



TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

ROXBURY BOARD OF FINANCE REGULAR MEETING JANUARY 19, 2016

MINUTES

CALL ORDER

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

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

Others Present: First Selectman Barbara Henry, and Kim Baron

APPROVAL OF MINUTES

Regular Meeting – 12/15/15

A motion was made to approve the minutes of the 12/15/15 Regular Meeting. By Andy Engel, seconded by Ed Cady and carried 4-0-1. Nanette Falkenberg abstained.

BUSINESS

Auditor Bids

The only bid for the June 30, 2016 audit that was received on time was from Charles Heaven & Co.; however, a bid was received late from an out of state firm. This bid was \$5,000 less than the bid made by Charles Heaven & Co. It was noted that the bid came in a day late due to a problem with the courier.

Kim Baron reported on her review of both bids. She found that both services would be the same; however, the timetable for the out of state bid was unrealistic. Their bid package referred to the Towns of Salisbury and Ashford as municipal clients; however, she found that these towns have not engaged the services of this firm in five years.

Gary Lord commented that it seems communications would be electronic with an out of state auditor. Sarah Foreman agreed and noted that this company might not sit down and review the bid. Also, if additional audits are required then additional fees would apply.

Barbara Henry spoke with the CFO of Salisbury who reported that there were some difficulties with this out of state auditor. Nanette Falkenberg agreed with the points that had been made by those present. She additionally noted that the bids show estimated fees in many places, which did not give her a sense of comfort.

A motion was made to engage Charles Heaven & Co. to perform the audit for June 30, 2016. By Gary Lord, seconded by Sarah Foreman and carried unanimously.

Gary Lord will contact Rico Melaragno to advise that the bid has been awarded to Charles Heaven & Co. and will ask for him to forward the engagement letter.

Chairman's Report

Gary Lord reported that he has not received any additional information regarding the approval of the bonding for the AgSTEM program. This should not be a cause for concern. Barbara Henry reported that the State has revoked the ECS funds in an effort to balance their budget.

Selectman's Update

Barbara Henry reported that she has requested a \$350,000 STEAP Grant for Minor Bridge Rd.

The Hurlburt Park Bathroom/Kitchen project status was reported on. Two designs will be taken to the public for an informational meeting. One of the designs will only be for a bathroom and storage. A price on a prefab bathroom will be sought. The other design that includes the kitchen has been reduced in size. A Recreation Commission Member has reported that someone may donate the block for the building. The excavation services have been donated.

Gary Lord noted that he is partial to the idea of the prefab bathrooms in an effort to phase the project. Andy Engel noted that phasing the project will increase the overall cost. Barbara Henry explained that the concern is that the kitchen will never get done if it is not included in the initial project. She noted that the block donation will go a long way in reducing the cost of the project. This information is needed before a decision can be made. Kim Baron reminded the group that the STEAP Grant funds currently available for this project will expire by December 2016.

The furnaces have been installed. Good Hill was the low bidder of four bids. A bad nozzle has been replaced on one of the new furnaces and all seems to be working well. The cost of the project was \$28,000.

The group discussed ice build-up on Town Hall. Andy Engel reported that there are huge gaps in the insulation on the roof causing this problem. Barbara Henry presented a photo of the building roof. She received a quote for a total of \$7,500 to install heat cables on all the problem areas. \$3,000 is the cost to install cables in the worst area of ice damming, the Town Clerk's office wing.

The group agreed that it is a good idea to go forward with this project. They left it up to Barbara Henry to determine whether the Town should go forward with the entire project or address only the problem areas.

OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

The Budget and Revenue Reports as of 1/19/16 were reviewed. Barbara Henry reported that a Union employee driver position for Public Works has been advertised. Barbara Henry is working with the Union to reclassify all the Public Works positions.

The Capitol Budget Requests will be reviewed at next month's BoF meeting.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:10 PM, by Andy Engel, seconded by Ed Cady 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 FEBRUARY 16, 2016

MINUTES

CALL TO ORDER

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

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

Others Present: Todd Wheeler and Sarah Lauriat.

APPROVAL OF MINUTES

Regular Meeting - 01/19/16

The 2nd sentence of third paragraph under Auditors Bids; "review the bid" was correct to "review the audit".

A motion was made to approve the minutes of the 01/19/16 Regular Meeting as amended. By Ed Cady, seconded by Sarah Foreman and carried 4-0.

Wayne Piskura was seated at 7:11 PM.

BUSINESS

Fire Department

Todd Wheeler reminded the BoF that last year additional funds were not contributed to Capital Projects for the compressor/air packs because the grant that was applied for required the use of the allocated funds. However, the \$51,160 allocated in previous years must be used towards the compressor/air packs per the awarded grant's requirement. The RVFD is requesting for the release of these funds so that they can proceed with the project. The Board of Finance agreed that these funds can be released at any time upon the Fire Department's request.

Todd Wheeler reported that it will be three years before the Rescue Truck will need to be replaced or refurbished. Currently \$125,000 is allocated towards a Rescue Truck and a replacement costs is estimated at \$400,000. The RVFD will be further addressing this need once the compressor and air packs are in place.

The group thanked the Fire Department for all their hard work in obtaining the grant for the compressor and air packs.

Capital Project Requests

Gary Lord reported that the Grand List is up slightly this year; however, this increase will not have much effect on the budget. Currently Roxbury's percentage of Region 12 students is 33.51. Next year Roxbury's portion will be decreased; therefore, education expense is expected to decrease by approximately \$300,000.

Gary Lord reported that the Capital Project requests are not yet available for presentation to the Board of Finance. He distributed a copy of Capital Projects for FY 15/16, which included projected anticipated Capital Projects. The group reviewed the anticipated 16/17 Capital Project requests. It was noted that the direction of the Bathroom/Kitchen project at Hurlbut Park is unknown.

It was noted that April 25th is the rescheduled Budget Hearing Date. A Special Meeting was scheduled for March 1, 2016 at 7 p.m. to finalize Capital Project Requests for the 16/17 Budget. The Board requested that the Selectmen distribute the proposed Capital Projects one week in advance of this meeting.

Chairman's Report

Gary Lord reported to Rico Melaragno that the auditor bid was awarded to Charles Heaven & Company for a one year contract. Rico Melaragno has advised that a three year contract will provide a cost savings. The Board agreed that next year a 3 year proposal should be presented to the Board.

Selectman's Update

N/A

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 8:02 PM, by Nanette Falkenberg, 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 1, 2016

MINUTES

CALL TO ORDER

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

Members Present: Gary Lord, Wayne Piskura, Andy Engel, Sarah Foreman and Ed Cady, Jr.

Others Present: First Selectman Barbara Henry and Selectman James Conway

BUSINESS

To finalize Capital Project Requests for the 16/17 Budget

The group discussed Capital Projects for budget year 16-17.

A motion was made by Gary Lord to close out the following items and transfer balances to the Reserve for Capital Undesignated:

<u>Project</u>	<u>Balance</u>
Purchase Spare Plow	\$ 5.00
Senior Bus	\$ 16,637.72
TH Boilers	\$ 372.00
TH Compressors	\$ 225.62
Refurb of #10	\$ 19,547.00
TOTAL	\$ 36,787.34

ADJOURNMENT

A motion was made to adjourn the meeting at 8:45 PM, by Ed Cady, seconded by Wayne Piskura and carried unanimously.

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 MARCH 15, 2016

MINUTES

CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry, Selectman Russell Dirienzo and Selectman James Conway.

Approval of Minutes

02/16/16 Regular Meeting

A motion was made to approve the minutes of the 02/16/16 Regular Meeting. By Ed Cady, seconded by Nanette Falkenberg and carried 5-0-1. Engel abstained.

03/01/16 Special Meeting

A motion was made to approve the minutes of the 03/01/16 Special Meeting. By Ed Cady, seconded by Andy Engel and carried 5-0-1. Falkenberg abstained

BUSINESS

Budget Review

The draft Town of Roxbury Capital Improvement Program 2016/2017 dated 3/8/16 was reviewed. It was agreed to reduce the Water Truck budget to \$20,000 for fiscal years 16/17 and 17/18. The description; "Reserve for Capital Undesignated" will be removed from the Pick-up Truck line item because that will come from the budget this year.

The Board discussed going to Town Meeting for the additional funds to purchase the truck and sander. Additionally, the baseball field, basketball court, IT and security were considered for funding this year. The Board would like to get approval for these projects so they can begin before July 1st and be excluded from the FY 16/17 Capital Improvements.

A motion was made to add to the agenda a recommendation for a Town Meeting to request the legislative body's approval for funding for truck #4 and sander, baseball field, basketball court, IT and security. By Gary Lord, seconded by Wayne Piskura and carried unanimously.

Recommend to Town Meeting

The funds for truck #4 and sander will come from Undesignated. The basketball court, baseball field, IT and securities will be funded through the Reserve for Capital and then reimbursed by LoCIP.

Motion to recommend to the Board of Selectmen to go to Town Meeting to request the legislative body to approve the following capital projects for a total of \$96,000:

- Replace truck #4 and sander \$27,000 funded via reserve for Capital Undesignated
- Purchase security upgrades \$10,000 funded via LoCIP
- Purchase IT upgrades for Town Hall \$40,000 funded via LoCIP
- Repair basketball court \$4,000 funded via LoCIP
- Rehab baseball field \$15,000 funded via LoCIP

By Gary Lord, seconded by Nanette Falkenberg and carried unanimously.

A revised Capital Improvement Program draft dated 3/15/16, which excludes projects to go to Town Meeting, was distributed and reviewed:

A motion was made to clarify that the \$51,160 noted at the previous meeting to be released to the RVFD at anytime per their request for the air packs project should be corrected to \$67,160 to include the compressor which are the total funds allocated in previous years that must be used per the awarded grant's requirement. By Gary Lord, seconded by Wayne Piskura and carried unanimously.

Gary Lord reminded the group that the Town generously agreed to take care of the exterior of Minor Memorial Library about five years ago. The \$9,500 requested in Capital Improvement this year include interior repairs. It was clarified that town funding would be limited to the exterior. The group agreed to budget \$10,000 toward the roof replacement project. The description in the budget will be changed to Minor Memorial Library Exterior.

Barbara Henry reported that \$11,250 remains in Capital from last year's Minor Memorial Library painting project. The Library has requested to use these funds for other projects including stucco, window repairs and painting.

The Total Capital Improvement requested amount for FY 16/17 is \$302,500 with the changes discussed.

The Board reviewed the Operating Budget:

The Roxbury Public Library's operating budget requests were reviewed and it was noted that their budget request has substantially increased to \$114,000 versus the \$101,000 budgeted last year. A \$6,900 profit is projected by the Library in 16/17. The \$6,100 Energy Incentive payback over four years was considered as well as the work done to the Hodge over the past year. It was explained that the Library should have come to the BoF regarding funding the Hodge expenses as Capital Improvement projects. The Board noted that the Library does a good job and the budget was kept flat over the past years. It was agreed to budget \$108,000 for FY 16/17.

Everyone was in agreement that funding of the Land Acquisition line item should be kept at \$20,000.

Funding of nonprofits were discussed. Nanette Falkenberg noted how ASAP is the only nonprofit funded by this Town. It was reported that the town pays \$5,000 to ASAP and another \$5,000 comes from the Region as Roxbury's share. ASAP's portfolio was distributed and reviewed. It was agreed that the line should be cut to \$2,500 for 16/17.

Nanette Falkenberg discussed the ZBA with regard to the new ZEO. Currently his salary is paid through Wetlands and Zoning. She suggested that three or four hours per month be added to the ZBA budget to allow him time to come to the ZBA meetings. The group agreed that four hours per month would be added to the ZBA budget.

REPORTS

Chairman's Report

No report

Selectman's Update

No report

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 9:27 PM, by Nanette Falkenberg, 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 APRIL 12, 2016

MINUTES

CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry, Selectman James Conway, Cynthia Newby and Pam Southworth.

BUSINESS

Discussion with Library Representatives

Cynthia Newby and Pam Southworth came forward as representatives of the Library. They thanked the Board for the opportunity to review with them the minutes of the last meeting in which the Library budget was discussed. It was clarified that the Library is not projecting a profit. Gary Lord explained that there was a miscommunication regarding the Eversource Energy Incentive Payback listed in the Operating Budget showing profit and then under Capital Expense.

Pam Southworth explained that there is an expected payback period of nine years for the Energy Incentive investment. This also mitigates the considerable cost in ballast replacements. She confirmed that this is a good long term investment. She advised that after three more years it will be the end of the Library's request for this expense.

Ms. Southworth and Ms. Newby described the Library's fundraising hurdles including the loss of a large donor. Cynthia Newby reported that proceeds from investments are down and with the 5% draw they expect to erode the endowment.

Gary Lord reviewed the Library's request of a total increase of \$17,000. It was noted that it takes one year to be eligible for the pension plan; therefore, last year's budget did not reflect this cost for their new Library Director.

The group discussed interior maintenance. Capital requests were made for interior painting and carpeting. The 09/09/92 BoF meeting minutes were reviewed. Wayne Piskura reminded the Board that at the time the new library plan was presented to the Town it was explained that an endowment would exist; therefore, the new library would not cost the Town anything to maintain. It was confirmed that this is not noted in any document.

Cynthia Newby explained that a person of goodwill would understand the documents to read that a gift of the land and the library building was given to the Town at no cost and in return the Town accepted responsibility to maintain and staff the library.

It was confirmed that the funds towards the recent repair to the interior of the Hodge came from the endowment. Wayne Piskura encouraged the Library to communicate their upcoming expenses rather than submitting large unexpected fluctuations in their budget requests. Gary Lord agreed that in going forward a more open discussion throughout the year would be helpful.

Gary Lord recommended dismissing the notation in the discussion of the 09/09/92 minutes that the Town agreed to staff and maintain the new library. The Resolution that was formally adopted by the Town on 09/17/92 did not include any such language regarding staffing or maintenance of the new library. Wayne Piskura reminded the

group that as a generality the Town does budget to maintain the Library; however, it is inaccurate to regard this as binding.

Pam Southworth noted that an annual 2% increase would equate to what was requested this year if the Library had not held the line over past 5 years.

All those present agreed that they have a good plan going forward.

Region 12 Return of Fund Balance

Gary Lord reported that Region 12 has made a request regarding the return of the fund balance. He read aloud the letter submitted by Mr. Giesen which requests that the surplus refunded to the three towns be returned to the Region to be placed in a restricted fund for the AgScience project. Gary Lord explained that he believes they are trying to save funds to be available to be applied to debt service once the bonds come due. This year \$45,000 was returned to Roxbury.

The Board raised the questions regarding what would happen to this money if the school was not built. Sarah Foreman noted that it seems like it is premature to make a decision when it is not yet determined whether this project will go forward. Gary Lord reported that he was going to recommend that Roxbury save their own surplus so that when the school budget is raised they would not have to pass the increase onto the Roxbury taxpayers. The Board agreed that this is a preferred plan. It was agreed that the BoF would not make a decision tonight and would continue to consider this request.

Budget Discussion

The members confirmed their receipt of the budget draft dated 4/11/16. All members were in agreement with the additional \$25,000 budgeted toward the firetruck. It was noted that the school budget numbers were adjusted to the new numbers submitted by the Region. The \$20,000 budgeted for a water truck was discussed and it was requested that alternate options be examined in the future such as adding a tank to one of the existing trucks.

Barbara Henry reported that the 2 1/2% cap proposed by the Legislature may happen, but towns are trying to push out the effective date. A fine of .50 cents on the dollar would be assessed for overages. She reminded the group that any increase in the school budget is included in this cap to the towns. She testified at the Legislature that she found it ironic that the State is dictating this cap to the towns who know how to balance their budgets.

The new design for the Hurlburt Park bathroom/kitchen proposed additions are expected cost approximately \$200,000 not including equipment. A formal proposal in writing is not yet available. The group discussed fundraising towards this project and a possible match of what is raised. The Board agreed to leave this budget line item undetermined until they meet next week.

The members discussed the Library budget and noted that they already agreed at the last meeting to \$108,000 up from \$101,000 last year. The Library would like another \$6,000 to meet their \$114,000 request. The members agreed to include the total \$114,000 requested by the Library in the proposed budget.

It was confirmed that the Board has agreed to fund ASAP at \$2,500. The group noted that they expect no increase to the mill rate in FY 16/17.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:55 PM, by Sarah Foreman, 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 APRIL 19, 2016

MINUTES

CALL TO ORDER

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

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

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

APPROVAL OF MINUTES

March 15, 2016 Regular Meeting

A motion was made to approve the minutes of the 03/15/16 Regular Meeting. By Nanette Falkenberg, seconded by Andy Engel and carried 6-0.

April 12, 2016 Special Meeting

Paragraph 1, in the last sentence the word "also" was added after "then".

Paragraph 2, in the second sentence the words "light fixture" were added before "ballast"

Paragraph 10 was changed to; "All those present agreed that they need to develop a good plan going forward."

Paragraph 13, in the last sentence the words "portable water" were added before "tank".

Paragraph 15, in the first sentence the word "to" was added before "cost".

A motion was made to approve the minutes of the 04/12/16 Special Meeting as amended. By Andy Engel, seconded by Ed Cady and carried 5-0-1. Falkenberg abstained

BUSINESS

A motion was made to add Library Discussion to the agenda. By Gary Lord, seconded by Nanette Falkenberg and carried 6-0.

Gary Lord reported that they plan to meet with the Library regarding the agreement between the Town and the Library. The Board members agreed that the 1992 motions of the Town Meeting clearly state that the Town did not intend to staff and fund the Library. He noted that he is sensitive to their loss of a big donor and feels that a priority should be made in finding more donations. At the last meeting the BoF agreed to fund this year's increased Operating Budget request by Library due to the expense of the Energy Incentive investment.

The Board asked to hear the recollection of Wayne Piskura who was present at the September 1992 meeting. Wayne Piskura recalled that the discussion in the September 1992 BOS minutes referred to a requirement by State that the town take responsibility for its library, but was not meant that the "Town" would staff and maintain the Library solely from the Town's Operating Budget.

Budget Discussion

The group reviewed the Draft Operating Budget dated 4/19/16 noting all the changes previously agreed upon. The group discussed the Capital Budget and Revenue. It was noted that ECS funding in the amount of \$158,000 has been taken away by the State. The Board agreed to budget zero State funding and hope to get some of this funding back.

It was noted that a surplus in current budget year of \$200,000 is expected. The Board agreed to propose to keep mill rate at 13.7.

Motion to take the budget dated 4/19/16 in the amount of \$3,363,829 to the budget hearing on April 25, 2016.
Motion by Nanette Falkenberg, seconded by Andy Engel and carried 6-0.

Hurlburt Park Bathrooms / Kitchens

Barbara Henry reminded the group that the approximately \$20,000 in grant funds for the bathrooms must be used by December. The Board agreed to match the \$50,000 donation for the upcoming 16/17 Capital Budget. Gary Lord suggested calling a Special Town meeting once pricing and sketches are available. If the townspeople agree, the Board of Finance may decide to draw funding from the General Fund to fund this project.

Non-profits Discussion

The minutes of last month's meeting noted that ASAP is the only non-profit funded and it was later corrected that several nonprofits are funded by the Town. Barbara Henry distributed and reviewed a list of non-profits that the town pays dues to as a member and nonprofits that are donated to by the Town.

Chairman's Report

No report

Selectmen's Update

No report

ADJOURNMENT

A motion was made to adjourn the meeting at 8:45 PM, by Sarah Foreman, 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 ANNUAL BUDGET HEARING APRIL 26, 2016

CANCELLATION NOTICE

The Annual Budget Hearing filed as scheduled for April 26, 2016 at 7 PM has been rescheduled to April 25, 2016 at 7 PM due to a conflict with the Presidential Primaries.

Respectfully submitted,
Tai 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 PUBLIC HEARING APRIL 25, 2016

MINUTES

CALL TO ORDER

Chairman Gary Lord called the hearing to order at 7:00 p.m. and proceeded to present the proposed budget for the Town of Roxbury as recommended by the Board of Finance.

Present: Gary Lord, Sarah Foreman, Andy Engel, Ed Cady Jr, Wayne Piskura and 1st Selectman Barbara Henry, Selectman Jim Conway, and about 20 members of the public.

BUSINESS

At the conclusion of the presentation, the Chairman asked for comments and questions.

Joann Torti of ASAP, an educational enhancement program, presented her view that the budget line for ASAP should not be reduced as proposed.

The Chairman thanked the public for their support and commended 1st Selectman Barbara Henry for her hard work in preparing the proposed budget. He also commended Kim Baron for her continuing support on matters financial.

ADJOURNMENT

Public Hearing was closed at 7:30 pm.

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 SPECIAL MEETING APRIL 25, 2016

MINUTES

CALL TO ORDER

Chairman Gary Lord called the meeting to order at 7:35

Present: Gary Lord, Sarah Foreman, Andy Engel, Ed Cady Jr, Wayne Piskura and 1st Selectman Barbara Henry, Selectman Jim Conway.

BUSINESS

Discussion of comments from hearing:

Discussion of ASAP reduction.

Motion by Gary Lord to restore \$2,500 to ASAP line, Second by Ed Cady

Further discussion:

Motion by Andy Engel to amend the motion by reducing the Recreation line by \$2500 to offset the addition to the ASAP line. Second by Ed Cady

Vote on the amended motion: All in favor except Sarah Foreman who abstained due to her membership on the Recreation Commission.

Chairman Gary Lord then placed a motion on the floor to recommend the budget of \$3,036,329 to the legislative body for their approval at the Annual Town Meeting scheduled for May 17, 2016. Second by Andy Engel

All in favor.

ADJOURNMENT

Public Hearing was closed at 7:30 PM.

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 MAY 17, 2016

MINUTES

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:30 PM.

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

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

Approval of Minutes

Public Hearing – April 25, 2016

A motion was made to approve the minutes of the 04/25/16 Annual Budget Hearing. By Ed Cady, seconded by Andy Engel and carried 5-0.

Special Meeting – April 25, 2016

A motion was made to approve the minutes of the 04/25/16 Special Meeting. By Andy Engel, seconded by Sarah Foreman and carried 5-0.

BUSINESS

Set mill rate

A motion was made to set the mill rate at 13.7 for fiscal year 07/01/16 through 06/30/17. By Nanette Falkenberg, seconded by Ed Cady and carried 5-0.

Chairman's Report

Gary Lord reported that Rico Melaragno is preparing a three year proposal for the audit which will be ready for this Board's review at the next meeting.

Joanne Torte of ASAP asked to be on the agenda for the June BoF meeting. Gary Lord advised that he would first like to see the names of the 400 Roxbury participants in the ASAP program.

Selectmen's Update

Funding for the AgStem project is on hold for at least another year. The State tabled the bonding of the project. Barbara Henry noted that Representative O'Neill reported that some of the other towns were more shovel ready. Sarah Foreman reported that the BOE is considering a plan to work toward becoming shovel ready to put Region 12 to the top of the list for funding.

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 7:50 PM, by Sarah Foreman, seconded by Ed Cady and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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Roxbury Board of Finance

May 17, 2016

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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 21, 2016

MINUTES

CALL TO ORDER

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

Members Present: Gary Lord, Nanette Falkenberg, Wayne Piskura, Ed Cady, and Andy Engel (7:25)

Others Present: First Selectman Barbara Henry

APPROVAL OF MINUTES

Regular Meeting - 5/17/16

A motion was made to approve the minutes of the 05/17/16 Regular Meeting. By Nanette Falkenberg, seconded by Ed Cady and carried 3-0. Wayne Piskura abstained.

BUSINESS

Tax Collector's Suspense List

Gary Lord reviewed the Tax Collector's Suspense List in the amount of \$830.23.

A motion was made to approve the Tax Collector's Suspense List in the amount of \$830.23. By Gary Lord, seconded by Nanette Falkenberg and carried 4-0.

Close-out Projects

- RVFD Air Pack Equipment Project

Barbara Henry reported that the Air Pack Equipment Project for the fire department is complete. \$16,602 is left as a balance that was unused toward this project. The Board agreed that the Fire Department did a wonderful job at saving money towards this project and will consider this when funding the new truck.

A motion was made to close the RVFD Air Pack Project and transfer excess funds in the amount of \$16,602 to the Reserve for Capital Undesignated. By Gary Lord, seconded by Ed Cady and carried 4-0.

- Nutmeg Network

Barbara Henry reported that the Nutmeg Network project is complete. This project was entirely funded with grant money; therefore, there are no excess funds to transfer.

A motion was made to close the Nutmeg Network project with zero dollars remaining in the line item. By Gary Lord, seconded by Nanette Falkenberg and carried 4-0.

- #3 Truck

Barbara Henry reported that they saved \$19,063.99 on the purchase of Truck #3.

A motion was made to close the project for Truck #3 and transfer the remaining \$19,063.99 to the Reserve for Capital Undesignated. Motion by Gary Lord, seconded by Ed Cady and carried 4-0.

- Conservation Commission – Joey's Trail

Barbara Henry explained that Gary Steinman requested that the funds remaining in the Conservation Commission budget, which is up to \$850, be transferred to the to the Joey Trail Fund. Gary Lord advised that he would like to do this; however, this may constitute an additional appropriation.

Kim Baron was consulted via conference call. She confirmed that the Joey Trail Fund was established from donations which consists of approximately \$2,100. She explained that Conservation Commission Chairman Gary Steinman requested that the under budget funds be used as a donation. Kim Baron confirmed that she could write a check from the General Fund to the Joey's Trail Fund. It was noted that this project is under the purview of the Conservation Commission which to date was funded at no cost. However, they do see upcoming costs for this project going into the next year. The balance of the Conservation Commission budgeted funds would have been used for these expenses if the project was further along.

Andy Engel was seated at 7:25 PM.

Gary Lord noted that this is not an approved project by the legislative body. The Board noted that they would prefer if these funds were used prior to the end of the year. The Board agreed that if next year's budget does not cover the costs they will take the additional funds from contingency to complete Joey's Trail once the Joey Trail Fund has been exhausted.

- 3 Year Audit Proposal

Gary Lord reported that he spoke with Rico Melaragno about providing a 3 year proposal which may save the town some money. He has received the proposal dated 6/9/16 for the current year audit which has been approved by the Board. The 3 year proposal has not yet been received.

The Board requested that Rico Melaragno be asked to resubmit the engagement letter with the fee included within the document. It was confirmed that the bids were reviewed in January and the Board voted at that time to engage Charles Heaven & Co. for the audit. Gary Lord will sign the revised document prior to June 30, 2016.

- Chairman's Report

Gary Lord reported that it appears that the AgSTEM program is off the table indefinitely.

- Selectmen's Update

Barbara Henry reported that the contract was signed with SBA for the tower at the transfer station. Town Attorney McTaggart did a wonderful job negotiating the contract. A \$10,000 signing bonus was just received for the Town of Roxbury.

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 8:02 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 JULY 19, 2016

CANCELLATION NOTICE

The Regular Meeting of the Roxbury Board of Finance scheduled for July 19, 2016 at 7 p.m. has been cancelled. The next Regular Meeting of the BoF will be held August 16, 2016.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

Dated 7/15/16



TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

ROXBURY BOARD OF FINANCE REGULAR MEETING AUGUST 16, 2016

MINUTES

CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry and Greg Burris

APPROVAL OF MINUTES

6/21/16 Regular Meeting

A motion was made to approve the minutes of the 06/21/16 Regular Meeting. By Nanette Falkenberg, seconded by Andy Engel and carried 6-0.

BUSINESS

3 Year Audit Proposal

The complete three-year audit proposal with a signature page has not yet been received. Gary Lord reported that Rico Melaragno has been working on last year's audit.

Pavilion

The kitchen/bathroom pavilion bids were opened. They range from \$202,500 to \$239,900. Clarification of what is included in each bid is being reviewed. Gary Lord noted that he is still hoping that the Recreation Commission will work to help fundraise to pay for the appliances. There is \$129,000 currently available towards this project.

Chairman's Report

AgSTEM was discussed and it was questioned who defines shovel ready and whether the town was in favor of independent spending to get to the point of shovel ready. The vote in favor of this project was with the assumption that the State funding would come through.

It was clarified that Minor Bridge Rd. was noted as to be funded with Town Aid Road funds in the budget. Gary Lord explained that the Legislative Body should approve this project once the total cost becomes available.

Gary Lord reported that he received an e-mail from Cynthia Newby, Chairperson of the Library Board of Trustees, regarding expenses for external maintenance on the Library. She requested funds for the biannual pruning of the hornbeams and the annual hedging of the shrubs that edge the Contemplation Garden. The total funds requested is \$1,650.

Barbara Henry explained that the Contemplation Garden was something that was added to the Library as a special project that did not involve the Town. She also questioned whether the lawn bids should change to include the specimen trees purchased in memoriam. Wayne Piskura and Nanette Falkenberg suggested that specific clarification of what should be included as exterior maintenance should be made. It was clarified that requests must be made in advance of services performed.

Gary Lord clarified that exterior maintenance was meant to be exterior building maintenance. Barbara Henry explained for the Board that the grounds are mowed for all the town buildings. Any special gardens at the Senior Center are maintained by volunteers.

A motion was made to clarify the policy of town funds maintaining the Minor Memorial Library the intention of the Board of Finance in stating their willingness to maintain the "exterior" pertains to the existing building itself. The Town will also continue its current lawn maintenance program. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

Selectmen's Update

Barbara Henry reported that Transylvania Road is a large project the Town has been working on. Residents of the road came forward with a petition to make the intersection safer. This has been included as part of the project and people are pleased with the results. Old Roxbury Rd., Welton Rd. and Walker Brook Bridge were also worked on this summer. The next project is Minor Bridge Road which will be going out to bid. She noted that Town Aid Road funds also go toward taking down some of the dangerous trees which is a big problem in town. Public Works has been working hard and is doing an excellent job this summer.

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 8:05 p.m. 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 20, 2016

MINUTES

CALL TO ORDER

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

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

Others Present: Treasurer and Financial Administrator Kim Baron, and Greg Burris

APPROVAL OF MINUTES

8/16/16 Regular Meeting

A motion was made to approve the minutes of the 08/16/16 Regular Meeting. By Nanette Falkenberg, seconded by Sarah Foreman and carried unanimously.

BUSINESS

3 Year Audit Proposal

Tabled

Pavilion - update

Gary Lord noted that the grant money being held aside for this project must be spent by December 31, 2016. It was clarified that these funds can be used toward the project without the necessity of starting work on the building.

Operating Budget Town Aid Roads Improved and Unimproved transfers to Town Aid Road Fund Including Transfers

Kim Baron explained that only the following two accounts are eligible to transfer to the Town Aid Road Fund Including Transfers; 5402 Town Paved Roads and 5406 Unimproved Town Roads. 5406 Unimproved Town Roads is over budget by about \$7,000. The Board was reminded that only excess funds can be transferred. Gary Lord noted that they were under budget in the line item 5402 Town Paved Roads.

Gary Lord questioned whether they should net the total of the two line items to be transferred. Kim Baron explained that there are enough funds on the bottom line within the department to cover the over budgeted item. She reminded the Board that grant money has still not been awarded for the Minor Bridge Road project. The group discussed the most appropriate method to transfer funds. Nanette Falkenberg suggested that the Board table this transfer until the original motion that was made to create the Town Aid Road Fund Including Transfers could be reviewed and considered. Minutes of the April 2010 and July 2010 where the Town Aid Road Fund was discussed were read. It was agreed that going forward a new policy would be followed where each project within the budget brought to the townspeople will be tied into a dollar amount.

It was noted that in General Government is over budget by \$11,788 mostly due to legal fees.

A motion was made to transfer \$12,000 from the Contingency Fund to General Government to cover the budget shortfall for legal fees. By Andy Engel, seconded by Nanette Falkenberg and carried unanimously.

REPORTS

Chairman's Report

N/A

Selectmen's Update

N/A

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 8:20 p.m. 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 18, 2016

MINUTES

CALL TO ORDER

The meeting was called to order at 7:05 p.m.

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

Others Present: First Selectman Barbara Henry

Wayne Piskura was nominated to conduct this meeting as acting chairperson by Nanette Falkenberg, the nomination was seconded by Andy Engel.

A motion was made to close nominations for acting chairperson by Nanette Falkenberg, the motion was seconded by Andy Engel and carried unanimously.

APPROVAL OF MINUTES

Wayne Piskura reported that Kim Baron had pointed out that the motion made for a transfer at the last meeting did not include the phrase "as of 6/30/16".

A motion was made to amend the motion for a transfer from the 9/20/16 meeting to include the phrase "as of 6/30/16". Motion by Wayne Piskura, seconded by Andy Engel and carried unanimously.

9/20/16 Regular Meeting

A motion was made to approve the minutes of the 09/20/16 Regular Meeting as amended. By Ed Cady, seconded by Nanette Falkenberg and carried unanimously.

BUSINESS

3 Year Audit Proposal

Tabled

Pavilion - update

Barbara Henry reported that 400 amp service, footings/frost wall, and septic tank with lines will use the remaining grant money by the December deadline. The bid package was reviewed with Andy Engel who made changes for clarity purposes. Andy Engel feels that the bids should now come in lower and that enough changes were made to warrant revisiting the bidding process. The Board agreed.

Motion to recommend that all bids for the pavilion be rejected and that new bids be sought for the new specifications. Motion by Wayne Piskura, seconded by Andy Engel and carried. Ed Cady abstained.

Operating Budget Town Aid Roads Improved and Unimproved transfers to Town Aid Road Fund Including Transfers

Excerpts from the BoF minutes from April 2010 and July 2010 and Annual Town Meeting minutes of May 19, 2009 were distributed along with the last page of the budget dated 5/19/2009 which included an explanation of the Town Aid Road Fund. This information clarified that the total of \$14,000 can be transferred to the Town Aid Road Fund from the Town Roads Paved budget as discussed at the last meeting.

Motion to transfer \$14,000 from the Town Aid Road Paved line to the Town Aid Road Fund as of 6/30/16. Motion by Andy Engel, seconded by Nanette Falkenberg and carried unanimously.

Barbara Henry reported that the Town Aid Road Fund is a Special Revenue Fund that is governed by State Statute. It is not necessary to go to Town Meeting to use these funds; however, the Board of Finance can put these restrictions upon these funds. She hopes that the BoF does not do this for road repairs and maintenance as this would create a lot more steps than are unnecessary. Rico Melaragno was consulted and agreed that this is not needed per State Statute; however, he advised that the BoF can require this.

Those present noted that there is no need to micromanage emergency and maintenance requirements; however, a capital project should go to the public. Barbara Henry agreed and will include those estimated costs in the budget in the future. The BoF discussed that they can create a policy that if a capital project comes in over budgeted amount it will be necessary to go to BoF or Town Meeting for approval. Barbara Henry reminded the group that even if the amount is more than expected it will not affect the budget because the funds are coming from the Town Aid Road Fund. Rico Melaragno is expected to be present at the next meeting and will be further consulted regarding this matter.

REPORTS

Chairman's Report

N/A

Selectmen's Update

Barbara Henry reported that the 1998 Plymouth Voyager that was donated to the Town and is used mostly for the Seniors is beginning to have a mechanical problems. She is going to begin to look into a new van.

Nanette Falkenberg asked for an update regarding STEM. Barbara Henry reported that the State has advised that the cost of the proposal should be reduced due to the decreased student population. They are working to revise plans to incorporate some of the features inside of the building to reduce costs.

OTHER BUSINESS

Wayne Piskura reported that he spoke with Pam Southworth from the Library who pointed out that occurrences such as a stone going through a window from a lawnmower will affect the Library's budget. It was confirmed that the lawnmower should be liable for costs such as this and they should be collecting damages from the contracted lawnmower and not spending budgeted funds for such repairs.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:00 p.m. By Andy Engel, 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 15, 2016

MINUTES

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

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

Others Present: First Selectman Barbara Henry

APPROVAL OF MINUTES

Regular Meeting - 10/18/16

A correction was made to change the word "unnecessary" to "necessary" on page 2.

A motion was made to approve the minutes of the 10/18/16 Regular Meeting as amended. By Andy Engel, seconded by Wayne Piskura and carried unanimously.

BUSINESS

3 Year Audit Proposal

A document from Rico Melaragno regarding a proposal for a three year audit was reviewed. It was noted that the current year audit fee is \$18,000 and with this contract the fee would remain \$18,000 for years 2017 and 2018 and would increase to \$18,500 in 2019.

Andy Engel questioned whether there would be any GASB or State changes that should be considered that would cause the Town to incur more accounting fees. Chairman Lord advised that GASB has made changes and can in upcoming years. He noted that in the current year Rico Melaragno recommended separating abatement funds for volunteers from the town funds as per a GASB change. An extension for the audit may be filed and Rico Melaragno is looking into a solution and will advise.

A motion was made to accept the three year audit proposal for FYs ending 2017, 2018, and 2019 for respective costs of \$18,000, \$18,000 and \$18,500. By Gary Lord, seconded by Wayne Piskura.

Discussion: It was noted that State and Federal single audit, if required, will be an additional \$1,500 to \$2,000. Motion carried unanimously.

Pavilion

Barbara Henry reported that she went over all the changes with the architect and will follow up with him regarding the bid package. She reported that all the grant money has been utilized. Wayne Piskura would like a notation in the bid package that bids submitted shall be for a complete code compliant project.

Van

Barbara Henry reported that the current van the town uses for meetings and senior appointments has become undependable. She would like to trade this in for another van. The senior bus has become very popular for trips and is not always available for the day to day needs. She explained that funds were put in the budget for a pick-up truck; however, they would be better used toward a van. Additionally, the Saab used formerly for the Meals on Wheels program and old police car are no longer used. The town can either sell trade-in these vehicles as well.

The bus purchased with a grant from the State cannot go over state lines. The former Bridgewater bus is still being used for this, but this bus is also unreliable. It was agreed that the Town should get rid of all the unreliable vehicles

and get one reliable van. Gary Lord advised that if the Town can get a van for under \$20,000 funds can be transferred from the pick-up truck line item to fund the van.

A motion was made to establish a new line item in the Capital Budget for a van and transfer \$20,000 from the pick-up line item to the van line item. Motion by Gary Lord, seconded by Sarah Foreman and carried unanimously.

Chairman's Report

The Board thanked Wayne Piskura for participating in the Library's Long Range Strategic Plan focus groups and for sharing the results with the rest of the Board. Wayne Piskura noted that the idea is for everyone to understand each other so the Town can plan.

Gary Lord reported that he received a copy of the 2016 Draft Audit. Revenue was more than budgeted and expenditures less than budgeted. Therefore, the net surplus has increased and can be used to buy down the budget. Rico Melaragno will be present next month to review.

Selectmen's Update

The tree lighting will be held in Munson Meadow. Bob Burmann has kindly offered the use of his electricity for the tree. Sarah Foreman reported that she has heard this is going to a big community event this year.

Barbara Henry reported that the Governor has proposed consolidation of the health districts which would impose a significant increase to individual town budgets. This is a non-starter for Roxbury. Additionally, she continues to support the COG in their opposition to the 2% cap on municipal budgets.

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 7:40 p.m. By Andy Engel, seconded by Sarah Foreman and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

ROXBURY BOARD OF FINANCE REGULAR MEETING DECEMBER 20, 2016

MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

Members Present: Gary Lord, Wayne Piskura, Ed Cady, and Sarah Foreman

APPROVAL OF MINUTES

11/15/16 Regular Meeting

It was corrected that Ed Cady was not present. The second line of the second paragraph under Chairman's Report should be replaced with "Thereby generating a net surplus."

A motion was made to approve the minutes of the 11/15/16 Regular Meeting as edited. By Wayne Piskura, seconded by Sarah Foreman and carried. Falkenberg and Cady abstained.

BUSINESS

2016 Draft Audit - Rico Melaragno

Rico Melaragno will be present at the January Board of Finance meeting. He has obtained an extension with the State to file by January 31st. He is working on the new GASB requirement with regard to the abatement program for the Town's emergency services volunteers. Gary Lord reported that the year ended with a surplus and everything was reconciled.

Chairman's Report

Gary Lord reminded the Board that they supported the AgStem program based upon the numbers that Region 12 originally reported. This plan was not approved for funding by the State. Region 12 has since reduced the cost and estimated number of students. These numbers will be presented January 3rd and the following week a hearing will be scheduled. Legally Region 12 is not required to hold another referendum. The acceptance of the new numbers can be determined by a vote by the Board of Education.

The Board determined that the Library and Fire Department should be invited to discuss their budgets with the BoF in January or February. The funding of ASAP should also be discussed at that time.

Selectmen's Update

No report

OTHER BUSINESS

2017 Meeting Schedule

A motion was made to accept the 2017 Regular Meeting Schedule of the Board of Finance. By Wayne Piskura, seconded by Ed Cady and carried unanimously.

Election of Officers

A motion was made to add to the agenda the Establishment of a New Position on the BoF. By Wayne Piskura, seconded by Ed Cady and carried unanimously.

Establishment of a New Position on the BoF:

A motion was made to establish the position of a Vice Chairman on the BoF. By Sarah Foreman, seconded by Ed Cady and carried unanimously.

Election of Chairman:

Gary Lord was nominated as Chairman of the BoF for 2017. By Wayne Piskura, seconded by Ed Cady.

A motion was made to close the nominations for Chairman. By Sarah Foreman, seconded by Ed Cady and carried unanimously.

A motion was made to elect Gary Lord as Chairman of the BoF for 2017. By Wayne Piskura, seconded by Ed Cady and carried unanimously.

Election of Vice Chairman:

Wayne Piskura was nominated as Vice Chairman of the BoF for 2017. By Sarah Foreman, seconded by Gary Lord.

A motion was made to close the nominations for Vice Chairman. By Gary Lord, seconded by Ed Cady and carried unanimously.

A motion was made to elect Wayne Piskura as Vice Chairman of the BoF for 2017. By Gary Lord, seconded by Ed Cady and carried unanimously.

Election of Clerk:

Ed Cady was nominated as Clerk of the BoF for 2017. By Sarah Foreman, seconded by Wayne Piskura.

A motion was made to close the nominations for Clerk. By Gary Lord, seconded by Sarah Foreman and carried unanimously.

A motion was made to elect Ed Cady as Clerk of the BoF for 2017. By Gary Lord, seconded by Sarah Foreman and carried unanimously.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:30 p.m. By Wayne Piskura, seconded by Sarah Foreman and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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