



# TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

## 2015 Complete Board of Finance Minutes

Scroll down to view complete collection of 2015 Board of Finance minutes  
or to go to specific meeting click date below

<a href="#">January 20, 2015</a>	<a href="#">February 17, 2015</a>
<a href="#">March 17, 2015</a>	<a href="#">April 8, 2015</a>
<a href="#">April 21, 2015</a>	<a href="#">May 7, 2015 Annual Budget Hearing</a>
<a href="#">May 7, 2015</a>	<a href="#">May 19, 2015</a>
<a href="#">May 26, 2015</a>	<a href="#">June 16, 2015</a>
<a href="#">July 21, 2015</a>	<a href="#">August 18, 2015</a>
<a href="#">September 15, 2015</a>	<a href="#">October 20, 2015</a>
<a href="#">November 17, 2015</a>	<a href="#">December 15, 2015</a>



# 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 20, 2015

### MINUTES

#### CALL TO ORDER

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

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

Other Present: First Selectman Barbara Henry

#### APPROVAL OF MINUTES

##### Regular Meeting – November 18, 2014

A motion was made to approve the minutes of the 11/18/14 Regular Meeting. By Nanette Falkenberg, seconded by Andy Engel and carried unanimously.

##### Special Meeting – December 9, 2014

Page 2, second paragraph was amended from "all unqualified opinions" to "issued an unqualified opinion".

A motion was made to approve the minutes of the 12/09/14 Special Meeting as amended. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

#### BUSINESS

##### RVFD

Gary Lord reported that Chief Todd Wheeler contacted him to advise that he did not have the information available for this meeting. The RVFD will be rescheduled to the next BOF meeting.

##### OTHER BUSINESS

It was noted that the new police car has been received and a photo of the car was distributed. The older police car was not traded in and will be used for private duty or for part-time constables. The overage on the radios for the new car will be paid from the Town Police Department budget.

Gary Lord shared letters received from Tim Cook and Loy Wilkinson regarding the Region 12 discussions. Gary Lord updated the Board on the agri-science possibility and its status. It was reported that Litchfield is not interested in joining Region 12.

Barbara Henry reported that the oil co-op will be presenting the town with a check for \$500 for the fuel bank. This comes from the \$10 application fee collected from those who joined the co-op.

Barbara Henry explained that \$15,000 in damage was done to the PW #10 Mack Truck from when it slid off of Garnet Rd at the beginning of the year. She requested from OPM and was approved for an alternative use of Town Aid Road Funds to pay for this repair.

#### ADJOURNMENT

A motion was made to adjourn the meeting at 7:36 PM, by Wayne Piskura, seconded by Nanette Falkenberg 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

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Board of Finance

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

## ROXBURY BOARD OF FINANCE REGULAR MEETING FEBRUARY 17, 2015

### CANCELLATION NOTICE

The 2/17/15 Regular Meeting of the Roxbury Board of Finance 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 MARCH 17, 2015

### MINUTES

#### CALL TO ORDER

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

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

Other Present: First Selectman Barbara Henry, Todd Wheeler, Bill Hibbard, Sarah Lauriat

#### APPROVAL OF MINUTES

##### 1/20/15 Regular Meeting

A motion was made to approve the minutes of the 1/20/15 Regular Meeting. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

#### BUSINESS

##### Fire Department

Todd Wheeler, Bill Hibbard, and Sarah Lauriat came forward. A financial summary and FY 2014 tax returns were submitted. It was noted that the budget request increased from \$68,300 to \$71,250. The increase included an upgrade in the emergency reporting system, an upgrade to the alarm panel & smoke heads, and to offset an increase in the cost of electricity.

The Group reviewed the Capital Improvement Program for 15-16. The requirements for air bottles, air packs, face pieces, and pack compressors was explained. It was noted that the RVFD may be able to get a trade for the compressor, but not for the other items. Sarah Lauriat has applied for a Fire Fighter Assistance grant for these items. However, they must use the funds allocated for these items first. The Board agreed that they should restrict budgeting for these items to \$5,000 each until they know whether the grant is awarded. The items will be required by FY 17/18. The grant amount applied for is \$198,737. The Town assured the RVFD that they would not let them down should the grant not come through. Ms. Lauriat volunteered to apply for the grant again next year should it not be awarded this year.

The FD#9 89 Rescue truck was discussed. It was questioned whether this truck could be refurbished. The RVFD explained that it would be expensive to refurbish and they were unsure whether it would meet the requirements. The transmission would need to be changed since an automatic transmission is now a requirement. A RVFD Committee will be formed to further review this matter. The truck cannot continue to be used as is beyond 2017 due to new requirements.

The Board of Finance thanked the RVFD Officers for coming to this meeting, which has proved to be very productive. Gary Lord explained that going forward an annual equipment meeting between the RVFD and the BOF can be done prior to the tax returns being completed in January or February.

##### Set up a "Joey Trail Fund" as a special revenue fund

Barbara Henry reported that donations have been received to create a trail from the Senior Center to behind the Library in Joey Awlasewicz's memory. Donation checks have been made out to the Town of Roxbury; however, no town funds are to be included in this proposed fund. Disbursement will be made by the town. There is approximately \$2,300 donated to date.

A motion was made to establish a special revenue fund to receive and administer donations restricted to the "Joey Trail Fund". By Gary Lord, seconded by Andy Engel and carried unanimously.

#### Capital Projects FY15-16

The Capital Project requests were reviewed in detail.

The request for a new ambulance by 2021 was discussed and it was agreed that the Roxbury Ambulance Association should be invited to next month's meeting. The Board would like to review their tax returns as was done with the RVFD. It was questioned whether the Town should begin to put away for the expense of a new ambulance as they already have two ambulances. Barbara Henry reminded the Board that the Town does not support the Ambulance Association as much as it does the RVFD. It would be a large expense to the town not to have this volunteer service. She agreed to extend the invitation to the RAA for the next meeting of the BOF.

The need to replace the Police Explorer was reviewed. Barbara Henry explained that the State's proposed budget calls for towns to pay for 100% of the cost for troopers. She would like to increase constable hours in order to cut back on overtime for the troopers and with the two cars this will be possible.

Barbara Henry reported that grant money can be obtained for an Electric Vehicle Charging Unit. The Town would not be permitted to charge for using the station for three years. The Board agreed that this item should be removed from the budget requests. A suggestion was made that the government should induce gas station owners to take on such charging units. They should not be burdened upon the towns.

The Senior Bus line item was reviewed. It was directed that the \$21,000 noted in Reserve for Capital should be returned back to Undesignated. The gross cost of the bus is \$62,726. After the grants awarded in the amount of \$49,600 and the \$8,763 received in donations, the net to be funded by the town is \$4,363.

#### **OTHER BUSINESS**

Region 12's audit was distributed. The members were directed to pay special attention to page 39.

A Special Meeting of the BOF will be scheduled for March 31, 2015 at 7 PM.

#### **ADJOURNMENT**

A motion was made to adjourn the meeting at 9:40 PM, by Wayne Piskura, seconded by Ed Cady and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

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# TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

## ROXBURY BOARD OF FINANCE SPECIAL MEETING APRIL 8, 2015

### MINUTES

#### CALL TO ORDER

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

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

Other Present: First Selectman Barbara Henry and Selectman James Conway

#### BUSINESS

##### Budget Review

The FY 15/16 Budget dated 4/4/15 was distributed, reviewed and the following comments were made:

##### ASAP

Nanette Falkenberg suggested that a policy be on record explaining why this program is supported by the town.

##### Recreation Commission

The Board considered inviting the Rec. Commission to present their budget. Barbara Henry reported that she has discussed with them the purchasing procedure and the use of funds available in the budget at the end of the year. She noted that there is a tremendous amount of volunteer work involved with Recreation.

##### Public Works

It was noted that the salt barn is in need of reinforcement. Ed Cady and Andy Engel agreed to look into this project. Barbara Henry explained that tree maintenance is always over budget; therefore, has been increased for FY 15/16. The Town Parks budget is increased due to costs related to the organic Freedom Lawn.

##### Protection

The increase in hours for constables was discussed. Additional police visibility is needed. Bridgewater uses four constables compared to Roxbury's one constable. The Board agreed that this will be money well spent. It was explained that it is necessary to budget for a 30% increase for the State Trooper due to the proposed State budget. Fortunately the Trooper is shared; therefore, the cost is divided by one-half.

##### Ambulance

Barbara Henry explained that Roxbury is one of seven towns that have always split the cost of a shared paramedic. One of these towns, New Milford, has hired their own paramedic. It was determined, with much resistance, that the cost of the paramedic should be divided by the number of calls. Therefore, the cost to Roxbury has increased by \$2,000. The cost will be renegotiated again next year.

##### Fire Department

A FD Rescue Truck Committee report has not yet been received. Barbara Henry will consult Janet Morgan regarding her thoughts on this vehicle. James Conway reminded the Board that this truck will be needed for 2017; therefore, the town should begin to budget for this item. A grant was applied for with regard to the needed equipment; therefore, the budget for these items will be moved out by one year. The need for this equipment by 2017 is known and will be budgeted for in the future should the grant not come through.

##### Senior Bus

Hours will be purchased for the HART Bus until the new bus is available. Additionally, the cost of a driver has been included in the budget.

Transfer Station

The budget is down for this item. Tip fees are down due to a lesser volume.

Benefits

Some employees are taking advantage of the medicare reimbursement incentive, which will reduce costs. Barbara Henry reported that she was told to budget for a 10% increase with regard to insurance; however, the actual numbers have not come in yet.

Land Acquisition

Nanette Falkenberg asked that the decrease to \$15,000 for this line item be reconsidered. She feels the townspeople would like to keep this amount at \$20,000.

Gary Lord reported that the total operating budget is up by \$81,382. The Board of Finance will discuss at their next Regular meeting of April 21st Capital, Revenue and the Land Acquisition Fund.

Gary Lord distributed page 24 to the Notes to Financial Statements for the Town of Roxbury noting the definition of Capital Assets as assets with a costs of more than \$5,000 and with an estimated useful life in excess of one year. He reported that Rico Melaragno was consulted regarding the Town Hall Boilers and advised that this would qualify as a Capital Asset. Barbara Henry explained that Kim Baron has had previous conversations with Rico regarding such items and was advised this would not be proper per GASB54. It was agreed that this would further be discussed with Rico and may be just a matter of a policy change. Gary Lord noted that the Board may want to consider raising the amount from \$5,000 to \$10,000. Barbara Henry explained this will have no influence on balancing the budget. It is just a matter of reporting that will be worked out.

Gary Lord requested that Kim Baron provide for the Board the actual revenue to date and estimated year end surplus/deficit of the General Fund.

Close Out Capital Projects

Tabled

**ADJOURNMENT**

A motion was made to adjourn the meeting at 9:10 PM, by Andy Engel, seconded by Ed Cady and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

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# TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

## ROXBURY BOARD OF FINANCE REGULAR MEETING APRIL 21, 2015

### MINUTES

#### CALL TO ORDER

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

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

Other Present: First Selectman Barbara Henry

#### APPROVAL OF MINUTES

##### 03/17/15 Regular Meeting

A motion was made to approve the minutes of the 3/17/15 Regular Meeting. By Ed Cady, seconded by Andy Engel and carried. Kevin Dumas abstained.

##### 04/08/15 Special Meeting

A motion was made to approve the minutes of the 4/8/15 Special Meeting. By Andy Engel, seconded by Ed Cady and carried. Kevin Dumas and Wayne Piskura abstained.

#### BUSINESS

##### Appointment of Auditor

The Board agreed that they are pleased with the services provided by Charles Heaven & Co. and the availability of Rico Melaragno to address the Board's questions. Barbara Henry noted that Charles Heaven & Co.'s fee has increased by \$1,000 to \$17,000.

A motion was made to appoint Charles Heaven & Co. as Auditor for the Town of Roxbury for fiscal year 2015/2016. By Kevin Dumas, seconded by Ed Cady

Discussion: Andy Engel asked about the bidding policy for such services. It was explained that this item can go out to bid and has in the past; however, the knowledge of town history for services such as this is important and makes the process more efficient and less expensive.

Motion carried unanimously.

##### Discussion with RAA

Barbara Henry reported that Sarah Lauriat agreed that she would come to the next meeting of the BoF.

##### Review of Capitalization Policy

The definition of Capital Assets on page 24 of the Financial Statements was reviewed noting the definition of Capital Assets as assets with a cost of more than \$5,000 and an estimated useful life in excess of one year. Rico Melaragno has advised that the Town Hall Boiler should be capitalized and should be depreciated. Therefore, this will show as an asset instead of an expense; thereby, increasing the net worth of the town, which allows for a better bond rating.

The Board agreed that the policy should be revised to reflect the individual asset cost amount increase from \$5,000 to \$10,000.



A motion was made to amend the Capital Asset Policy shown on page 24 of the 6/20/14 Financial Statements by increasing the individual asset cost from \$5,000 to \$10,000 effective immediately for assets within this current year. By Gary Lord, seconded by Wayne Piskura and carried unanimously.

#### Budget Review

The Revenue Report dated 4/4/15 was reviewed. It was noted that the present mill rate is at 13.4. An increase to 13.7 mills would require \$233,764 from the Town Fund Balance to balance the proposed budget. An increase to 13.6 mills would require \$303,004. The estimated surplus for 6/30/2015 is \$163,000. Last year \$224,000 was assigned from the Reserve Undesignated & Unassigned to balance the current year budget, but will not be needed. Therefore, the Town should end the year approximately \$380,000 favorably.

The reduction of the Land Acquisition Fund to \$15,000 in the proposed budget was discussed. It was noted that although the healthy amount of \$619,194 remains in the fund, some townspeople continue to feel strongly that the funding of this line item not be cut. The Board agreed this amount should be increased to \$20,000 as funded last year; however, it should be questioned how much is enough for this fund.

An overall operating increase of 2.8% is proposed. The General Fund Reserve Undesignated & Unassigned was \$1,759,477 as of 6/30/2014 and is estimated to increase as of 6/30/2015.

The Capital Improvement Program dated 4/2/15 was reviewed. Extending the funding of the ambulance replacement by one year was discussed. Barbara Henry explained that the Town does not support the Ambulance Association in other ways. The BoS is not in favor of removing this item totally from the budget. Without this volunteer service the Town would need to budget \$400,000 for ambulance services. The Board agreed to leave this line item as is; however, will be vigilant about requiring the RAA to meet with them to discuss their financials.

The group considered pushing out budgeted items or closing out capital projects within the current year budget in an effort to buy down the mill rate. It was determined that a 13.7 mill rate is a bearable proposed increase in contrast with pushing items out; thereby, creating a larger future increase. This reasoning was also agreeable being that the School Budget is up to Roxbury by \$163,000 or 2.33%.

The Board discussed the proposed Town Hall pay raises and agreed with the Board of Selectmen's recommendation.

A motion was made to recommend a total town budget of \$3,246,997 to the town at the Annual Budget Hearing. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

#### **ADJOURNMENT**

A motion was made to adjourn the meeting at 8:35 PM, by Andy Engel, seconded by Ed Cady 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 7, 2015

### MINUTES

#### CALL TO ORDER

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

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

Others Present: Selectman James Conway, Kim Baron, Peter Hurlbut, James Hurlbut, Cynthia Newby, Pam Southworth, a member of the press, and other members of the public.

#### BUSINESS

##### Proposed Budget for the Town of Roxbury for the Fiscal Year 2015-2016

Chairman Gary Lord welcomed everyone to this 45th Annual Budget Hearing and described the purpose of this meeting. He reviewed the hand-outs for the Proposed FY 2015-2016 Budget, Revenue Projection and Capital Improvements Program. The Total Town Government proposed budget is \$3,246,997 for FY 15/16, which is a 5.06% increase over the previous year. The proposed mill rate is 13.7 for FY 15/16.

Chairman Lord looked for questions from the public and with no questions or comments the hearing was closed.

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 7:43 PM.

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 7, 2015

### MINUTES

#### CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:50 PM.

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

#### APPROVAL OF MINUTES

##### Regular Meeting - 04/21/15

A motion was made to approve the minutes of the 4/21/15 Regular Meeting. By Wayne Piskura, seconded by Andy Engel and carried. Nanette Falkenberg abstained.

#### BUSINESS

##### Budget Discussion – Public Opinion

The Board felt that the public was satisfied with the budget presented at the Annual Budget Hearing.

A motion was made to recommend to Town Meeting the total town budget of \$3,246,997 as presented at the Annual Budget Hearing. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

#### OTHER BUSINESS

A motion was made to add Town Hall Compressor to the agenda. By Gary Lord, seconded by Andy Engel and carried unanimously.

##### Town Hall Compressor

An e-mail dated 5/5/15 from Barbara Henry was read requesting that the BOF consider the addition of a separate agenda item at the Annual Town Meeting to fund from the current budget 14/15 two air conditioning compressors in the amount of \$26,620 to replace the compressors that recently failed. An additional request for \$3,210 to install a thermostat and run the zone for air conditioning in the lower level conference room was made. Andy Engel noted that dehumidification in the lower level conference room is a good idea for the longevity of the building.

The Board agreed that an expenditure of this size should go out to bid.

A motion was made to authorize the expenditure of \$30,000 to replace two compressors and add air conditioning to the lower level conference room to be funded from the Reserve for Capital Undesignated. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

A motion was made to recommend to the BOS to add an appropriation of \$30,000 to the Annual Budget & Town Meeting to replace two compressors and add air conditioning to the lower level conference room funded from the Reserve for Capital Undesignated. By Gary Lord, seconded by Wayne Piskura and carried unanimously.

#### ADJOURNMENT

A motion was made to adjourn the meeting at 8:20 PM by Andy Engel, 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 MAY 19, 2015

### MINUTES

#### CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:20 P.M.

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

Others Present: First Selectman Barbara Henry

#### APPROVAL OF MINUTES

##### 05/07/15 Budget Hearing and Regular Meeting

A motion was made to approve the minutes of the 5/07/15 Budget Hearing and Regular Meeting. By Andy Engel, seconded by Ed Cady and carried unanimously.

#### BUSINESS

##### Set Mill Rate

This agenda item was tabled due to an error in the noticing of the Annual Budget and Town Meeting. The FY 15/16 Budget vote has been rescheduled to 5/26/15 at 7:00 p.m.

A motion was made to schedule a Special Meeting of the Board of Finance on 5/26/15 immediately following the adjourned Annual Budget and Town Meeting of 5/19/15, which is rescheduled to 5/26/15, to set the mill rate. By Gary Lord, seconded by Nanette Falkenberg and carried unanimously.

#### OTHER BUSINESS

It was suggested that the Town Ordinance follow the state requirement of 10 days between the Annual Budget Hearing and the Annual Budget and Town Meeting. Barbara Henry reported that a review of the all the Town Ordinances is planned.

#### ADJOURNMENT

A motion was made to adjourn the meeting at 7:43 PM, by Andy Engel, seconded by Wayne Piskura and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary



# TOWN OF ROXBURY CONNECTICUT

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Board of Finance

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

## ROXBURY BOARD OF FINANCE SPECIAL MEETING MAY 26, 2015

### MINUTES

#### CALL TO ORDER

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

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

#### BUSINESS

##### Set Mill Rate

A motion was made to set the mill rate at 13.7 for FY 15/16. By Nanette Falkenberg, seconded by Andy Engel and carried unanimously.

#### ADJOURNMENT

A motion was made to adjourn the meeting at 7:05 p.m. By Andy Engel, 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 SPECIAL MEETING JUNE 16, 2015

### MINUTES

#### CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry

#### APPROVAL OF MINUTES

##### 5/19/15 Regular Meeting

A motion was made to approve the minutes of the 5/19/15 Regular Meeting. By Andy Engel, seconded by Ed Cady and carried unanimously.

##### 5/26/15 Special Meeting

A motion was made to approve the minutes of the 5/26/15 Special Meeting. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

Nanette Falkenberg was seated at 7:05 PM.

#### BUSINESS

##### Suspense List

Gary Lord reviewed with the Board the uncollectable tax list provided by the Tax Collector noting that \$1,941.44 is recommended to be transferred to the Suspense Tax Book.

A motion was made to transfer \$1,941.44 to the Suspense Tax Book. By Wayne Piskura, seconded by Nanette Falkenberg and carried unanimously.

It was noted that the Tax Collection Report as of May shows the current collection rate at 99.4%.

##### Close Out Capital Projects

A memo dated 6/10/15 from Kim Baron was distributed and reviewed regarding recommendations for Reserve for Capital project close outs with attached Reserve for Capital balances by department.

A motion was made to close out the following projects as recommended in the 6/10/15 memo totaling \$54,484.98 and transfer remaining fund balances to the Undesignated category within the Reserve for Capital and Non-Recurring Fund for the fiscal year ending June 30th, 2015:

- Replace Police Radios- 0.00 - Project is Complete
- Town Clerk Map Printer - 0.00 - Project is Complete
- Land Use Copier - \$1,345.00 - Project is Complete
- Replace PW Mower #12 - \$20,316.13 - Project is Complete
- Replace Public Works Backhoe #16 - \$32,823.25 - Project is Complete

Motion by Gary Lord, seconded by Wayne Piskura and carried unanimously.

##### Review of Public Works Costs to Date

Gary Lord noted that no department can be over budget at the end of the year. Public Works is close to being over budget due to line items for Salt over at \$18,490.91, Gravel Roads over at \$23,909.24 and Tree Removal over at

\$23,602.50. It was agreed that it makes sense that these items would be over due to this past winter; however, Barbara Henry agreed to get additional details regarding the use of the gravel. It was noted that overall this department is under budget by \$84,889.10 with less than a month left of the fiscal year.

Gary Lord reminded the Board that funds can be transferred from Contingency to Public Works if needed. Barbara Henry explained that this can be done in August if necessary.

Nanette Falkenberg spoke about internal budget controls. The Board members receive quarterly reports. The Board was satisfied with the current method of budget control; however, agreed that if an item becomes more than 20% over budget throughout the year it should be brought to the BoF's attention.

#### **OTHER BUSINESS**

N/A

#### **ADJOURNMENT**

A motion was made to adjourn the meeting at 8:00 PM, by Nanette Falkenberg, seconded by Andy Engel and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

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# TOWN OF ROXBURY CONNECTICUT

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Board of Finance

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## ROXBURY BOARD OF FINANCE REGULAR MEETING JULY 21, 2015

### CANCELLATION NOTICE

The July 21, 2015 Regular Meeting of the Board of Finance 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 18, 2015

### MINUTES

#### CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry and Kim Baron

#### APPROVAL OF MINUTES

##### Regular Meeting – June 16, 2015

A motion was made to approve the minutes of the 6/16/15 Regular Meeting. By Andy Engel, seconded by Ed Cady and carried unanimously.

#### BUSINESS

##### Review 6/30/15 actual departmental costs vs. budget

The 6/30/15 actual departmental costs vs. budget report for the two departments over budget were distributed. Protection/State Police was reviewed. It was explained that the Enforcement Grant received has been booked to revenue; therefore, the bottom line over budget amount is approximately \$2,000.

A motion was made to transfer \$3,000 from the Contingency line item to Protection effective 6/30/15. By Gary Lord, seconded by Wayne Piskura and carried unanimously.

Public Works/Winter Maintenance is showing over budget for sand/salt and gravel/stone due to winter maintenance. Additionally, Barbara Henry reported that work was done on mower tractor #22 at the end of June totaling approximately \$10,000 and funds have been encumbered for this amount. A statement was received; however, an itemized billing has not yet been submitted. There was no estimate or purchase order generated for this work; therefore, the bill is being disputed and in part may fall under warranty. The Board agreed to transfer funds to plan for the encumbered amount.

A motion was made to transfer \$10,000 from the Contingency line item to the Public Works Department as of 6/30/15. By Gary Lord, seconded by Ed Cady and carried unanimously.

##### Misc. Budget Items

Barbara Henry reported that the new Senior Bus was received. The Town paid \$13,126 of the total cost of \$62,000. The balance was paid for by grants and donations. The old bus has been offered to the Shepaug Valley Bible Church as a donation. The HART Bus will be discontinued and the funds from the DOT grant will help pay for the salary of the bus drivers.

\$70,000 was budgeted to replace the #3 2-yr dump truck. The new truck, plow, and the repair of the sander will come to @ \$50,000 with the trade in.

The BoF approved up to \$30,000 for the Town Hall air conditioner compressors subject to legislative body approval. The project was approved at Town Meeting; however, the amount was not recorded. The cost of the entire project will be @ \$32,000 due to additional issues found during the installation.

A motion was made to increase recommendation to \$32,000 for the funding of the Town Hall air conditioner compressors subject to legislative body approval. By Gary Lord, seconded by Wayne Piskura and carried unanimously.

Barbara Henry reported that the Nutmeg Network grant was received in the amount of \$23,600. This was not listed as a Capital Project; therefore, will have to go to Town Meeting for approval.

A motion was made to authorize a new Capital Project to be funded by a State Grant not to exceed \$23,600 for the Nutmeg Network subject to legislative body approval of this project. By Gary Lord, seconded by Andy Engel and carried unanimously.

Barbara Henry reported that the container for the Transfer Station was purchased for approximately \$4,800. This item was budgeted at \$12,000.

The group once again discussed electric vehicle charging stations for which a grant would pay 100%, but the Town would need to absorb the cost of electricity for one year. Andy Engel expressed his thoughts that it is not a legitimate role of government to fuel people's cars. Wayne Piskura suggested that such grants should be offered to businesses instead. The Board agreed that they are not in favor of this proposal.

Budgeting for capital projects

Kim Baron reported that her concerns with the reporting regarding the Mack Body Truck have been discussed with Rico and resolved.

**OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD**

Barbara Henry reported that the Board of Selectmen along with the State Trooper interviewed potential part-time constables and have offered the position to someone.

Kim Baron agreed to provide details regarding the costs for private duty officers to confirm the costs are being covered by the income received.

**ADJOURNMENT**

A motion was made to adjourn the meeting at 8:35 PM, by Wayne Piskura, seconded by Andy Engel 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 SEPTEMBER 15, 2015

### 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, Sarah Lauriat, and Todd Wheeler

#### APPROVAL OF MINUTES

##### Regular Meeting – August 18, 2015

The name "Rico" was replaced with "the Auditor" and the word "agreed" was replaced with "will".

A motion was made to approve the minutes of the 8/18/15 Regular Meeting as amended. By Ed Cady, seconded by Wayne Piskura and carried 3-0-1. Nanette Falkenberg abstained.

#### BUSINESS

##### Fire Department

The Board congratulated the Fire Department on the Grants that they were awarded. Sarah Lauriat reported that the Fire Department was awarded a total of \$184,100 in FEMA Grants. \$139,100 was awarded to go toward air packs and \$45,000 is for an air compressor. This was one of only 23 grants awarded in the State of CT. The funds must be spent by August 2016. The Department is already moving forward with the planning of the purchases. Sarah Lauriat will be responsible for following the proper procurement procedures. They were also awarded the Forestry Grant for which they will receive up to 50% of \$5,000 spent. The grant funds will go directly into the Fire Department's account. An answer is still needed from FEMA regarding the funds that were budgeted toward these items.

##### Town Hall

Barbara Henry reported that there was a roof leak in the Town Clerk's Office during one of the rain storms. The roofer returned to inspect and could not find the leak; however, the Town Crew ran a hose and was able to locate the problem and fixed the leak.

Barbara Henry reported that the new compressors for the air conditioning were installed. She will have to have the installers return because some offices are too cold.

Water is leaking from a pipe on the ceiling in the lower level utility room. The cost to fix the pipe is expected to be \$6,000. Two boilers are budgeted for, but this problem is not related to the boilers. The Board agreed that the leak should be repaired; however, felt that the \$6,000 quote seemed high. Barbara Henry will get other estimates.

##### Hurlburt Park

Gary Lord reported that he was present at the Special Town Meeting where the proposed park bathrooms / kitchens discussion was on the agenda. Barbara Henry noted that the low bid for the project came in at \$278,000. The members of the Recreation Commission present at the Special Town Meeting advised that rentals would increase if these facilities were available.

Selectmen met after this meeting for their Regular Meeting and discussed the bids which were felt to be high. It was noted that \$87,000 is available for this project after the funds for the septic fields were spent. It was determined that the people most want the bathrooms and to move the bathrooms to be closer to the septic fields

to get this part of the project completed. The plan was to go back out to bid; however, the Recreation Commission later noted their disagreement with this idea and feels town should have an additional appropriation for the entire project. The Commission was welcomed to go to BoF with this request. The Recreation Commission would like go out to bid for the project as designed for the slab, roof, shell, and plumbing with and without the bathrooms. In next years budget they plan to ask for the balance to finish project.

The BoF reviewed the plans and agreed the bids were too high and suggested cutting costs in the finishings such as replacing cedar shakes with shiplap or looking into a prefab building. The Board clarified that the Recreation Commission is an advisory Commission and can bring forth opinions, but ultimately this is the decision of the BoF and BoS. It was noted that no fundraising has been done by the Recreation Commission for this project to date.

The Board noted maintenance will be an additional cost. Barbara Henry has not yet received a maintenance plan from the Recreation Commission. The BoF noted their concerns with this and advised they will not consider further funding until entire picture including maintenance is before them. The BoF needs new numbers before they can give their opinion. They advised that it be determined what needs to be accomplished and find least expensive way to get it accomplished. Barbara Henry will make some changes to the proposal to reduce costs and it will go back out to bid.

#### Region 12

Barbara Henry & Gary Lord were invited to a presentation from the Board of Education regarding the Agricultural Science Program proposal. They distributed copies of hand-outs from this meeting. The total cost will be \$39.5 million including additional staff, and utilities. If there are 48 students per class, the program will pay for itself. In the first year they plan to take in Freshmen and Sophomores. \$10,000 per child will be received from other towns and the State. It has been found that there is a demand for such programs. If the proposal is voted down at the referendum the opportunity for funding will be lost.

An informational presentation on the Ag/Science program is scheduled for 9/22 at 7 p.m. with the Superintendent and she will also be at the Senior Center on the 29<sup>th</sup> at 11 am.

Roxbury's new prospective BOE member has financial questions that need to be answered. He will decide whether he wants to be on the BoE once these questions are answered. Barbara Henry is working on setting up a meeting to get him the answers he needs.

#### **OTHER BUSINESS**

Other business to properly come before the Board - N/A

#### **ADJOURNMENT**

A motion was made to adjourn the meeting at 8:45 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 OCTOBER 20, 2015

### MINUTES

#### CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry

#### Approval of Minutes

##### Regular Meeting – September 15, 2015

A motion was made to approve the minutes of the 9/15/15 Regular Meeting. By Wayne Piskura, seconded by Ed Cady and carried 4-0-1. Andy Engel abstained.

#### BUSINESS

##### Hurlburt Park

Barbara Henry is awaiting a price on a building shell from the Barn Yard to house the proposed kitchen and bathrooms. She is also getting a quote for a block building. Wayne Piskura noted that he is not in favor of this project. He does not see a need for a kitchen. Gary Lord advised that this cannot be a big budget item as there are other items needed in the coming budget year. Barbara Henry explained that the bathrooms can be finished and the rest can remain a shell.

The option of having food trucks available for events was discussed. Wayne Piskura stated that the shell for the kitchen should not even be included in the plan. He has concerns with the maintenance and vandalism of the building; however, he might be in favor of the bathrooms. Barbara Henry reported that the Board of Selectman are also in favor of going forward with the bathrooms. Andy Engel would be interested in seeing the project priced both ways.

Nanette Falkenberg suggested that the Recreation Commission demonstrate need. Wayne Piskura noted that the need will be so diverse that it should be up to the event holder to find a vendor to suit their needs.

Barbara Henry noted that the Recreation Commission said they would raise funds for this project. It was agreed that not enough information is available at this point; however, if the bathrooms are important to the Recreation Commission they should considering separating the kitchen/bathroom project. Another option is to build the kitchen shell and then leave it to the Recreation Commission to raise funds to complete the project.

##### Region 12

Gary Lord reported that the Hearing for the AgSTEM program was well presented. Many people are concerned with how it will affect the Town's budget. Initially, Region 12 will need additional funds to pay the debt service, but in the long run this can be a good investment. The end of the third year will be the break even point. Wayne Piskura noted that the biggest unknown is whether the students are obtainable. It was noted that Nonnewaug turns away 50 children a year and recruiting is never done. There will be active recruitment for the Region 12 proposal. Andy Engel noted that part of this proposal is the improvement of the science labs, which is desperately needed.

Barbara Henry reviewed all the options with regard to Region 12's schools and explained that ultimately the cost will be the same if not more to go with one of the different options; however, the results are not necessarily as positive.

The Board discussed letting the townspeople know that their Board of Finance supports this proposal.

A motion was made to let the community know that the BoF is unanimously in support of the AgSTEM project for Region 12. By Gary Lord, seconded by Nanette Falkenberg and unanimously approved.

Barbara Henry will do letter to the editor, reverse 911 blast and an e-mail blast to let the public know that this proposal is being endorsed by the BoF as a positive and prudent approach to the future of Region 12.

Ed Cady questioned when the State's portion of the funding is paid. Barbara Henry was advised that the State will pay reimbursement once the construction is finished. She agreed to forward this e-mail to the members. Gary Lord was uncertain this is correct and understood that the reimbursement would be paid over the term of the bond. Gary Lord agreed to get this matter clarified.

#### Public Works

The Board of Selectmen are still considering the staffing of Public Works. Barbara Henry noted that it would be a benefit if an additional employee was qualified for emergency services calls as well. Many different options are being considered. Barbara Henry feels she will need to hire someone this year to plow. She is looking for a contractor who can drive the Town's trucks. A Special Meeting of the Board of Selectmen will be scheduled regarding Public Works staffing.

#### **OTHER BUSINESS**

Barbara Henry reported that there are two people interested in the Board of Education open position. A town meeting will need to be scheduled to fill this opening.

#### **ADJOURNMENT**

A motion was made to adjourn the meeting at 8:32 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 NOVEMBER 17, 2015

### MINUTES

#### CALL TO ORDER

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

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

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

The group welcomed new Board of Finance member; Sarah Foreman.

#### APPROVAL OF MINUTES

##### 10/20/15 Regular Meeting

A motion was made to approve the minutes of the 10/20/15 Regular Meeting. By Ed Cady, seconded by Andy Engel and carried 4-0-1. Sarah Foreman abstained.

#### BUSINESS

##### AgSTEM

Gary Lord noted that the BoF and BoS were unanimously in favor this program proposal and the proposal has been approved by voters in all three towns. The towns are now awaiting to hear from the State Bonding Commission in order to move forward.

##### Auditor

Auditor Rico Melaragno came forward and reviewed a presentation of the Audited Financial Statements for June 30, 2015. He noted that the audit's end results are all unmodified opinions. Mr. Melaragno reported that an excess of approximately \$90,000 was collected in revenue over what had been anticipated. Expenditures were approximately \$43,000 less than what had been budgeted.

The group discussed whether it is correct to put before the townspeople in a motion a single budget number for approval. It was noted that the supporting documentation is supplied and reviewed at the Annual Budget Public Hearing and is available again at the Annual Town Budget Meeting. The group agreed that the current approach is working; however, they should review the motion for Town Meeting to confirm best practices are being followed. The motion should be constructed to reflect a departmental approach to be consistent with the practices being followed. It was agreed that a reference to the "departmental" budget within the motion may be sufficient.

Rico Melaragno reported that \$57,527 was added to the Fund balance at year end. \$1,808,780 is the total available Fund balance, which is 2.36 operating months and 19% of the 2015 approved budget. This is the same percentage as in 2014.

It was agreed that this was a good year financially. Those who contributed to making this a successful budget year; Kim Baron, Barbara Henry, and Rico Melaragno were thanked for all their hard work.

Nanette Falkenberg shared her thoughts regarding it being good practice to rotate auditors. She feels it is important to have this discussion. Charles Heaven & Co. has been performing Roxbury's audits over the past 15 years. There have been three auditors from this company over the course of these 15 years. Barbara Henry noted that they come very highly recommended and Rico Melaragno is wonderful to work with and can be very helpful.

Wayne Piskura noted that it would be appropriate to go out to bid for an auditor. The group discussed that Charles Heaven & Co's familiarity with the Town is helpful; however, it can also be beneficial to have fresh eyes involved. A motion was made to authorize Barbara Henry to go out to bid for an Auditor for FY 15/16. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

An RFP will be requested and the legal notice will note that a preference will be given to firms with municipal experience.

#### Selectman's Update

Barbara Henry reported that the new boilers have been installed by Good Hill and the new #3 truck has been received. She discussed the possibility of adding heat cables to Town Hall's roof to avoid ice damming. Andy Engel suggested that the ducts in the attic be checked for insulation. It is important to find what is causing the heat leak and creating the ice dams.

#### **OTHER BUSINESS**

N/A

#### **ADJOURNMENT**

A motion was made to adjourn the meeting at 8:55 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 DECEMBER 15, 2015

### MINUTES

#### CALL TO ORDER

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

Present: Members Gary Lord, Andy Engel, Ed Cady, Jr, Sarah Foreman, Wayne Piskura and First Selectman Barbara Henry

#### APPROVAL OF MINUTES

##### Minutes of November 17, 2015 meeting

Ed Cady noted that the word "General" should be added in two places to define the Fund balance referred to in the 3<sup>rd</sup> paragraph under "Auditor".

Motion by Ed Cady to accept the minutes of the 11/17/15 Regular Meeting as amended. Seconded by Andy Engel. Motion carried.

#### BUSINESS

##### Election of Officers

Gary Lord nominated Wayne Piskura to be Clerk, seconded by Ed Cady, Ed Cady nominated Gary Lord to be Chairman, seconded by Andy Engel

Motion by Ed Cady to close nomination, seconded by Sarah Foreman. Motion carried.

Motion by Ed Cady to elect the nominated slate of BoF Officers for 2016, seconded by Sarah Foreman. Motion carried.

##### 2016 Meeting Schedule:

Sarah Foreman moved that the regular meeting schedule for 2016 be approved as presented, seconded by Ed Cady. Motion carried.

#### REPORTS

##### Chairman's Report

There was nothing to report

##### Selectman's Report

Barbara Henry reported attending a meeting where several initiatives under consideration at the State level were discussed. She also reported that a new "Municipal Spending Cap" had been enacted which limits Towns to a 2.5% increase in any year.

#### ADJOURNMENT

Motion to adjourn at 7:27 PM by Andy Engel, seconded by Gary Lord. Motion carried.

Respectfully submitted,  
*Wayne Piskura*  
Wayne Piskura, Clerk