



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 17, 2012

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

December 20, 2011 Regular Meeting

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

BUSINESS

Review / Accept 6/30/2011 audit

Auditor Rico Melaragno distributed a Power Point presentation entitled Town of Roxbury Financial Statements 6/30/11. He reviewed the General Fund balance as of 6/30/11 and noted that there is 1.9 operating months compared to 1.8 operating months last year. The Board discussed the option of having a line of credit. Rico Melaragno explained that other towns do not traditionally keep a line of credit. He clarified that the 1.9 operating months is before tax collection.

The group reconsidered the policy of whether to use restricted or unrestricted funds first. The Board agreed that the policy should be reversed to use restricted resources first; thereby, allowing flexibility in the case of an emergency. It was verified that up to \$20,000 can be used without an approval at Town Meeting.

The definition of each fund was reviewed. It was noted that money cannot be put into the Capital Projects Fund for such things as a revaluation because it is not a tangible asset. Special Revenue Funds are now restricted. Funds for a revaluation will accumulate within a separate line within the General Fund. This was done through a paper entry. Mr. Melaragno suggested that this be budgeted under the Assessor and then assigned as Revaluation within the General Fund at the year end.

It was clarified that the Town Aid Road Fund is a Capital Project Fund, which allows flexibility without amount restrictions with regard to maintenance.

The group discussed grants. It was noted that certain grants, such as STEAP Grants, have to be spent to be recognized. Kim Baron reported that State Grants are now electronically transferred to a clearing account set up by the town.

Rico Melaragno noted that he still recommends that procedures be written up, internal controls be developed and cross training performed. However, he did not recommend this in his report as he has included in several previous reports. The group agreed this was important to do. They discussed working on a couple of departments at a time as well as other options of tackling this project.

Rico Melaragno explained that there were a number of minor typos in the Audited Financial Statements document dated 6/30/11 and requested that the document be accepted with the correction of these typos.

Motion by Gary Lord to accept the Town of Roxbury Audited Financial Statements and Supplemental Financial Data dated 6/30/11 as amended. The motion was seconded by Hugh Rawson and carried unanimously.

It was noted that on 12/20/11 a motion was made regarding the use of restricted resources policy.

Motion by Wayne Piskura to establish the policy to use restricted resources prior to unrestricted resources as stated on page 21 of the 6/30/11 Audited Financial Statements:

Use of Restricted Resources

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 restricted resources and then toward unrestricted resources. In governmental funds, the Town's policy is to first apply the expenditure toward restricted fund balance and then to other, less-restricted classifications – committed and then assigned fund balances before using unassigned balances.

The motion was seconded by Hugh Rawson and carried unanimously.

Election of Officers

Wayne Piskura nominated Gary Lord as Chairman of the Board of Finance. The nomination was seconded by James Conway.

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

Motion by Wayne Piskura to close the nominations of officers. The motion was seconded by James Conway and carried unanimously.

Motion by Wayne Piskura to reelect Gary Lord as Chairman of the Board of Finance. The motion was seconded by James Conway and carried unanimously.

Motion by Gary Lord to reelect Hugh Rawson as the Clerk of the Board of Finance. The motion was seconded by Wayne Piskura and carried unanimously.

STEAP Grant

Barbara Henry reported that a STEAP Grant in the amount of \$400,000 was awarded to Roxbury for the drainage and paving of South Street. Brian Neff has already begun working on the drainage plans. 2.1 miles will be repaved, which will be the balance of South Street.

Barbara Henry noted that she will be attending a hazard mitigation class so that she can apply for a grant to replace the culvert at Botsford Hill Road and Rt. 67.

ADJOURNMENT

Motion by Wayne Piskura to adjourn at 8:30 PM, the motion was seconded by James Conway 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 21, 2012

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

January 17, 2012 Regular Meeting

It was noted that in the third paragraph from the end the word "it" should be inserted after the word "included".

Motion by Wayne Piskura to approve the minutes of the January 17, 2012 meeting. The motion was seconded by Donald Greenstein and carried unanimously.

BUSINESS

Meeting Schedule

The Board agreed to cancel the 3/20/12 Regular meeting and to schedule a Special meeting for 3/27/12.

Motion by Donald Greenstein to schedule a Special meeting for 3/27/12 and to cancel the Regular meeting of 3/20/12. The motion was seconded by Wayne Piskura and carried unanimously.

Motion by Gary Lord to add to the agenda a Roxbury Ambulance discussion. The motion was seconded by Wayne Piskura and carried. Donald Greenstein abstained.

Roxbury Ambulance Discussion

The Board discussed the anonymous letter received by the Chairman and distributed to the Board members. Wayne Piskura questioned whether a charge for ambulance services would threaten the Ambulance Association's 501c3 status. Donald Greenstein reported that he did research regarding the 501c3 status and does not feel a charge for services would be an issue.

The Board did not have any objections to the Ambulance Associations charging for services at this time. Hugh Rawson suggested that further discussion be held until the Ambulance Association makes a formal presentation. At that time the Board can ask questions with regard to audits and accounting to the extent this town provides funds to the Ambulance Association.

OTHER BUSINESS

A report entitled Volunteer Benefits Report was distributed. It was noted that \$411,920 was paid out since the tax abatement / tax deferred award program began 11 years ago for emergency services groups. This number does not include the \$5,000 paid out yearly to each chief of both the Fire Department and the Ambulance Assoc. It was suggested that the BOS meet with the two organizations to review the criteria that qualifies volunteers for the \$1,000 incentive to confirm it is fair to both the tax payers and volunteers.

Hugh Rawson made note with regard to land acquisition that North East Utilities may be willing to shed some of its land. North East Utilities owns 24 acres in Roxbury off Lower River Road.

ADJOURNMENT

Motion by Wayne Piskura to adjourn at 8:11 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 MARCH 20, 2012

CANCELLATION NOTICE

The Roxbury Board of Finance has cancelled their Regular Meeting scheduled for Tuesday, March 20, 2012.

Respectfully submitted,

Jai Kern

Tai Kern

Dated: February 21, 2012

Cc: Town Clerk



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 27, 2012

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

February 21, 2012 Regular Meeting

Motion by Hugh Rawson to approve the minutes of the February 21, 2012 meeting. The motion was seconded by Donald Greenstein and carried unanimously.

BUSINESS

Regional Board of Education

Discussion of letter from Killingworth, CT Board of Finance chairman John McMahon concerning an act to establish a regional Board of Finance for regional school districts. There was a consensus among the members to gather more information and for Chairman Lord to correspond with John McMahon.

2012-2013 Budget:

Discussion of capital expense budget.

OTHER BUSINESS

Motion by Gary Lord to set a Special Meeting for further discussion of the proposed budget on 4/10/12 at 7 PM. The motion was seconded by Wayne Piskura and carried unanimously.

ADJOURNMENT

Motion by James Conway to adjourn at 9:01 PM The motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

(Written by Wayne Piskura)

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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 10, 2012

MINUTES

CALL TO ORDER

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

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

BUSINESS

Budget Discussion

The group discussed the 2012-2013 budget.

ADJOURNMENT

Motion by James Conway to adjourn at 9:10 PM. The motion was seconded by Hugh Rawson and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

(Written by Wayne Piskura)

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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 17, 2012

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

3/27/12 & 4/10/12 Special Meetings

Motion by Wayne Piskura to approve the minutes of the 3/27/12 and 4/10/12 Special Meetings. The motion was seconded by Donald Greenstein and carried unanimously.

BUSINESS

Appointment of Auditor

Motion by Gary Lord to appoint Charles Heaven & Co. to perform the audit for the Town of Roxbury for year ending 6/30/12. The motion was seconded by Wayne Piskura and carried unanimously.

Budget Discussion

The group discussed the 2012-2013 budget. It was noted that the Library budget was submitted prior to the change of the Children's Librarian to a part time position. Gary Lord requested that a revised budget be submitted with recalculated salaries. Additionally, a calculation of the Library's usage by patron was requested for an understanding of how much of the Town's population uses the Library.

The negotiated wage increases with the union employees were reviewed. The overall wage increases for Town Hall employees was discussed and Gary Lord noted that he would be in favor of a 2% salary increase. James Conway, Hugh Rawson and Donald Greenstein noted that they are not opposed to the recommended 3% cost of living increase.

Gary Lord requested that Barbara Henry provide an estimate of the total expenses through the year end for review at the next meeting. The Board agreed to schedule a Special Meeting for Tuesday, April 24, 2012 at 7 p.m.

Stipends for Emergency Services Chiefs were discussed. Gary Lord reminded the Board that this was originally intended to encourage chiefs to apply for grants. It was noted that the Fire Chief receives this stipend in the form of a check, for which he receives a 1099. The Ambulance Chief's stipend is drawn from a budget line item. Kevin Dumas advised that this inconsistency be resolved and suggested that both chiefs received their stipend via check, for which they will receive a 1099. Any equipment purchased with these funds can be written on the individual's tax return.

Barbara Henry reported that she spoke with the Chiefs regarding the tax abatement program and reminded them that this was developed to encourage members to go on calls. She noted the importance of reviewing the system to ensure that it is fair and encouraged them to find a better way to determine eligibility.

The Board discussed the purchase of the new truck by the Fire Department and agreed it to be difficult to justify an increase to the budget. Barbara Henry reported that Capital items for the Fire Department were bumped out.

The Board discussed different approaches to reviewing the budget to allow for more time. It was suggested that the Board meet with the Fire Department and Library in February to get a better understanding of where the Town's contributions are being used. This will also give the Library and Fire Department the opportunity to answer the Board's questions directly.

The suggestion of moving out capital projects was discussed. Barbara Henry noted her disagreement with this practice; however, discussed the possibility of borrowing money while rates are low to accomplish some of the projects that they would like to do within the next five years such as addressing dirt roads. She welcomed the Board of Finance's help with looking into rates, etc.

Barbara Henry reminded the Board that the Town is consistently decreasing their budget to accommodate the increase in the school budget, which is becoming increasingly difficult to do.

ADJOURNMENT

Motion by Gary Lord to adjourn at 9:17 PM, the motion was seconded by Hugh Rawson 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 SPECIAL MEETING APRIL 24, 2012

MINUTES

CALL TO ORDER

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

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

BUSINESS

Budget Discussion

The group discussed the 2012-2013 budget.

Motion to recommend the budget of \$9,739,472 to the Public at the Budget Hearing May 3, 2012. Made by Gary Lord, seconded by Hugh Rawson and carried unanimously.

ADJOURNMENT

Motion by James Conway to adjourn at 9:10 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 ANNUAL BUDGET HEARING MAY 3, 2012

MINUTES

CALL TO ORDER

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

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

BUSINESS

Proposed Budget for the Town of Roxbury for the Fiscal Year 2012-2013

Chairman Gary Lord presented the proposed budget to those present and invited comments and questions. Several members of the Roxbury Volunteer Fire Department made comments concerning capital funding projections for the coming years, in particular about a new "Rescue Truck" at \$500,000+ needed to transport and service air bottles at the site of fires. They stated that new regulations require replacement of Roxbury's current bottles and support equipment including the truck. Members of the Board of Finance asked several questions, which were answered by the RVFD members.

ADJOURNMENT

Chairman Lord closed the hearing at 8:20 PM.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

(Notes by Wayne Piskura)

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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 MAY 3, 2012

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 8:30 PM.

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

BUSINESS

Budget Discussion – Public Opinion

Members discussed the Rescue Truck line of the proposed Capital Expenses chart. There was a consensus that there should be an increase in that line to better anticipate the purchase of a new truck, which is now estimated at over \$500,000. It was agreed that \$100,000 should be placed in this line for each year beginning with the 2013-2014 budget year and carrying forward. This does not affect the 2012-2013 budget.

Mill Rate

Motion by Gary Lord to recommend the Roxbury Town Budget amount of \$3,067,171 to the Annual Town Meeting for approval. The motion was seconded by Donald Greenstein and carried unanimously.

The proposed mill rate is 12.1.

ADJOURNMENT

Motion by Wayne Piskura to adjourn at 9:10 PM. The motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

(Notes by Wayne Piskura)

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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 MAY 15, 2012

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:48 PM.

Present: Gary Lord, Hugh Rawson, James Conway, and Wayne Piskura, Board of Finance Members; First Selectman Barbara Henry; Selectman Robert Lowe, Daniel Ambruso, Joe Quaranta and members of the public.

APPROVAL OF MINUTES

The 4/17/12 minutes were corrected to add a hyphen between "part-time" in paragraph 5 on page 1. In paragraph 8, the last sentence was revised to say "may be eligible to be written off".

On page 2, "Ambulance Assoc." was added to the 3rd paragraph. In the 4th paragraph "the Board" was inserted after "however". In the 4th paragraph the word "their" was replaced by "its".

4/17/12 Regular Meeting

Motion by Gary Lord to approve the minutes of the 4/17/12 Regular Meeting as amended. The motion was seconded by Wayne Piskura and carried unanimously.

4/24/12 Special Meeting

Motion by Wayne Piskura to approve the minutes of the 4/24/12 Special Meeting. The motion was seconded by James Conway and carried unanimously.

5/3/12 Special Meeting

Motion by Gary Lord to approve the minutes of the 5/3/12 Special Meeting. The motion was seconded by Hugh Rawson and carried unanimously.

5/3/12 Public Hearing

Motion by Hugh Rawson to approve the minutes of the 5/3/12 Public Hearing. The motion was seconded by Gary Lord and carried unanimously.

BUSINESS

Set mill rate

Motion by Hugh Rawson to set the mill rate for FY 2012/2013 at 12.1. The motion was seconded by Wayne Piskura and carried unanimously.

Reconvene at Fire House to meet with Fire Dept.

The Board members and Selectman Robert Lowe met with Fire Chief Joe Quaranta and Second Assistant Chief Dan Ambruso at the Roxbury Fire House. The Board asked that they be educated with regard to fire apparatus.

Dan Ambruso reviewed the uses for the Brush Truck and noted that this truck can be used by members who are not yet licensed to drive the engines. He explained that the Engine 12 Pumper Truck has more electronic capability than Engine 10, which alleviates operator error. It generates a 110 power source and has compliant safety features.

It was noted that RVFD has 30 active members. They own 18 air packs and it is a requirement to have a spare cylinder for each air pack. The cost of a new air pack is between \$4,700 and \$5,300. Gary Lord questioned if the neighboring towns use comparable equipment. Joe Quaranta explained that towns deviate between this and other equipment.

ADJOURNMENT

Motion by Gary Lord to adjourn at 9:15 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 JUNE 19, 2012

MINUTES

CALL TO ORDER

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

Present: Gary Lord, James Conway, Donald Greenstein and Wayne Piskura, Board of Finance Members; First Selectman Barbara Henry; and Sarah Lauriat and Russ Wheeler, Roxbury Ambulance Association Members.

APPROVAL OF MINUTES

5/15/12 Regular Meeting

Tabled

BUSINESS

Meet with Roxbury Ambulance Assoc.

Sarah Lauriat, Treasurer of the Roxbury Ambulance Assoc., reported that a joint committee with the Fire Department has been formed regarding future needs of the organizations. Space for storage of the truck, rehab trailer and the old ambulance is one of their issues at this time. Currently none of this equipment is in one place for easy access when a call is received.

The Ambulance Assoc. has two ambulances, which are beneficial for simultaneous calls or to loan out to surrounding communities. A town will usually give a donation for borrowing the ambulance and it will be filled with gas upon its return. The two ambulances get fueled up with the town pump. The group discussed ideas for fuel consumption tracking for the town.

Ms. Lauriat reported that the Ambulance Assoc. has begun billing for services as of May 1st. A billing company was hired to follow all insurance procedures; however, if a bill cannot be paid by a patient, they will not be taken to collection. A charge is only imposed if a patient is transported.

Gary Lord discussed eligibility for qualifying for tax abatement or the award plan. Barbara Henry reported that she took this topic to a meeting with the organizations and discussed the criteria that are determined by each organization. The Ambulance Assoc. requires a minimum of 10 calls to qualify. Russ Wheeler noted his disagreement with this policy since too many volunteers go on the calls. He noted that the volunteers spend a lot of time in training, which should qualify them for eligibility. Barbara Henry commented that the required calls could be met during the nighttime hours when response is lower. Mr. Wheeler explained that this should be handled internally by the organization.

Mr. Wheeler noted that there are currently 32 members. The Association is at the point where they are satisfied with membership. Wayne Piskura questioned whether nonresidents can be a member and collect an annuity. Barbara Henry reviewed the Ordinance with regard to the Volunteer Fire and Ambulance Personnel Tax Abatement & Award Plan and noted that the "active volunteer" criteria is determined by the organization. .

Motion by Wayne Piskura to request that the Fire Department and Ambulance Association restrict their "active volunteers" to Roxbury residents effective July 1, 2012 with regard to the eligibility for the Volunteer Fire and Ambulance Personnel Tax Abatement & Award Plan. The motion was seconded by Donald Greenstein and carried unanimously.

The BOF thanked the Roxbury Ambulance Assoc. for all they do for this town.

Regional BoF Discussion

Gary Lord reported that a Regional BOF Discussion will be scheduled in Middlefield along with four other school districts. He invited the other members to join him at this meeting.

OTHER BUSINESS

Motion by Gary Lord to add the acceptance of the Tax Collector's Suspense List to the agenda. The motion was seconded by Wayne Piskura and carried unanimously.

Gary Lord reviewed the Suspense List with the members and noted that this list is not written off and can continue to be collected.

Motion by Wayne Piskura to accept the Tax Collector's Suspense List as presented in the amount of \$770.39. The motion was seconded by James Conway and carried unanimously.

Gary Lord reported that he met with Union Savings Bank regarding potential borrowing. A rate of 3 to 3.5% was discussed. The group agreed that this rate was high and would explore the possibility of obtaining a lower rate by depositing more funds with this bank. The Board discussed options available with regard to bonding.

ADJOURNMENT

Motion by Gary Lord to adjourn at 8:35 PM. The motion was seconded by Donald Greenstein 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 JULY 17, 2012

CANCELLATION NOTICE

The tentatively scheduled Regular Meeting of the Roxbury Board of Finance of July 17, 2012 has been canceled. The next Regular Meeting of the BOF is scheduled for August 21, 2012.

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 EMERGENCY MEETING AUGUST 6, 2012

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 6:30 PM.

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

BUSINESS

Capital projects close outs

The Board reviewed the Capital Projects to be closed out for the fiscal year ending 6/30/12.

Motion by Gary Lord to close out the following projects and transfer the balances (total of \$32,126.92) to the Reserve for Capital Projects Fund, Undesignated, for the fiscal year ending 6/30/12:

- ARRA EECBG Grant - \$31,676.92
- Replace Town Hall Well Tank - \$450.00
- Repair Minor Memorial Library Railing - \$0
- Stormwater Valve Plan \$0

The motion was seconded by Hugh Rawson and carried unanimously.

Protection Department overage

The Board discussed the Protection Department Operating Budget that is coming in over budget due to the Private Duty line being over expended. Revenue has been received to offset this shortfall. It was recommended that a transfer from Contingency be made into the Private Duty line in the amount of \$8,000.

Motion by Gary Lord to transfer \$8,000 from the Contingency line to the Private Duty Constable line within in the Protection Department as of 6/30/12. The motion was seconded by Wayne Piskura and carried unanimously.

Private duty constable revenue policy

The Board agreed that as of 7/1/12 a revenue line for the private duty constable should be set up to avoid the need to transfer money out of the Contingency line every year.

Motion by Gary Lord to adopt the policy as of 7/1/12 to show the revenue derived within the Protection Department as a line item offsetting the expense. The motion was seconded by Hugh Rawson and carried unanimously.

Special/Parks enforcement agent position

Barbara Henry reported that the BOS agreed to use the \$3,100 CIRMA reimbursement towards a former State Trooper becoming a Constable for the town. Post training is required which costs \$2,500; however, if he was to be hired as a Special Enforcement Officer this training would not be required. He would work as needed and would report to the Selectmen. He would have no police powers or a gun, but could issue tickets and enforce ordinances. The revenue from the tickets along with the CIRMA reimbursement could help fund the position.

The group discussed the recent issues with the town's parks. It was suggested that a line item for this position also be created to show ticket revenue so that the cost could be monitored.

Motion by Gary Lord to establish a line item for a Special Enforcement Officer not to exceed \$7,050 for the current fiscal year. The motion was seconded by Wayne Piskura and carried unanimously.

ADJOURNMENT

Motion by Gary Lord to adjourn at 7:35 PM, the motion was seconded by James Conway 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 AUGUST 21, 2012

CANCELLATION NOTICE

The Roxbury Board of Finance has cancelled their Regular Meeting scheduled for Tuesday, August 21, 2012.

Respectfully submitted,

Jai Kern

Tai Kern

Dated: August 20, 2012



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 18, 2012

MINUTES

CALL TO ORDER

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

Present: Gary Lord, Hugh Rawson, James Conway, Kevin Dumas and Wayne Piskura, Board of Finance Members

BUSINESS

Approval of 8/6/12 Minutes

Motion by Wayne Piskura to approve the minutes of the 8/6/12 meeting. The motion was seconded by James Conway and carried. Kevin Dumas abstained.

General Discussion

A general discussion took place of the Board of Finance's responsibilities, procedures and the definition of Capital Expenditure. The Board requested that Wayne Piskura meet with Barbara Henry regarding Capital Expenditures.

ADJOURNMENT

Motion by Gary Lord to adjourn at 8:20 PM. The motion was seconded by James Conway 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 16, 2012

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

Motion by Kevin Dumas to approve the minutes of the 9/18/12 meeting. The motion was seconded by Kevin Dumas and carried. Donald Greenstein abstained.

BUSINESS

Capital Projects

Gary Lord explained that approximately \$100,000 has been funded from the Town Aid Road Fund for the drainage on Mallory Rd. The Board of Finance discussed considering this a Capital Project.

Russell Dirienzo reported on the evolution of this project and the engineers' recommendations. He explained that the drainage was a necessity. The Board of Selectmen is now asking the Board of Finance how this project should move forward. He agreed that it is best in the future to have line items for such projects; however, he would like to go forward with this due to the fact that it is now October.

Barbara Henry noted that \$85,000 is required to finish the project. This would include the paving that is recommended on the hills, professional grading, raising the tops on the basins and chip sealing. The Board of Finance agreed that this is a good plan.

Motion by Gary Lord to authorize an additional \$85,000 to complete the resurfacing of Mallory Rd. from the Town Aid Road Fund. The motion was seconded by Donald Greenstein. Discussion: Barbara Henry confirmed for Gary Lord that there is a little over \$200,000 in the Town Aid Road Fund. The motion was carried unanimously.

Kevin Dumas suggested that the BoF and BOS work as a team to develop a plan for the dirt roads based upon the roads that require the most attention and cost to maintain.

Procedural Manual

Tabled

General Discussion

It was reported that the Selectmen met regarding a Fuel Master metering device for the town's diesel fuel pump in the amount of \$8,842 and agreed it was a good idea. LoCIP funds can be used to pay for this. The BoF agreed that this is a good idea.

Barbara Henry clarified the difference between a Contingency Fund and a Contingency Line Item, which is approved in the budget. The Town does not have a Contingency Fund.

Russell Dirienzo discussed the prospect of having a back-up constable to be used on an as needed basis. POST certification is required, which will cost \$1,509. The Town would require that the physical is passed prior to the Town's payment of the \$1,509. The Board agreed that the funds previously approved for the Special Enforcement Officer can be used to fund this position.

ADJOURNMENT

Motion by Kevin Dumas to adjourn at 8:35 PM, the motion was seconded by Wayne Piskura 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 NOVEMBER 20, 2012

MINUTES

CALL TO ORDER

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

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

APPROVAL OF MINUTES

October 15, 2012

It was noted that Hugh Rawson seconded the approval of the minutes. The following words should be added to the last sentence; " in the event this position becomes a back-up constable".

Motion by Wayne Piskura to approve the minutes of the 10/15/12 meeting as amended. The motion was seconded by Hugh Rawson and carried unanimously.

BUSINESS

Mallory Rd

The Board reviewed the checks drawn for the Mallory Rd. project. The members estimated total costs at \$208,000 and asked that the checks drawn and total amount expended be verified for the next meeting.

Region 12 Long Range Planning

The goal and options that have been discussed by the Long Range Planning Committee were reviewed. Kevin Dumas noted that accurate statistics of the population going forward is needed to recommend intelligent decisions. Gary Lord reported that all the projections have been studied over the past year.

It was noted that many of the options are not financially feasible; however, it was acknowledged that this is not solely an economic decision. The proposal will ultimately go to a vote in each town. Barbara Henry reported on her sense of Roxbury's public opinion. Kevin Dumas explained that the community needs to be re-educated on the current costs of the separate facilities.

Gary Lord asked the Board give thought to their ideas for the reorganization of Region 12, which will be discussed at a later date.

Senior Bus

Barbara Henry reported that the Town of Bridgewater has put their old senior bus out to bid. She viewed this 1999 bus and found it to be in good condition. The Senior Center would put this bus to good use. The BOS is in favor of obtaining the bus. A bid of \$1,900 contingent upon the approval by the BOF was placed. Roxbury was the only bidder.

James Conway commented that a 1999 model is old and fears that issues with the bus will arise. The Board asked Barbara Henry to further negotiate the price.

Motion by Wayne Piskura to approve the purchase of a Senior Bus from the Town of Bridgewater in an amount up to \$1,900. The motion was seconded by Hugh Rawson and carried 5-1. Conway opposed.

2013 Meeting Schedule

The 2013 Draft Meeting Schedule was reviewed. It was agreed that the “as needed” denotation should be removed. The Budget Hearing date will be reviewed and the schedule will be further discussed at the next meeting.

General Discussion

The shortage of funds to do the South Street project in its entirety was discussed. Barbara Henry noted the possibility of cutting back the width of the road. She reported that a meeting is scheduled to discuss the details with Waters Construction.

The \$65,000 year end deficit of Region 12 was noted. Per legal advice the Region can not reduce the contribution to the 1% Fund to make up the difference. It was suggested that the towns be billed for the deficit.

Gary Lord discussed the Board’s involvement with the purchase of the 2-yard dump truck replacing the current #4 2-yard dump. Barbara Henry agreed to provide the Board with the information regarding the new truck that has been ordered.

ADJOURNMENT

Motion by Kevin Dumas to adjourn at 9:05 PM, 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 DECEMBER 18, 2012

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:06 PM

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

APPROVAL OF MINUTES

11/20/12 Minutes

Motion by Kevin Dumas to approve the minutes of the 11/20/12 meeting. The motion was seconded by Donald Greenstein and carried unanimously.

BUSINESS

Policy and Procedural Manual

Gary Lord and Kevin Dumas reported that they had reviewed the November bank reconciliation, the General Ledger and the accounting software program used by the Town. It was recommended that the Board should go forward with the Accounting Procedural Manual and that Rico Melaragno should review procedures and make recommendations to the Board.

Kevin Dumas reminded the Board that the information should be presented to the auditor as perfect as possible, by November of each year. He volunteered to coordinate the audit preparations so that those involved can work as a team to present the information required by Rico Melaragno for the audit.

Motion by Gary Lord to authorize up to \$6,000 for Charles Heaven & Company to prepare an Accounting Procedural Manual as it applies to Treasurer/ Financial Administrative Department for the BOF's review and approval. The motion was seconded by Kevin Dumas and carried unanimously.

Mallory Rd

Motion by Gary Lord to approve an additional \$24,000 for the completion of the Mallory Road project bringing the grand total for this project to \$209,000. The motion was seconded by Wayne Piskura and carried unanimously.

2013 Meeting Schedule

Motion by Kevin Dumas to approve the 2013 Meeting Schedule. The motion was seconded by Wayne Piskura and carried unanimously.

Election of Officers

Wayne Piskura nominated the existing slate of Officers of the BOF to continue through 2013. The nomination was seconded by Donald Greenstein and carried unanimously.

Motion by Wayne Piskura to close nominations of officers for the BOF. The motion was seconded by Donald Greenstein and carried unanimously.

Motion by Wayne Piskura to re-elect the existing slate of Officers for the BOF for 2013. The motion was seconded by Donald Greenstein and carried unanimously.

ADJOURNMENT

Motion by Kevin Dumas to adjourn at 8:45 PM, the motion was seconded by Wayne Piskura and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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