it and voted to use it for additional time for the Town Constable to patrol Roxbury Falls. The added police presence there during the month of August would go a long way to alleviate one of the greatest risks for liability to the Town.

After discussion, Gary Lord said that the check should be deposited into the General Fund and if the Protection department was short at the end of the fiscal year they will move it from the General Fund to the Protection department for Town Police.

Motion by Wayne Piskura to approve paying for the additional time for the Town Constable as requested by the BOS as long as his weekly hours did not go above 34 hours. Second by Gary Lord, motion passed unanimously.

- 2) B. Henry explained that the BOS wanted to award the low bidder for the Minor Bridge Rehabilitation project to Schultz Corporation in the amount of \$618,417.50 but it was determined that an additional appropriation would be needed and the BOS was asking the BOF to approve one in the amount of up to \$115,000. The Town has approved the project and there is \$613,753 already approved (\$250,000 STEAP Grant received for the project; \$250,000 budgeted over the years and \$113,753 from the balances from two previous STEAP Grants for other projects that were approved by the State to be moved to this project.) However, there are additional expenses for the engineering, a shortage of \$51,000 because expenses have already been paid to date, and adding a possible 5% contingency, the need for up to \$115,000 would be prudent. If the BOF approves, a Town Meeting would be scheduled promptly so the project could get underway.

Motion by Wayne Piskura to approve recommending to Town Meeting the additional appropriation of up to \$115,000 for the Minor Bridge Rehabilitation project which, together with the previously approved \$613,753 brings the total authorization to \$728,753. The \$115,000 would be taken from the General Fund Undesignated Surplus. Second by Gary Lord, motion passed unanimously.

ADJOURNMENT

Motion by Wayne Piskura to adjourn at 7:50 PM, second by Gary Lord, motion passed unanimously

Respectfully submitted,

Barbara Henry

Barbara Henry, Acting 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 16, 2011

CANCELLATION NOTICE

The Regular Meeting of the Board of Finance scheduled for August 16, 2011 was cancelled. The next regular meeting of the Board of Finance is scheduled for September 20, 2011 at 7:00 PM.



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 20, 2011

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

June 21, 2011 Regular Meeting

The vote for the approval of the 5/17/11 minutes was corrected to 3-0-1 to properly record the abstention.

The sentence; "Ed Cady, Jr. was invited to sit in on this meeting as a prospective new Board member." was deleted from the record as to not appear as if the BOF endorses this candidate for the upcoming election. Hugh Rawson recused himself from this deletion.

Under the topic of Health Insurance the words "the library" were inserted after "however". The word "was" was changed to "were".

Under the topic of Year-end Budget Items it was agreed that the excerpts from memo distributed by Barbara Henry and discussed in detail should have been included in quotations and that in the future such information should not be included in the minutes of the meeting. The public can request such information separately if interested.

Under the topic of LOCIP the word "we" should be changed to "the town".

Motion by Hugh Rawson to approve the minutes of the June 21, 2011 meeting as amended. The motion was seconded by Kevin Dumas and carried. James Conway abstained.

July 19, 2011 Regular Meeting

In the second paragraph under the topic of Health Insurance the word "that" should be changed to "than". The word "is" should be inserted after the word "time" in the third paragraph.

Under the topic of Solar Panels the spelling of the word "warranty" was corrected.

Under the topic of Constable Private Duty the first sentence was rewritten to exclude the word "Social Security" and to insert the word "matching" before costs. The word "paid" should be inserted before the word "towards" in both occasions of its use.

Motion by Hugh Rawson to approve the minutes of the July 19, 2011 meeting as amended. The motion was seconded by Wayne Piskura and carried. Kevin Dumas abstained.

August 2, 2011 Emergency Meeting

In section #2 the following sentence was changed: However, "because" there are additional expenses "including" engineering, a shortage of \$51,000 because expenses have already been paid to date, and adding a possible 5% contingency, "a request for up to an additional \$115,000 would be prudent".

Motion by Wayne Piskura to approve the minutes of the August 2, 2011 meeting as amended. The motion was seconded by Hugh Rawson and carried. Kevin Dumas abstained

BUSINESS

Constable

Barbara Henry explained the Selectmen are looking at hiring a former State Trooper as a Town Constable. Due to State cutbacks, this person can be available to be on call for special events without the cost of State Trooper overtime. A uniform will be the only startup cost to the Town. The Board of Selectmen views this as a great opportunity and is pursuing it.

Solar Panels

Gary Lord questioned why the BOF did not have more involvement in recommending this project to Town Meeting. Barbara Henry noted that this project requires no funding from the Town. She explained that the project was discussed with the BOF as reflected in the July 2011 minutes and because there were no concerns or objections it went to Town Meeting.

The group discussed whether the BOF should be involved in investments in capital equipment regardless of its cost. The BOF noted their agreement that the solar panels are a great opportunity for the Town.

Grant Procurement

The Board reviewed municipal employee salaries in area towns. It was uncertain whether the towns reviewed employ grant writers. Barbara Henry clarified that Roxbury has a working Public Works Foreman and that the First Selectman oversees the day to day operations of Public Works. It was agreed that the job titles were not comparable.

The group agreed that grant procurement is a lengthy process. The Board of Selectmen's recommendation to change compensation from 1% to 2% was reviewed.

A motion was made by Wayne Piskura to change the title of the budget line item from Grant Procurement to Grant Procurement Incentive. The motion was seconded by James Conway and carried unanimously.

A motion was made by Wayne Piskura to accept the recommendation of the BOS to increase the grant procurement incentive from \$5,000 plus 1% to \$5,000 plus 2% of qualifying grants awarded after 9/20/11 and before 7/1/12. The motion was seconded by Hugh Rawson.

Discussion: Gary Lord reported that Donald Greenstein is strongly in favor of accepting the BOS's recommendation.

The motion carried unanimously

OTHER BUSINESS

Kevin Dumas thanked the First Selectman and town employees for the wonderful communication with the stranded Judds Bridge area residents during the storm. Hugh Rawson reported that many people commented on the value of Barbara Henry's communication during this time.

ADJOURNMENT

Motion by Hugh Rawson to adjourn at 8:40 PM. The motion was seconded by Wayne Piskura 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 OCTOBER 18, 2011

MINUTES

CALL TO ORDER

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

Present: Gary Lord, Hugh Rawson, Kevin Dumas, Donald Greenstein and James Conway, Board of Finance Members.

APPROVAL OF MINUTES

September 20, 2011 Regular Meeting

Motion by Kevin Dumas to approve the minutes of the September 20, 2011 meeting. The motion was seconded by James Conway and carried. Donald Greenstein abstained.

BUSINESS

Minutes – earlier review

It was agreed that the members would review the minutes of the previous meeting that are posted on the town's website at their convenience.

Review meeting schedule

Gary Lord suggested that the Annual Budget Hearing be moved to two weeks before the Annual Town Meeting to allow for extra time to review the proposed budget. It was agreed that the town schedule would be reviewed to confirm that there are no conflicts prior to setting next year's Annual Budget Hearing for May 8, 2012.

Solar panels

Gary Lord reported that solar panels are no longer available for flat roofs; therefore, the school will not be having the solar panels installed.

Dirt roads

Gary Lord reported that the Board of Selectmen spoke about paving some of the dirt roads at their last meeting. The BOS' past request for a vibrating roller was discussed at that meeting as well.

Kevin Dumas suggested that the Board of Finance be educated regarding the town's liability if there was to be an accident due to the road conditions. He explained that a dirt road study should be done to determine the worst roads in town. James Conway noted that the proper engineering of the roads is necessary.

Donald Greenstein confirmed that the dirt roads are dangerous and the maintenance is cumbersome. The Board requested that this topic be included on next month's agenda and that First Selectman Barbara Henry be present to explain the town's liability with regard to dirt roads. Gary Lord asked the members to take note of the worst roads around town.

ADJOURNMENT

Motion by Kevin Dumas to adjourn at 7:45 PM. The motion was seconded by Donald Greenstein 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 NOVEMBER 15, 2011

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

October 18, 2011 Regular Meeting

It was noted that under Solar Panels "the school" should be referred to as "Booth Free School". Motion by Hugh Rawson to approve the minutes of the October 18, 2011 meeting as amended. The motion was seconded by Kevin Dumas and carried. Wayne Piskura abstained.

BUSINESS

Review / Approval of 2012 meeting schedule

The approval of the 2012 Meeting Schedule was tabled for further consideration of the Annual Budget Hearing date.

Dirt Roads

First Selectman Barbara Henry reported that the Board of Selectmen's meeting was cancelled. Discussions regarding dirt roads are on hold until the recovery from the snow storm is complete.

Gary Lord explained that the Board of Finance feels it is highly critical to have an engineer look into the road drainage and that the proper materials are used on the dirt roads. The BoF is very interested in improving dirt roads and paving some areas.

Kevin Dumas questioned the Town's liability if there was an accident due to the dirt road conditions.

Storm Update

Gary Lord inquired about the financial impact due to the snow storm. Barbara Henry explained that the Town Aid Road Fund will be used to pay for costs incurred; however, all expenses are being documented for FEMA. 75% of the costs incurred may be paid for by FEMA. Projects such as chip sealing roads may need to be delayed due to the storm expenses.

Barbara Henry noted that the Town cleared the State Roads due to the DOT's failure to do so; thereby, incurring additional costs. These costs will also be submitted to FEMA. She confirmed that all the storm costs can be available for the BOF's review at the December meeting.

Barbara Henry was thanked for the informative WARN messages during and after the storm. The group agreed that the Senior Center turned out to be a very useful facility for the Town.

Solar panels

Barbara Henry reported that the Town is not getting solar panels. The program was being funded by a Stimulus Grant and a private investor. The investor pulled out of the project for municipal and nonprofits. Barbara Henry will be investigating the charges for individual homeowners through this program.

ADJOURNMENT

Motion by Gary Lord to adjourn at 8:10 PM. The motion was seconded by Kevin Dumas 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 DECEMBER 20, 2011

MINUTES

CALL TO ORDER

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

Present: Gary Lord, Hugh Rawson, Kevin Dumas, Donald Greenstein, and Wayne Piskura, Board of Finance Members; First Selectman Barbara Henry; Rico Melaragno, Auditor, and Bradleigh Huizinga of Voices

APPROVAL OF MINUTES

November 16, 2011 Regular Meeting

Motion by Wayne Piskura to approve the minutes of the November 16, 2011 meeting. The motion was seconded by Hugh Rawson and carried unanimously.

BUSINESS

Review / Approval of 2012 meeting schedule

The Board agreed that the Annual Budget Hearing will be held Thursday, May 3, 2012.

Motion by Wayne Piskura to approve the 2012 meeting schedule as amended. The motion was seconded by Kevin Dumas and carried unanimously.

Review of 6/30/11 Audit / Discuss policies and procedures with Auditor

Rico Melaragno, Auditor, thanked everyone for their part in the transition to GASB statement #54 as of July 1, 2010. The new format and old format were compared and definitions were reviewed.

Motion by Gary Lord to approve the June 30, 2011, balance sheet in accordance with GASB statement #54 by Charles Heaven., Co., including changes in vested sick benefits and post-employment benefits from restricted to committed fund balances. The motion was seconded by Hugh Rawson and carried unanimously.

Motion by Gary Lord to accept the Use of Restricted Resources policy as stated in Note 1 of the June 30, 2011, financial statement: When an expense is incurred that can be paid using either restricted or unrestricted resources (net assets), the Town's policy is to first apply the expense toward unrestricted resources and then toward restricted resources. In governmental funds, the Town's policy is to first apply the expenditure toward unrestricted fund balance and then to other, more-restrictive classifications – assigned and then committed fund balances before using restricted balances. The motion was seconded by Donald Greenstein and carried unanimously.

ADJOURNMENT

Motion by Gary Lord to adjourn at 9:10 PM. The motion was seconded by Kevin Dumas and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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