



TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

2014 Complete Board of Finance Minutes

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| January 21, 2014 | February 18, 2014 |
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| May 1, 2014 (Annual Budget Hearing) | May 1, 2014 |
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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 JANUARY 21, 2014

CANCELLATION NOTICE

The regular meeting of the Roxbury Board of Finance scheduled for January 21st has been canceled to due inclement weather. The next scheduled meeting of the Board if February 18, 2014.



TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

ROXBURY BOARD OF FINANCE REGULAR MEETING FEBRUARY 18, 2014

MINUTES

CALL TO ORDER

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

Members Present: Gary Lord, Wayne Piskura, Nanette Falkenberg, Ed Cady, and Andy Engel

Others Present: First Selectman Barbara Henry, Kim Baron and a member of the public.

APPROVAL OF MINUTES

Regular Meeting – December 18, 2013

Motion by Wayne Piskura to approve the minutes from the 12/18/13 meetings. The motion was seconded by Gary Lord and carried. Andy Engel abstained.

Special Meeting – December 18, 2013

Motion by Wayne Piskura to approve the minutes from the 12/18/13 special meeting. The motion was seconded by Gary Lord and carried.

BUSINESS

Review of budget vs. actual for 1st half of '13-'14

Kim Baron reviewed with the Board periodic reports including General Fund - Budget vs. Actual, Reserve for Capital and Town Aid Road Fund. It was agreed that Capital Projects for which STEAP grants are awarded to the Town and administered by DEEP are shown as part of the approved projects in the Reserve for Capital Fund.

Gary Lord requested Budget and Revenue reports quarterly and Town Aid Road and the Reserve for Capital semi-annually.

Region 12 surplus distribution

Gary Lord distributed a Region 12 worksheet to the Board showing student enrollment #'s by town, as of 10/1/2013, which determines the % of the total Region 12 budget each town will be responsible for in FYE 6/30/15. A \$173,000 increase in the education budget is expected due to Roxbury's increased percentage of enrollment, and assuming the Region 12 budget increases by 1%.

A region 12 surplus check in the amount of \$87,000 was received by the Town for FYE 6/30/2013.

Health insurance

Gary Lord questioned the status of the health insurance policy. Barbara Henry reported that she has inquired about future changes. The policy renews July 1st; however, the insurance company does not have cost information available at this time.

It was confirmed that part time employee hours will be no more than 29 per week in compliance with the Affordable Health Care Act. Additionally, Medicare Supplemental reimbursement will be made available to eligible employees and spouses.

Misc. budget

N/A

OTHER BUSINESS

N/A

ADJOURNMENT

Motion by Gary Lord to adjourn at 8:36 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 MARCH 18, 2014

MINUTES

CALL TO ORDER

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

Members Present: Gary Lord, Wayne Piskura, Nanette Falkenberg, and Ed Cady

Others Present: First Selectman Barbara Henry, Selectman James Conway and Kim Baron

APPROVAL OF MINUTES

Regular Meeting – February 18, 2014

Motion by Wayne Piskura to approve the minutes from the 2/18/14 meeting. The motion was seconded by Nanette Falkenberg and carried unanimously.

BUSINESS

Budget

The proposed FY 14/15 Budget Report, FY 2014-2015 Budget Development Report and Town of Roxbury Improvement Projects 2014-2015 reports were distributed. The Board reviewed the proposed Capital Projects and requested that grant amounts be included in the gross totals.

The Board reviewed the Town Garage requests and agreed that they should schedule a special meeting to view the equipment at the Town Garage. Barbara Henry will advise the trade in value for the boom mower.

The new ambulance request for the next budget year was discussed. Prior to considering this request the Roxbury Ambulance Association will be invited to a BoF meeting to review their budget and funds available.

Barbara Henry clarified that the Town has no responsibility for Bernhardt Meadows; however, she is applying for a grant to fully fund the generator included in the budget for this community.

The Library's Capital requests were reviewed. It was noted that a policy was never set that the Town would be responsible for the maintenance of this building.

Barbara Henry explained that the senior bus is used often, but is in need of repair. She reported that a 12 seat bus with a wheelchair lift could be purchased for \$65,000. She can apply for a \$45,000 grant to fund this. The remaining \$20,000 cost to the Town may be absorbed by another grant. The Board considered the cost to privately contract a bus. Nanette Falkenberg questioned whether the bus could be used for those other than seniors or whether a rental income from this bus would be possible.

Bathrooms for Hurlburt Park were included by the Recreation Commission as part of future requests; however, were moved forward in the budget as there is \$29,000 remaining from a grant that may be eligible to apply toward this project. The total cost to the town is expected to be \$11,000. The BoF noted its concerns with a maintenance plan for this facility. Additionally, there is some question as to whether it was agreed that there would be no further development at Hurlburt Park, which will need to be researched. Prior to considering this project it will be determined whether the available grant funds can be used and the deadline for these funds. The Recreation Commission will be invited to further discuss this plan.

Gary Lord discussed Hugh Rawson's intentions to request that further funding of the Land Acquisition Fund be considered in this budget year. The proposed funding for 14/15 is \$20,000. The group reviewed the fund and the history of allocations to it. It was noted that the proposed increase in the budget is \$44,920, which will be a total of \$220,000 with the Region's increase. It was agreed that the fund is currently in a good place and further funding would not be made in this budget.

The group reviewed salaries and the current Teamster's contract.

OTHER BUSINESS

A Special Meeting was scheduled for 3/25/14 at 2:30 PM at the Town Garage to view equipment. A meeting at Town Hall will immediately follow for continued budget discussion.

ADJOURNMENT

Motion by Gary Lord 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 SPECIAL MEETING MARCH 25, 2014

MINUTES

CALL TO ORDER

Chairman Lord called the meeting to order at 2:30 PM.

Present: Chairman Gary Lord; Members Nannette Falkenburg, Andy Engel, Ed Cady Jr., and Wayne Piskura; First Selectman Barbara Henry

BUSINESS

The Board met at the Highway Department Garage for the purpose of familiarizing the members with the building and reviewing the equipment. Highway Department Foreman Ernest "Butch" Finch described the use and condition of the major pieces of equipment.

The Board also viewed the boiler in the Town Hall basement.

The Board and First Selectman then moved to the Town Hall to discuss the proposed budget.

No action was taken.

ADJOURNMENT

The meeting was adjourned at 5:05 PM on a motion from Wayne Piskura, Seconded by Andy Engel and all voting Aye.

Respectfully Submitted,
Wayne Piskura
Wayne Piskura, Secretary



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 1, 2014

CANCELLATION NOTICE

The Special Meeting of the Board of Finance scheduled for April 1st has been cancelled. The next meeting of the Board of Finance will be a Special Meeting on April 8th.

Respectfully submitted,
Jai Kern
Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Board of Finance

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ROXBURY BOARD OF FINANCE SPECIAL MEETING APRIL 8, 2014

MINUTES

CALL TO ORDER

Acting Chairman Piskura called the meeting to order at 7:00 PM.

Present: Members Nannette Falkenberg, Andy Engel, Ed Cady Jr., and Wayne Piskura; First Selectman Barbara Henry; Selectman James Conway

Wayne Piskura asked for nominations for temporary Chair.

Nanette Falkenberg nominated Wayne Piskura, Seconded by Andy Engel, all aye.

BUSINESS

Budget Discussion

No action taken.

ADJOURNMENT

The meeting was adjourned at 8:49 PM on a motion from Nanette Falkenberg, Seconded by Andy Engel and all voting Aye.

Respectfully Submitted,

Wayne Piskura

Wayne Piskura, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

ROXBURY BOARD OF FINANCE REGULAR MEETING APRIL 15, 2014

CANCELLATION NOTICE

The Regular Meeting of the Board of Finance scheduled for April 15, 2014 has been cancelled. A Special Meeting has been scheduled for Wednesday, April 16, 2014.

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 SPECIAL MEETING APRIL 16, 2014

MINUTES

CALL TO ORDER

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

Members Present: Gary Lord, Wayne Piskura, Ed Cady, Andy Engel, Nanette Falkenberg

Others Present: First Selectman Barbara Henry, Selectman Jim Conway.

BUSINESS

Discussion of Library Budget Request

The Board heard a presentation by Cynthia Newby, Pamela Southworth, Mary Frohne, and Tim Beard

The Board of Finance thanked the Library for its continued service to the town.

No Action Taken

General Budget Discussion

No Action Taken

ADJOURNMENT

Motion to adjourn by Wayne Piskura at 9:10 PM. Second by Nanette Falkenberg. All voted Aye.

Respectfully Submitted,

Wayne Piskura

Wayne Piskura, 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 1, 2014

MINUTES

CALL TO ORDER

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

Members Present: Gary Lord, Wayne Piskura, Nanette Falkenberg, Andy Engel, Kevin Dumas and Ed Cady

Others Present: First Selectman Barbara Henry, Selectman James Conway, Kim Baron, Peter Hurlbut, Sue Stauffacher, Member of the Press Jack Coraggio, and other members of the public.

BUSINESS

Proposed Budget for the Town of Roxbury for the Fiscal Year 2014-2015

Chairman Gary Lord welcomed everyone to this Annual Budget Hearing and described the purpose of this meeting. He reviewed the hand-outs for the Proposed FY 2014-2015 Budget, Revenue Projection and Capital Improvements Program. The Total Town Government proposed budget is \$3,090,535 for FY 14/15, which is a \$29,482 increase over the previous year. The proposed mill rate is 13.4 for FY 14/15.

Chairman Lord looked for questions from the public. The procedure for addressing maintenance and improvements to unimproved roads was explained for Sue Stauffacher.

The Board of Finance thanked First Selectman Barbara Henry, Selectmen James Conway and Russ Dirienzo and Treasurer/Financial Administrator Kim Baron for all their work on this budget.

ADJOURNMENT

The Annual Budget Hearing was adjourned at 7:47 PM.

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 MAY 1, 2014

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:47 PM.

Members Present: Gary Lord, Wayne Piskura, Nanette Falkenberg, Andy Engel, Kevin Dumas and Ed Cady

Others Present: First Selectman Barbara Henry, Selectman James Conway and Sue Stauffacher.

APPROVAL OF MINUTES

Regular Meeting – March 18, 2104

Motion by Nanette Falkenberg to approve the minutes of the 3/18/14 regular meeting. The motion was seconded by Andy Engel and carried 5-0-1. Kevin Dumas abstained.

Special Meeting – March 25, 2014

Motion by Andy Engel to approve the minutes of the 3/25/14 special meeting. The motion was seconded by Nanette Falkenberg and carried 5-0-1. Kevin Dumas abstained.

Special Meeting – April 8, 2014

Motion by Andy Engel to approve the minutes of the 4/08/14 special meeting. The motion was seconded by Nanette Falkenberg and carried 4-0-2. Kevin Dumas and Gary Lord abstained.

Special Meeting – April 16, 2014

Motion by Andy Engel to approve the minutes of the 4/16/14 special meeting. The motion was seconded by Nanette Falkenberg and carried 5-0-1. Kevin Dumas abstained.

BUSINESS

Budget Discussion – Public Opinion

It was noted that there were no objections or concerns from the public; therefore, it was agreed that there will be no need to adjust the proposed budget to be presented at Town Meeting.

Mill Rate / Budget to be Recommended to Annual Town Meeting

Motion by Wayne Piskura to recommend to the Annual Town Meeting the proposed Total Town Government budget of \$3,090,535 with the proposed mill rate of 13.4. The motion was seconded by Ed Cady and carried unanimously.

Appointment of Auditor

Motion by Kevin Dumas to appoint Charles Heaven & Company as auditor for YE 6/30/14. The motion was seconded by Wayne Piskura and carried unanimously.

Driveway Bond Interest

Barbara Henry reported that the Driveway Bond Fund has accumulated over \$10,000 in interest since 1994. The BoF agreed that the unclaimed bond procedure should be researched and if it is confirmed that the town is entitled to the interest they should move it from the Driveway Bond Fund to the General Fund on a yearly basis. The Board asked that the legal opinion regarding this matter be included on next month's agenda.

ADJOURNMENT

Motion by Gary Lord to adjourn at 8:01 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 MAY 20, 2014

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:38 PM.

Members Present: Gary Lord, Wayne Piskura, Nanette Falkenberg, Andy Engel, and Ed Cady

Others Present: Selectman James Conway

APPROVAL OF MINUTES

5/01/14 Annual Budget Hearing

A motion was made to approve the minutes of the 5/1/14 Annual Budget Hearing. By Wayne Piskura, seconded by Ed Cady and carried unanimously.

5/01/14 Regular Meeting

A motion was made to approve the minutes of the 5/1/14 Regular Meeting. By Gary Lord, seconded by Nanette Falkenberg and carried unanimously.

BUSINESS

Public Opinion

Nanette Falkenberg asked for clarification regarding the Union's requests. James Conway explained that the Town is still negotiating with the Teamsters regarding the Defined Benefit Plan. They would like a 3% increase and 10% contributed to the pension.

Set Mill Rate

It was noted that the 14/15 Budget put forward at tonight's Annual Town Meeting was approved with no objections. It was agreed that the mill rate should be set at 13.4 as presented in this budget.

A motion was made to set the mill rate for FY 14/15 at 13.4. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

ADJOURNMENT

A motion was made to adjourn this meeting at 7:43 PM, by Wayne Piskura, seconded by Nanette Falkenberg 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 17, 2014

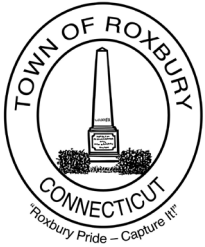
CANCELATION NOTICE

The Regular Meeting of the Board of Finance scheduled for June 17, 2014 was cancelled due to a lack of a quorum.

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 SPECIAL MEETING JUNE 24, 2014

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:09 PM.

Members Present: Gary Lord, Wayne Piskura, Nanette Falkenberg, Kevin Dumas & Ed Cady

Others Present: First Selectman Barbara Henry

APPROVAL OF MINUTES

Regular Meeting – May 20, 2014

A motion was made to approve the minutes of the 5/20/14 Regular Meeting by Wayne Piskura, seconded by Gary Lord and carried. Kevin Dumas abstained.

BUSINESS

Driveway Bond Interest and Unclaimed Driveway Bond Opinion

Gary Lord reminded the group that there is \$10,963.51 in accumulated driveway bond interest that the Board would like to move to the General Fund. Rico Melaragno was consulted and advised that there was no need for the BOF to approve this transfer. Gary Lord questioned whether this should be done automatically going forward.

Tax Collector's Suspense List

Motion by Wayne Piskura to accept the Tax Collector's Suspense List, second by Kevin Dumas and carried unanimously.

End of Year Transfers/Close Out Capital Projects

The group reviewed the memo dated 6/17/14 from Kim Baron regarding Fiscal Year Ending 6/30/14 – Recommendations for Reserve from Capital Project Close Outs.

A Motion was made to close out the following projects and transfer the remaining \$24, 617.50 to the Reserve for Capital Project Fund Undesignated for the fiscal year ending 6/30/14.

- Replace PW Large Shed Roof - \$5,350.00
- Replace Museum Roof - \$7,500.00
- Replace Red Barn Roof / Partial - \$10,189.46
- Minor Bridge - \$1,578.04

By Wayne Piskura, seconded by Kevin Dumas, and carried unanimously.

A motion was made to close out the following projects with no transfers required:

- Town Clerk Map Printer
- Athletic Fields

By Wayne Piskura, seconded by Nanette Falkenberg, and carried unanimously.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:15 PM by Wayne Piskura, seconded by Nanette Falkenberg 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 15, 2014

CANCELLATION NOTICE

The Regular Meeting of the Board of Finance scheduled for July 15, 2014 has been cancelled due to a lack of business.

Respectfully submitted,
Jai Kern
Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

ROXBURY BOARD OF FINANCE REGULAR MEETING AUGUST 19, 2014

MINUTES

CALL TO ORDER

A motion was made to appoint Nanette Falkenberg as Acting Chairperson, by Wayne Piskura, seconded by Ed Cady and carried unanimously.

Nanette Falkenberg, Acting Chair, called the meeting to order at 7:00 PM

MEMBERS PRESENT

Members Wayne Piskura, Nanette Falkenberg, Andy Engel and Ed Cady

Others Present: First Selectman Barbara Henry and James Conway Selectman

APPROVAL OF MINUTES

Regular Meeting – June 24, 2014

A motion was made to approve the minutes of the 6/24/14 meeting by Wayne Piskura, seconded by Ed Cady and carried unanimously.

BUSINESS

Year End Transfers to Town Aid Road Fund

Barbara Henry reported that there was a balance of \$7,000 in the Town Roads Paved budget and \$1,000 in the Unimproved Town Roads – Dirt Roads budget line as of 6/30/14 that they are requesting be transferred to the Town Aid Road Fund Including Transfers.

A motion was made to transfer a total of \$8,000 (\$7,000 from Town Roads Paved Line and \$1,000 from the Unimproved Town Roads – Dirt Roads line) to Town Aid Road Fund Including Transfer as of 6/30/2014. By Ed Cady, seconded by Andy Engel and carried unanimously.

Departmental Transfer

Barbara Henry reported that the Selectman's salary line item is slightly over budget due to the election and change in selectmen this year. Additionally, DP Support was over budget due to the under-budgeting of this line item to cover on-site support, etc. It was agreed that more should be budgeted for this line in the future.

A motion was made to transfer a total of \$8,500 from the contingency budget line item into the General Gov't Department as of 6/30/14 specifically for Town Hall Budget items. Motion by Ed Cady, seconded by Wayne Piskura and carried unanimously.

OTHER BUSINESS

It was reported that at the end of the fiscal year the Town paid for the replacement of the air conditioning system/compressor at the Fire House directly out of Contingency in the amount of \$8,300. Subsequent to that payment an expense of \$1,700 was applied to the Fire Department budget to bring the total out of contingency to \$6,640.

Wayne Piskura questioned why the Fire Department did not pay the A/C expense from their funds. The financial relationship between the Town and the Fire Department was discussed. It was explained that the Town owns the

building and usually pays for Capital Expenses; however, the Fire Department can pay for such expenses if the BOF feels they should.

Andy Engel inquired why the Fire Department differs from the Library who pays their own bills. Barbara Henry explained that the Fire Department also pays some of its own bills out of its budget and the Town pays some of the Library expenses under the line item "Library Other." As Fire Department bills are submitted to the Town it confirms they are being paid for the town-owned equipment.

The expense of the Town Hall water pump replacement was discussed and it was agreed that this cost would be reviewed as well as the date of the previous pump replacement.

Barbara Henry reported that the Resident State Trooper applied for and was awarded Enforcement Grant funds for a laser speed gun and hours to be paid for its use from the end of July through the end of September. Town funds must first be spent for this 100% reimbursable grant. The cost of the laser equipment is \$1,995. Andy Engel and Wayne Piskura both questioned the need for this. It was noted that the Police Equipment line item will be overspent for this expense and it could be a request from the BOS to take from Contingency at year end.

ADJOURNMENT

A motion was made to adjourn this meeting at 8:15 PM by Wayne Piskura, seconded by Ed Cady 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 SEPTEMBER 16, 2014

MINUTES

CALL TO ORDER

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

Members Present: Wayne Piskura, Gary Lord, Andy Engel, and Ed Cady

Others Present: First Selectman Barbara Henry

APPROVAL OF MINUTES

Regular Meeting - 8/19/14 Meeting

A motion was made to approve the minutes of the 8/19/14 Meeting. By Andy Engel, seconded by Ed Cady and carried. Gary Lord abstained.

BUSINESS

Accounting Procedure Manual

Gary Lord reported that he spoke with Rico Melaragno regarding the Accounting Procedure Manual and it was confirmed that the funds were available to complete this project. The Board agreed that Rico Melaragno should move forward with the Manual.

FYE 6/30/14 Audit

Gary Lord noted that Rico Melaragno reported that all is going smoothly with the audit and that all of the cash accounts are reconciling nicely. Gary Lord commended Kim Baron on her good work.

Land Use Copier

Barbara Henry reported that the Land Use Office is in need of a new copier. The group discussed leasing and buying options and the costs associated.

A motion was made to replace the Land Use Office copier in an amount not to exceed \$15,000 to be funded from the Reserve for Capital Fund Undesignated. By Gary Lord, seconded by Wayne Piskura and carried unanimously.

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn this meeting at 8:20 PM, by Gary Lord, seconded by Andy Engel 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 21, 2014

MINUTES

CALL TO ORDER

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

Members Present: Wayne Piskura, Gary Lord, Andy Engel, Nanette Falkenberg, Kevin Dumas and Ed Cady

Other Present: Selectman James Conway

APPROVAL OF MINUTES

Regular Meeting – September 16, 2014

A motion was made to approve the minutes of the 9/16/14 Meeting. By Gary Lord, seconded by Andy Engel and carried. Kevin Dumas abstained.

BUSINESS

Region 12 Middle / High School Budget

Gary Lord reported that he spoke with Mark Lyon and Michael Jackson regarding their letter suggesting the increase in the budget by one million dollars per year to address some of the issues at the Middle / High School instead of addressing these issues with a referendum. The parties involved would like to meet to further discuss this proposal.

Member Nanette Falkenberg was seated at 7:05 PM.

Selectman James Conway arrived at 7:06 PM.

Andy Engel noted concerns that the Region has no long term plan for the next ten years; however, he agreed that any safety issues should be dealt with immediately. Kevin Dumas agreed and noted that the Region should have to report why and when they need these funds. They should be no different than the Ambulance, Fire Department or Library in this respect. The BOF is independent from the BoE. Gary Lord noted that he and Barbara Henry feel the same, in that we need to know what repairs are necessary, when they need to be completed and what are the related costs. Gary Lord told the Board that he would relay any new information.

Wayne Piskura was seated at 7:10 PM.

Nanette Falkenberg raised concerns that this might be perceived as circumventing the will of the town referendum. Wayne Piskura noted that the town voted down the referendum; however, it is a responsibility of the town to maintain the school.

Capital Fund

Gary Lord reminded the Board that \$15,000 was approved to fund the Land Use Office copier out of the Reserve for Capital Undesignated at the last meeting. The Board agreed that they can authorize up to \$20,000 per department per year, and to apply the same limit to additional appropriations from the Reserve for Capital Fund, Undesignated. The 1/29/09 opinion from Town Attorney Gail McTaggart was distributed and reviewed. He explained that the funds that have accumulated in the Undesignated category come from projects completed under-budget. The group discussed the approval by the people of Capital Funds vs. Capital Projects.

James Conway dismissed himself for another meeting at 7:25 PM.

BOF Policies

Wayne Piskura explained that he compiled a recap of the UConn BOF Handbook to create a list of policies the Board may want to adopt. He distributed copies to the members for review.

It was agreed that it is a good policy to do a review of every fund every year. Kevin Dumas volunteered to discuss this further with Barbara Henry.

The group discussed the fact that Roxbury has a Contingency Line Item in the budget instead of a Contingency Fund and whether it would be a good idea to ask the legislative body to set this up as a Fund.

It was suggested that the item listed as #11 should be used as an introductory or mission statement to these policies. The Board agreed that policies are important to have in place as a precaution should future issues arise.

OTHER BUSINESS

Nanette Falkenberg questioned whether there is a strategic plan for IT Capital Equipment. The Board agreed that it would be a good idea to expand the Long Term Capital Plan to include an IT Strategic Plan. Kevin Dumas offered to assist with this.

ADJOURNMENT

A motion was made to adjourn this meeting at 8:10 PM, by Gary Lord, seconded by Andy Engel 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 NOVEMBER 18, 2014

MINUTES

CALL TO ORDER

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

Members Present: Wayne Piskura, Gary Lord, Andy Engel, Nanette Falkenberg, and Ed Cady

Other Present: First Selectman Barbara Henry

APPROVAL OF MINUTES

10/21/14 Regular Meeting

In the 4th paragraph the word "perceived at" was corrected to "perceived as".

A motion was made to approve the minutes of the 10/21/14 Meeting as corrected. By Nanette Falkenberg, seconded by Ed Cady and carried unanimously.

BUSINESS

BOF Policies

Wayne Piskura agreed to distribute copies of the revised BOF Policies draft to the members for review and further discussion at the next meeting of the BOF.

Region 12 Middle / High School Budget

The First Selectmen and BOF Chairs of each town met today to discuss the suggestion of an increase in the school budget to address needed repairs at the Middle / High School. It was agreed that a long term plan is needed prior to calling for a budget increase or referendum. The group also discussed the proposed Agri-Science program and was agreeable to further research of this option.

Approval of 2015 Regular Meeting Schedule

The members confirmed their receipt and review of the 2015 Regular Meeting Schedule.

A motion was made to approve the 2015 BOF Regular Meeting Schedule as presented. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

New Police Car

The Board discussed the recent break-ins in town. Gary Lord questioned whether a full-time trooper is needed. Barbara Henry explained that the town does have full-time trooper coverage; however, is in need of an additional constable. A School Resource Officer (SRO) was recently hired for the Region who can also serve as a constable and the town is also looking into hiring an additional part-time constable.

Wayne Piskura inquired with regard to Barbara Henry's satisfaction with Patrol 6. She reported that they are in town for the most part and she does see Patrol 6 at the scenes of most accidents. There is 24/7 coverage by Patrol 6 between the three towns; Roxbury, Bridgewater and Southbury.

Barbara Henry reported that she and Resident State Trooper Tony Cipriano will be holding an informational session at the Senior Center at 1 PM on 12/4/14 to provide awareness of what one should do if they have been burglarized. The members commended Resident State Trooper Tony Cipriano on his work with these matters and agreed that he goes over and above for the Town of Roxbury.

Barbara Henry reminded the Board that the 2015 Capital Plan includes a police vehicle. She found that the State Bid for a 2014 Police Interceptor is \$26,400. Another bid was received for a 2015 of the same vehicle for \$26,400 (base), which would be delivered and lettered. She explained that the trade-in value of the current vehicle is \$2,500; therefore, she would like to retain this vehicle which would get used with additional constables as well as for billable hours. The computer from the current car would be transferred to the new vehicle.

The funds that have been approved in the current budget will cover the cost of the police vehicle. \$3,700 was budgeted in Capital for a radio for Dave Coyle; however, it was found that the radio was not needed. A radio for the new vehicle will cost \$3,678, which can be taken from the \$3,700 in Capital.

The Board agreed that the funds are available and approved to cover the cost of a police vehicle; therefore, there is no need to wait until 2015 to make this purchase.

ADJOURNMENT

A motion was made to adjourn this meeting at 7:55 PM, by Gary Lord, seconded by Andy Engel and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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



TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

ROXBURY BOARD OF FINANCE SPECIAL MEETING DECEMBER 9, 2014

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:03 PM.

Members Present: Wayne Piskura, Gary Lord, Andy Engel, and Ed Cady

Other Present: First Selectman Barbara Henry, Kim Baron and Rico Melaragno

BUSINESS

6/30/14 Audit

Rico Melaragno distributed the draft Town of Roxbury Audited Financial Statement & Supplemental Financial Data 6/30/14 and Town of Roxbury, CT Financial Statement June 30, 2014 Power Point Presentation.

The Anticipated Revenue vs. Collected Revenue was reviewed. Revenue came in favorable by approximately \$240,000. The Region's refund of \$87,000 was noted.

Rico Melaragno clarified that Private Duty Police is netted against Revenue. It was agreed that going forward to make this clearer this can be a line within Revenue. Additionally, the place holder amount should be increased to a more realistic estimate.

Barbara Henry explained that the increase in recycling was one of the reasons why the transfer station came in \$33,000 under budget.

Capital Improvements and continuing appropriations were reviewed. It was agreed that the appropriations carried over from previous years for projects should be better noted as outside the budget. Rico Melaragno clarified that activities such as painting are considered maintenance and not Capital Improvements to be depreciated yearly.

The total surplus for the fiscal year was \$272,000.

The General Fund unassigned balance totaling 2.3 operating months was discussed. This is 19% of 2014-2015's approved budget. Wayne Piskura noted that he is in favor of this percentage for a small town. Kim Baron added that this percentage would be good for a favorable bond rating should bonding be required in the future.

Non Major Funds were reviewed. The investment strategy for the Booth Free School Fund was discussed. It was agreed that this would be discussed further with the Fund Trustees.

Major Funds were reviewed. Rico Melaragno advised that the \$8,000 internal transfer that was made to the Town Aid Road Fund from the General Fund is eligible to be transferred out of the Town Aid Road Fund because it is unrestricted.

Rico Melaragno reported that there were no findings as part of this audit and all unqualified opinions. The group thanked Kim Baron for her excellent work.

It was agreed that Rico Melaragno would make the clarification on page 39 regarding continuing appropriations as previously discussed.

A motion was made to accept the 6/30/14 Audited Financial Statement & Supplemental Financial Data for the Town of Roxbury prepared Charles Heaven & Co. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

Election of 2015 BoF Officers

Gary Lord reported that he spoke with Nanette Falkenberg who asked that the Board go forward with the Election of Officers in her absence.

Andy Engel nominated the current slate of officers to go forward in 2015. The nomination was seconded by Ed Cady.

A motion was made to close the nomination. By Andy Engel, seconded by Ed Cady and carried unanimously.

A motion was made to elect the current slate of BoF officers for 2015; Gary Lord - Chairman and Wayne Piskura - Secretary. By Andy Engel, seconded by Ed Cady and carried unanimously.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:40 PM, by Wayne Piskura, seconded by Andy Engel and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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Board of Finance

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ROXBURY BOARD OF FINANCE REGULAR MEETING DECEMBER 16, 2014

CANCELLATION NOTICE

The 12/16/14 Regular Meeting of the Roxbury Board of Finance has been cancelled. A Special Meeting has been scheduled for 12/9/14.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary