



TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

**ROXBURY BOARD OF FINANCE
REGULAR MEETING
JANUARY 17, 2017
CANCELLATION NOTICE**

The Regular Meeting of the Roxbury Board of Finance scheduled for January 17, 2017 has been cancelled due to inclement weather. A Special Meeting has been scheduled for Tuesday, January 24, 2017 at 7 p.m.

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
SPECIAL MEETING
JANUARY 24, 2017
CANCELLATION NOTICE**

The Regular Meeting of the Roxbury Board of Finance scheduled for January 24, 2017 has been cancelled due to inclement weather. A Special Meeting has been scheduled for Tuesday, January 31, 2017 at 7 p.m.

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
SPECIAL MEETING
JANUARY 31, 2017
CANCELLATION NOTICE**

The Special Meeting of the Roxbury Board of Finance scheduled for January 31, 2017 has been cancelled due to inclement weather. A Special Meeting has been scheduled for Thursday, February 2, 2017 at 7 p.m.

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 SPECIAL MEETING FEBRUARY 2, 2017 MINUTES

CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry, Selectman James Conway, and Auditor Rico Melaragno

APPROVAL OF MINUTES

Regular Meeting - 12/20/16

A motion was made to approve the minutes of the 12/20/16 Regular Meeting minutes. By Wayne Piskura, seconded by Nanette Falkenberg and carried unanimously.

BUSINESS

2016 Draft Audit - Rico Melaragno

Rico Melaragno came forward and distributed the Audited Financial Statements 6/30/15 - 6/30/16 along with a presentation package. He reviewed the process by which the audit is done. He reported the General Fund Undesignated Fund Balance represents 22% of next year's budget.

Mr. Melaragno noted that an interest rate was not computed on the Library Energy Efficient Project Loan because it was found to be insignificant. New GASB standards that affect Roxbury were discussed and future GASB standards not yet in effect were noted.

2016 Budget vs. Actual was reviewed. The revenue difference was not significant with the exception of the Region 12 rebate. Expenditure differences were reviewed and were also insignificant. The Revenues less Expenditures resulted in \$215,941.

All opinions were unmodified. The total surplus is \$2,095,092.

The Town Aid Road Fund was discussed and the process by which the money is used. Rico Melaragno explained that the taxpayers approve the funds by allowing the Town to apply for the grant for these funds. Gary Lord explained that he finds it most appropriate to have the taxpayers approve a specific amount toward a specific project when using these funds. It was agreed that going forward this is what will be done, however, this is not what is required by the State. Rico Melaragno referenced Budgetary Compliance - Special Revenue Funds on page 27 of the audit noting that such funds will be used per grantor requirements.

Region 12 Discussion

Gary Lord reported on the BoE informational meeting that he attended. He distributed a copy of the financial projections for the proposed AgSTEM Academy. The original referendum was based upon different factors; however, it has been determined that another referendum will not be held. He questioned whether the taxpayers should be alerted to the fact that the cost to the region will be \$9,210,828 over 20 years. The yearly impact per town was questioned. The group came up with \$150,000 per year as an estimate of additional debt per year that would be owed by Roxbury. Barbara Henry reported that the DAS has now recommended leaving this project on the priority list. On Monday the BOE will meet to determine whether to spend up to 1 million dollars toward this project to get this shovel ready.

Chairman's Report

No report

Selectmen's Update

No report

ADJOURNMENT

A motion was made to adjourn the meeting at 9:05 p.m. By Wayne Piskura, 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 FEBRUARY 21, 2017 MINUTES

CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry, Selectman James Conway, Cynthia Newby, Pam Southworth, Teresa Roxburgh, Sarah Lauriat, and Todd Wheeler.

APPROVAL OF MINUTES

Special Meeting - 02/02/17

A motion was made to approve the minutes of the 2/02/17 Special Meeting minutes. By Ed Cady, seconded by Wayne Piskura and carried. Andy Engel abstained.

BUSINESS

Roxbury Volunteer Fire Department Budget Request Presentation

Todd Wheeler reported that the RVFD is on track with the yearly operating budget and expects no changes. He discussed the expense for the new truck. He reminded the group that the town has been putting in \$125,000 per year and with that they should have enough to make the target amount of \$500,000 by July. He spoke about refurbishing the current truck or utilizing it for other uses.

Sarah Lauriat reported that there is a \$16,602 remaining unused balance that allocated for the air packs due to the grant and asked if those funds could be applied to the truck as well.

Todd Wheeler confirmed that the RVFD is planning on putting together a Truck Committee and expects to have more information one year from July.

Roxbury Public Library Budget Request Presentation

Cynthia Newby, Pam Southworth, and Teresa Roxburgh came forward and reviewed their package dated 2/3/17 with the group. She reported that they expected to need a new roof by 2022. Additionally, the exterior built in mercury lights on the steps do not throw enough light on the exterior stairs and they have had a lot of requests from the patrons for additional lights for safety purposes. This may require some cement work and new LED lighting. The Board estimates that this will cost approximately \$2,000.

Pam Southworth reported that the Friend's contribution is down to \$15,000 from \$20,000. They also lost approximately \$1,100 from the State of CT. She reported that they are in year 3 of 4 of the energy payback loan. Gary Lord noted that after year 4 the budget should drop \$6,150. Ms. Southworth reported that the Library has been able to get free internet and overall dropped their operating expenses by \$7,600. They are respectfully requesting a \$1,100 increase in this year's operating budget.

The group thanked the Board for the report and noted their appreciation for all of their efforts.

Acceptance of 6/30/16 Audit

A motion was made to accept the 6/30/16 Audit as presented by Charles Heaven & Co. By Gary Lord, seconded by Wayne Piskura and carried unanimously.

Chairman's Report

Gary Lord explained that Kim Baron reported that there has been problems with the financial software. The software company was sold creating a lack of response from support. They can make out checks manually, but were having difficulties using the software for this purpose. She is researching a new software company and will let the Board of Finance know when more information is available.

The Governor would like to pass pension costs for teachers to the town. Barbara Henry reported that all the towns are fighting this. This is expected to be a half of a mill increase for Roxbury to begin with at about \$300,000.

Selectmen's Update

Wayne Piskura asked about the State Trooper program. Barbara Henry gave the history of this program and cost charged to the town by the State. It was noted that the town will be served by Troop A regardless. The town currently has four excellent part time officers (constables) and this is something that the people in this town want. Roxbury and Bridgewater are still the only towns that share a trooper under what is considered a pilot program. She will not be budgeting for a full time trooper this year; however, she is not in favor of eliminating the Resident State Trooper because the townspeople are happy with the current situation.

Barbara Henry noted that the State is looking at Roxbury as a wealthy town with a healthy fund balance in determining Roxbury's share of the Teacher's Pension and Education Cost Sharing. This town is being penalized by the State for doing a good job with their budget.

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 MARCH 21, 2017 MINUTES

CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry, Selectman James Conway, JoAnne Torti, and Peter Mariano

APPROVAL OF MINUTES

Regular Meeting - 2/21/17

A motion was made to approve the minutes of the 2/02/17 Regular Meeting minutes. By Ed Cady, seconded by Wayne Piskura and carried. Foreman and Falkenberg abstained.

BUSINESS

JoAnne Torti of ASAP Budget Request Presentation

A packet dated 2/6/17 from JoAnne Torti, Executive Director of ASAP, was distributed to the members. Gary Lord reminded the group that the number of Roxbury ASAP participants was inaccurately reported to this Board last year. 400 were reported versus the 100 actual participants that attended programs. Joanne Torti explained that the family members that attend the programs make up the difference. She noted that their books are open to the public and they are a 501(c)(3) organization.

Peter Mariano came forward in favor of ASAP. He explained that he has 2 children who have participated in a number of programs and have loved the experience. He reviewed the different programs they have attended and that the children are engaged and look forward to these programs. He stated that the program is well worth the support of the Town.

JoAnne Torti read aloud testimonials in favor of ASAP programs from Paula Conway and Gregory Cava. She submitted an updated list of 54 participant this year and clarified that this does not include the families. She explained that this list is incomplete because they are not done with the programs for this year. Ms. Torti noted that ASAP additionally provides free programs for the schools. Minor Memorial Library has also asked ASAP to collaborate on programs and projects.

'17-'18 Budget

Barbara Henry reported that the Selectmen are meeting on Thursday morning and will be happy to forward the budget to the BoF after that meeting. There are many unknowns. Roxbury's portion to the school is up significantly and a lot of other funding has been cut by the State.

The proposed teachers' pension portion for Roxbury is \$307,000. Gary Lord asked if this is for this region's teachers. Barbara Henry reported that this was confirmed by Rep. Art O'Neill. She can ask CCM for the exact formula of how this number was determined.

An over \$500,000 increase is expected in the school budget. There have been dramatic decreases in the school populations in Bridgewater and Washington. Sarah Foreman reported that the tuition for the REACH Program is \$1,200 per year and is open to anyone outside of the region. The Region absorbs the balance of the cost. This program has become so popular that they have added a classroom. The Board asked why this tuition is so low. The Board also questioned the cost billed as tuition for teachers' children to attend Region 12 schools. The bus to the ACES Program was discussed and whether this will be in the budget again this year.

Barbara Henry suspects a need for an increase in the mill rate by at least one mill. She explained that this Town is considered a wealthy community based upon the fund balance. A final decision by the State will not be expected to be known until after the Town's budget season is complete. As an option, the Town can send out a supplemental tax bill to cover the \$307,000 for the teachers' pension.

REPORTS

Chairman's Report

Chairman Lord suggested that the make a decision regarding ASAP funding when the budget is presented to the BoF. Nanette Falkenberg asked for a list of other non-profits that are funded by the Town. Barbara Henry noted that this is a worthwhile program that is offering what the Recreation Commission is not providing. She feels that with the current drug problems extra-curricular programs are important. Sarah Foreman stated that she has concerns with the Region cutting the arts from the school and this will be the only opportunity for our children to be exposed to the arts. It was suggested that ASAP be included as part of the Recreation Commission budget.

The Board set a Special Meeting date for Monday, March 27th at 6:30 pm to review the budget.

Selectmen's Update

Barbara Henry reported that the Board of Selectmen awarded the contract in the amount of \$607,000 for Minor Bridge Rd. It was noted that a town meeting was agreed upon for this project; however, the BoS determined at their meeting that it was within their purview to award this bid. Jim Conway explained that he and Russell Dirienzo felt that funds were available in the Town Aid Road Fund including Transfers and the project was approved by the townspeople; therefore, it was not necessary to hold a Town Meeting to approve this project. Going forward dollar amounts will be included in the projects within the budget that go before the Town.

The bids are to be opened Thursday for the Hurlburt Park bathrooms/kitchen project.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:22 p.m. By Wayne Piskura, seconded by Ed Cady and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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Board of Finance

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

ROXBURY BOARD OF FINANCE SPECIAL MEETING MARCH 27, 2017 MINUTES

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

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

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

BUSINESS

2017-2018 Budget Discussion

The group met and reviewed the proposed 17/18 Budget. Another Special Meeting for budget discussion was scheduled for April 4, 2017 at 6:30 p.m.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:35 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 SPECIAL MEETING APRIL 4, 2017 MINUTES

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

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

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

BUSINESS

'17-'18 Budget Discussion

The group met and reviewed the proposed 17/18 Budget.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:55 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 APRIL 18, 2017 MINUTES

CALL TO ORDER

The meeting was called to order at 7:03 p.m.

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

Others Present: First Selectman Barbara Henry, Selectman James Conway, Kris Cody, and Jim Hurlbut

APPROVAL OF MINUTES

Regular Meeting - 3/21/17

A correction was made to add the word "board" in the first sentence under Chairman's Report.

A motion was made to approve the minutes of the 3/21/17 Regular Meeting minutes as amended. By Ed Cady, seconded by Nanette Falkenberg and carried unanimously.

Special Meeting - 3/27/17

A motion was made to approve the minutes of the 3/27/17 Special Meeting minutes. By Sarah Foreman, seconded by Nanette Falkenberg and carried unanimously.

Special Meeting - 4/4/17

A motion was made to approve the minutes of the 4/4/17 Special Meeting minutes. By Sarah Foreman, seconded by Nanette Falkenberg and carried unanimously.

BUSINESS

2017-2018 Budget Discussion

- Accounting Software

Kim Baron and Jimmy Hurlbut came forward and discussed new software needed for the accounting department. The company that hosts this software underwent a buyout and encountered many problems causing her to be down for four weeks with no customer service response or contact regarding the matter. Kim Baron advised that the software is 26 years old, the system is not being supported or updated and the customer service is not very good.

Kim Baron reported that they have done research and found Infinite Visions through Tyler Technologies is the best fitting accounting system for what Roxbury requires. She has spent time with those who use it and it comes highly recommended. Jimmy Hurlbut and Kim Baron discussed the difference between Quickbooks and an accounting system such as Infinite Visions accounting system. This system would be more efficient, have a better audit trail, is security built and is set up for fund accounting. Tyler is a much larger and reputable company and it is expected to provide better support.

Infinite Visions charges a \$7,700 annual fee for 3 users. The cost is \$16,000 to convert and an additional \$3,000 for travel. Kim Baron explained that this is important to protect the Town. Roxbury cannot continue on a system that is not being supported.

Barbara Henry stated that the Selectmen have always supported upgrading systems to support efficient and continue to progress to be the best Roxbury can be.

- Budget

The group agreed that they are satisfied with the presentation regarding the accounting software and determined that it should remain in the budget. The Financial Administrator and Treasurer positions were discussed and the added responsibilities to the Financial Administrator position.

Barbara Henry reported that she received a request from the Library that the Town take on their snowplowing. The Board recollected that the Town agreed to take on exterior building maintenance and not ground maintenance, with the exception of mowing which has always occurred. They are not willing to add on the snowplowing.

The Board agreed that the potential teacher pensions should not be included as part of the proposed budget. The group discussed the potential mill rate and buy-down from Reserves for the budget. It was noted that the townspeople should know that almost none of the increase comes from the Town Budget, the increase is mostly due to the Region.

A motion was made to recommend the 17/18 Town Budget to the public hearing in the amount of **\$3,492,526**. By Sarah Foreman, seconded by Ed Cady and carried unanimously.

- Hurlburt Park

Barbara Henry reported that the Selectmen along with Andy Engel interviewed the three low bidders and determined they would award the lowest bid at \$120,000. However, \$103,000 is currently available towards this project. The Selectmen would like to get this project done in May and not wait for the new budget year to have the funds to go forward.

Barbara Henry and James Conway explained that they would like to request to move \$20,000 from Reserve for Capital Undesignated into this approved project to have a total of \$123,000 available to move forward May 1st. It was confirmed that up to \$20,000 can be moved by the BOF without approval by the legislative body. Barbara Henry noted that \$21,496.89 is available from LOCIP in unused funds that will reimburse the amount moved. Wayne Piskura noted his concerns with the authorization to spend this additional amount on this project without going to Town Meeting.

Town Auditor Rico Melaragno was contacted via teleconference to confirm that the BOF is authorized to approve these funds without having to go to a Town Meeting. Mr. Melaragno explained that the BOF has the authority by law to transfer \$20,000 and under per department without legislative approval. A Town Meeting is not needed to authorize the increase to the project provided that the amount is \$20,000 and under.

A motion was made to transfer \$20,000 from the Reserve for Capital Unrestricted to Reserve for Capital Designated Hurlburt Park. By Nanette Falkenberg, seconded by Ed Cady and carried unanimously.

- Vacancy

It was determined that the Board's vacancy and election of a new chairman would be dealt with after the budget process is complete. The Board expressed its thanks to Gary Lord and his 16 years of service to the BOF and the 11 years of that he spent as Chairman.

- BOS Recommendation Regarding Newly Elected Selectmen's Starting Salaries

Barbara Henry explained that during the Selectmen's meeting Russ Dirienzo suggested and the Selectmen agreed that the BOF set the salaries of newly elected Selectmen. The BOF agreed to consider this and all salaries, after the budget process is complete.

REPORTS

Chairman's Report - N/A

Selectmen's Report

Barbara Henry reported that she attended a COST meeting where the teachers' pensions matter was discussed. There is only one town that will be including this in the budget. Most towns have decided to send out supplemental bills if needed. She noted that the Finance and Appropriations Committees have to hear from the townspeople regarding this matter. This information needs to come out at the public hearing and the people need to contact our Representatives.

ADJOURNMENT

A motion was made to adjourn the meeting at 9:15 p.m. by Sarah Foreman, 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 PUBLIC HEARING / REGULAR MEETING APRIL 25, 2017 MINUTES

CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry, Selectman James Conway, Jim Hurlbut, Peter Hurlbut, Kim Pokrywka, Kim Baron, Kris Cody, Cynthia Newby, Pam Southworth, Margaret Miner, Joan Stracks and other members of the public.

BUDGET HEARING

Vice Chair Wayne Piskura welcomed the townspeople of Roxbury. He thanked Gary Lord for his years of service to the BOF, Auditor Rico Melaragno, and the Town Hall personnel. He described how the budget is prepared and specific matters considered for the 17/18 budget. State funding issues were noted. Mr. Piskura reported that the BOF is presenting a 17/18 town budget of \$3,492,536 and total budget \$10,775,392 including Region 12's portion of \$7,282,856. They recommend an increase to a 14.2 mill rate. The Town's portion of the budget has increased 1.55% over last year and the Region's portion increased 8.29%. Vice Chair Piskura reviewed the proposed budget with the public by line item and looked for public comment.

First Selectman Barbara Henry spoke about the Governor's proposal to have the towns fund 1/3 of the shortfall on the teacher's pensions. This equates to \$307,000 for Roxbury in 17/18 and will continue to grow yearly. The Finance Committee will be voting on the budget and if this passes a supplemental tax bill will be going out. She suggested that the townspeople contact Roxbury's representatives with their thoughts on this matter.

Barbara Henry also discussed the school budget and the proposal by Bridgewater regarding the elementary school configuration. Bridgewater would like to bus students from Roxbury to Bridgewater to even out the numbers between the two schools and if this is not agreed upon they have threatened to bring legal action against the region. She questioned the public whether they would be in favor of this proposal. There was no one in favor. She reported that the Selectmen will attend the next BoE meeting to speak about this matter. She reminded the public that the school budget vote is May 2nd 6 am to 8 pm and that BoE member Greg Cava term is expiring and will be up for re-election this year. She feels that Greg has stayed on top of all issues regarding the BOE which is most appreciated.

The budget hearing was closed at 7:56 pm and the Regular Meeting was called to order at 8:00 pm. All members remained seated.

APPROVAL OF MINUTES

Regular Meeting - 4/18/17

A motion was made to approve the minutes of the 4/18/17 Regular Meeting minutes. By Nanette Falkenberg, seconded by Sarah Foreman and carried unanimously.

BUSINESS

Budget Discussion – Public Opinion

A motion was made to recommend to Town Meeting a FY 17/18 Town Budget of \$3,492,536. By Wayne Piskura, seconded by Sarah Foreman and carried unanimously.

OTHER BUSINESS

Any other business to properly come before the Board

The Board discussed the nomination of new members and agreed that the BOF will make this appointment in June along with an election of a new chairman.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:15 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 MAY 16, 2017 MINUTES

CALL TO ORDER

The meeting was called to order at 7:27 p.m.

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

Others Present: First Selectman Barbara Henry, Selectman James Conway and a member of the public

APPROVAL OF MINUTES

4/25/17 Budget Hearing and Regular Meeting

A motion was made to approve the minutes of the 4/25/17 Budget Hearing and Regular Meeting minutes. By Andy Engel, seconded by Sarah Foreman and carried unanimously.

BUSINESS

'17-'18 Mill Rate

A motion was made to set the 17-18 mill rate at 14.2. By Wayne Piskura, seconded by Andy Engel and carried unanimously.

Approval of Tax Collector's Suspension List

A motion was made to approve the Tax Collector's Suspension List dated 5/5/17 by Nanette Falkenberg, seconded by Sarah Foreman and carried unanimously.

REPORTS

Chairman's Report

N/A

Selectmen's Report

Barbara Henry noted that the motion at the Town Meeting regarding the application for grants that usually states "apply for and expend" was changed this year to remove the word "expend" to accommodate some of the concerns of the Board of Finance.

OTHER BUSINESS

A motion was made to add to the agenda the Election of Chairman. By Sarah Foreman, seconded by Ed Cady and carried unanimously.

Election of Chairman

Vice and Acting Chair Wayne Piskura noted that he would not be willing to take on the position of Chairman. Ed Cady noted he had considered taking this on, but his current schedule would not allow for it.

Wayne Piskura nominated Andy Engel to act as Chairman of the BoF for the balance of 2017. The nomination was seconded by Nanette Falkenberg.

Andy Engel agreed to accept this nomination.

A motion was made to close the nomination for Chairman of the BoF. By Wayne Piskura, seconded by Nanette Falkenberg and carried unanimously.

A motion was made to elect Andy Engel as Chairman of the BoF for the balance of 2017. By Wayne Piskura, seconded by Nanette Falkenberg and carried unanimously.

It was noted that a special meeting is needed to elect the new member of the BoF to fill the current vacancy. The members discussed holding this Special Meeting on June 20th at 6:45 p.m. prior to their Regular Meeting. Barbara Henry agreed to include in her next e-mail blast that those wishing to be considered for this BoF position should come forward.

ADJOURNMENT

A motion was made to adjourn the meeting at 7:39 p.m. By Nanette Falkenberg, seconded by Sarah Foreman and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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

ROXBURY BOARD OF FINANCE REGULAR MEETING JUNE 20, 2017 MINUTES

CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry, Kris Cody

APPROVAL OF MINUTES

Regular Meeting - 5/16/17

A motion was made to approve the minutes of the 5/16/17 Regular Meeting. By Wayne Piskura, seconded by Ed Cady and carried unanimously.

BUSINESS

A motion was made to add an agenda item to set a date for the next special meeting to interview a candidate for the BoF opening. By Wayne Piskura, seconded by Ed Cady and carried unanimously.

Special Meeting Date

A Special Meeting date to interview a candidate for the BoF was set for Wednesday, July 5th at 7pm in the lower level conference room.

Kim Baron to speak about town funds

Kim Baron came forward and a memo dated June 11, 2010, updated 5/26/2017, was confirmed to be distributed to the members. She explained that the memo should serve as a guide to the Town's funds and their definitions. She reviewed the memo with the Board and welcomed questions.

Close out Capital projects

A memo dated 6/15/17 regarding FYE 6/30/17 Recommendations for Reserve for Capital Fund Project Close Outs was distributed and reviewed.

The following projects were recommended to be formally closed out and the remaining project balances transferred to the Reserve for Capital Projects Fund Undesignated for FYE 6/30/17:

▪ Town Clerk Copier	\$ 1,158.00
▪ Resurface Basketball Court at Park	\$ 17,000.00
▪ IT Upgrades/Town Hall	\$ 40,000.00
▪ Security Upgrades/Town Hall	\$ 10,000.00
▪ Baseball Field at Park	\$ 15,000.00
▪ Pub Works Truck #4	\$ 4,192.73
▪ New Police Vehicle #9	\$ 0.00

The total of these transfers would bring the total of the undesignated fund up to \$173,000.00

Barbara Henry asked that the basketball court remain open as she has heard some damage has been done due to skateboarders that she would like to have repaired.

Motion to close out the following projects; Town Clerk Copier, IT Upgrades/Town Hall, Security Upgrades/Town Hall, Baseball Field at Park, Pub Works Truck #4, New Police Vehicle #9 for a total of \$70,350.73 to be transferred to the Reserve for Capital Projects Fund Undesignated for the fiscal year ending 6/30/17. By Wayne Piskura, seconded by Ed Cady and carried unanimously.

Consider a transfer to the Town Aid Road Fund

It was agreed that this transfer should be held until July when the numbers are more certain.

REPORTS

Chairman's Report

No report

First Selectman's Report

Minor Bridge Road is almost complete with the exception of the yellow line to be painted. There was a change order for a pipe and headwall that should have been included in the plans. This had to be addressed because pipe was cracked. This was for about \$30,000. The final numbers will be available next month.

The Board questioned how this pipe was omitted from the original engineered plans. It was explained that the engineer felt this was something the town could repair on its own. It was determined that the right thing to do was to replace the pipe while this work was being done. The Board explained that it is necessary to bring anything before the BoF that is going to be over and above the project amount approved.

Barbara Henry reported that Hurlburt Park is moving along and they are doing excellent work. There has been a \$2,750 change order to have traditional steps installed rather than pull down steps.

She will be discussing Falls Road with the Selectmen which is in need of repair. She would like to have this road reclaimed and repaved.

OTHER BUSINESS

Any other business to properly come before the board - N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 8:09 p.m. By Nanette Falkenberg, 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 SPECIAL MEETING JUNE 20, 2017 MINUTES

CALL TO ORDER

The meeting was called to order at 6:32 p.m.

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

Others Present: First Selectman Barbara Henry, and Kris Cody

BUSINESS

Kris Cody introduced herself to the Board. She explained that she has been a resident of Roxbury for 21 years with her husband and two daughters. She grew up in Southbury; therefore, has been a resident of the area for quite some time. She would like to become more involved with the Town. Her professional background is in working for a number of financial institutions. Barbara Henry added that Kris has children in the school system.

Chair Engel asked for questions from Board:

Nanette Falkenberg asked why Ms. Cody chose to come forward for this BoF position. She explained that this is a good way to remain a part of the community as her kids are getting older. She sat in on a meeting and found the BoF to be a good fit.

Chair Engel asked if Ms. Cody had any questions for the Board:

Ms. Cody questioned what business occurs throughout the year after the budget season is concluded. Chair Engel explained that Barbara Henry brings current business of the Town before the BoF for review and to authorize necessary expenditures. He explained that the Selectmen put together the budget and present it to the BoF for their review and recommendation to the town. Occasionally, department heads are asked to come before the Board to discuss their budget requests. During the budget season and occasionally throughout the year there are Special Meetings called.

Wayne Piskura advised that there is a lot to learn. It takes a couple years to feel comfortable with all the technicalities. Ed Cady advised that one of the most important tasks of the BoF is to remain transparent. Nanette Falkenberg explained that she has been surprised by how much of a grey area there has been as she assumed that all the business of the BoF would be very black and white. It was explained that it is also the responsibility of the BoF to review and accept the audit prepared for the Town. The Board agreed that the First Selectman works very well with this Board and takes the time to come to the BoF meetings.

Chair Engel explained that, if appointed, the new member will have to stand for election in November. He explained the process to get on the ballot.

Chair Engel reported that there is another person interested in this position who seems qualified; therefore, it would be most appropriate to interview him before making a decision.

ADJOURNMENT

A motion was made to adjourn the meeting at 6:56 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 SPECIAL MEETING JULY 5, 2017 MINUTES

CALL TO ORDER

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

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

Others Present: First Selectman Barbara Henry, and John Hopkins

BUSINESS

Interview and, if appropriate, elect a candidate to fill the vacant seat.

John Hopkins introduced himself to the Board. He has had a home in Roxbury since 1993 and is now moving here permanently. He has spent 30 years in finance as an investment banker and would like to do something for the town for which he has experience. He described his specific experience in finance.

Chair Engel asked for questions from Board:

Wayne Piskura inquired about Mr. Hopkins' experiences within the town. Mr. Hopkins explained that he has 3 children and 5 grandchildren that have enjoyed the town and its community activities over the years. He has served as a Special Constable for Roxbury Falls.

Mr. Hopkins confirmed for the Board that he expects to be available for Regular and Special meetings as he only has one other commitment at this time that will cause him to travel.

Chair Engel asked if Mr. Hopkins had any questions for the Board:

Andy Engel noted that the BoF assists the BoS in wisely spending the town's funds. The Board described the audit process and explained that the BoF is more involved in the budgeting process. They do not get involved with investing as that is the Treasurer's responsibility.

Chair Engel asked for Mr. Hopkins' opinion of the town's mill rate. Mr. Hopkins noted that it is more about whether the grand list is fair. In Roxbury there is a huge diversity in the value of homes. It comes down to the efficiency of the funds spent. He thinks the process is fair, communication is good and there is transparency.

Mr. Hopkins' questioned what this Board is looking for in a member. The Board stated that they need members that show up, participate and demonstrate a concern for the well being of the town.

Sarah Foreman questioned whether Mr. Hopkins follows any of the issues related to Region 12. Mr. Hopkins noted that his economic training tells him that demographics are truthful. The number of people leaving this state creates a real challenge. Parent involvement makes a huge difference in the schools and because of this there will be a lot of pressure on the school board. The Board is dealing with budgetary constraints. He can see both sides of the issues facing the region. There isn't an answer, it is about an approach and trying to be fair.

A motion was made by Ed Cady to enter into executive session at 7:35 p.m. The motion was seconded by Wayne Piskura and carried unanimously.

A motion was made by Wayne Piskura to exit executive session at 7:45 p.m. The motion was seconded by Sarah Foreman and carried unanimously.

Wayne Piskura nominated John Hopkins to fill the vacancy on the BoF. The nomination was seconded by Andy Engel.

Ed Cady nominated Kris Cody to fill the vacancy on the BoF. The nomination was seconded by Sarah Foreman.

Chairman Engel polled the Board and found the vote to be at a 2-2 deadlock.

The group agreed that they have two excellent candidates. Chairman Engel will arrange a meeting between Mr. Hopkins and member Nanette Falkenberg and then the BoF will call another Special Meeting to elect a candidate.

ADJOURNMENT

A motion was made to adjourn the meeting at 7:56 p.m. 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 JULY 11, 2017 MINUTES

CALL TO ORDER

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

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

BUSINESS

Interview and, if appropriate, elect a candidate to fill the vacant seat

A motion was made by Wayne Piskura to enter into executive session at 7:01 p.m. The motion was seconded by Nanette Falkenberg and carried unanimously.

A motion was made by Ed Cady to exit executive session at 7:18 p.m. The motion was seconded by Wayne Piskura and carried unanimously.

Wayne Piskura nominated John Hopkins to fill the vacancy on the BoF. The nomination was seconded by Nanette Falkenberg.

Ed Cady nominated Kris Cody to fill the vacancy on the BoF. The nomination was seconded by Sarah Foreman.

A motion was made Wayne Piskura to close the nominations. The motion was seconded by Ed Cady and carried unanimously.

The group agreed that they have two excellent candidates and regardless of the outcome they would be fortunate to have either candidate.

Chairman Engel polled the Board

A motion was made to elect John Hopkins to fill the vacancy on the Board of Finance left by Gary Lord. By Wayne Piskura, seconded by Nanette Falkenberg and carried 3-2. Foreman and Cady dissented.

ADJOURNMENT

A motion was made to adjourn the meeting at 7:22 p.m. 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
REGULAR MEETING
JULY 18, 2017
CANCELLATION NOTICE**

The Regular Meeting of the Board of Finance scheduled for July 18, 2017 at 7:00 p.m. has been cancelled.

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 REGULAR MEETING AUGUST 15, 2017 MINUTES

CALL TO ORDER

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

Members Present: Wayne Piskura, Ed Cady, John Hopkins and Andy Engel

Others Present: Kim Baron

APPROVAL OF MINUTES

6/20/17, 7/5/17 and 7/11/17

A motion was made to approve the minutes of the 6/20/17 Regular Meeting. By Wayne Piskura, seconded by Ed Cady and carried. John Hopkins abstained.

A motion was made to approve the minutes of the 7/5/17 Special Meeting. By Wayne Piskura, seconded by Ed Cady and carried. John Hopkins abstained.

A motion was made to approve the minutes of the 7/11/17 Special Meeting. By Wayne Piskura, seconded by Ed Cady and carried. John Hopkins abstained.

BUSINESS

Consider a transfer to the Town Aid Road Fund

Kim Baron reported that the surplus for Public Works Department is approximately \$38,000 for the year end. She reminded the group that a State Budget has not yet been approved and suggested that it might be prudent to move as much as possible to TAR. She reported that \$384,000 is currently available in TAR.

Chairman Engel reminded the Board that the BoF can transfer as much as \$20,000 without going to town meeting. The group reviewed the uses for the TAR money, such as the recent Minor Bridge Road repair.

Chairman Engel reported that First Selectman Henry has suggested repairing Falls Road using the TAR funds.

A motion was made to recommend to the Board of Selectmen to schedule a town meeting to transfer \$36,000 from the Public Works Department surplus to the Town Aid Road Fund including Transfers. By Wayne Piskura, seconded by Ed Cady and carried unanimously.

Chairman's Report

Kim Baron distributed the final numbers regarding the Minor Bridge Road project. It was noted that there was a net amount of approximately \$71,000 in change orders due to some engineering factors.

Kim Baron confirmed for Ed Cady that LoCIP funds are coming in the amount of \$15,000 as a grant receivable for the Apple Lane bathrooms/kitchen projects.

First Selectman's Report

N/A

Discussion about adding alternate members

It was agreed that this topic should be tabled until all the members are present.

OTHER BUSINESS

Any other business to properly come before the board - N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 7:49 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 19, 2017 MINUTES

CALL TO ORDER

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

Members Present: Ed Cady, Nannette Falkenberg, Sarah Foreman and Andy Engel

Others Present: Kim Baron

APPROVAL OF MINUTES

Regular Meeting – August 15, 2017

A motion was made to approve the minutes of the 8/15/17 Regular Meeting. By Ed Cady, seconded by Sarah Foreman and carried. Falkenberg abstained.

REPORTS

First Selectman's / Treasurer's Report

Kim Baron reported that the fieldwork for the audit was completed on Friday. They expect to have a draft report available for review by November. A town meeting has been scheduled for 9/27/17 to approve the transfer from the General Fund to the Town Aid Road Fund as discussed at the last meeting. Tomorrow will be the bid opening for Falls Road. The 457 Plan for Emergency Services will be also be included on the town meeting agenda.

The General Assembly passed a budget this past week, but the Governor is expected to veto. Kim Baron and Jimmy Hurlbut will have a conference call tomorrow regarding the new computer program for the Treasurer's Office.

Sarah Foreman reported that the kitchen and bathrooms at the park are coming along and look great. Kim Baron noted that the Ambulance Association purchased an AED to put in the kitchen to be accessible when the kitchen is rented. The Roxbury Road Race donated \$1000 towards the purchase of the appliances.

Discussion about adding alternate members

The group agreed to table this matter until all the members can be available.

A motion to table discussion about adding alternate members. By Nannette Falkenberg, seconded by Ed Cady and carried unanimously.

OTHER BUSINESS

Any other business to properly come before the board - N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 7:15 p.m. By Sarah Foreman, seconded by Ed Cady and carried unanimously.

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 OCTOBER 17, 2017 MINUTES

CALL TO ORDER

The meeting was called to order at 7:02 p.m.

Members Present: Ed Cady, Wayne Piskura, John Hopkins, and Andy Engel

Others Present: Barbara Henry

APPROVAL OF MINUTES

September 19, 2017

A motion was made to approve the minutes of the 9/19/17 Regular Meeting. By Ed Cady, seconded by Andy Engel and carried. Piskura and Hopkins abstained.

First Selectman's Report

Barbara Henry reported that the State is being run via executive order. She stated that Roxbury is in a very good position even with the ECS money removed. However, the teachers' pension addition will not be sustainable for the town to absorb. This would amount to one-half of a mill for the first year.

Potential ramifications from the state budget

The group discussed the Ag-STEM program and whether the projections of students are reliable and if there is an alternate plan should they be unable to go forward with the program. It was questioned if this program would require additional staff; thereby, increasing the teachers pensions share for the Region. The teachers were never cut due to the decrease in students; therefore, it does not seem that many more teachers would be necessary. It was noted that since all of the aid has been cut, the Region, at some point, may need to begin thinking about making cuts. Andy Engel and Wayne Piskura reported that a 0% increase for the Region 12 administrators was agreed upon for a one year contract.

Barbara Henry reported that Falls Road project has been awarded and will begin soon and the Botsford Road culvert should be addressed. Otherwise, the infrastructure is in good shape. Barbara Henry spoke about hiring additional police force or increasing hours of existing constables.

Discussion about adding alternate members

Tabled

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn the meeting at 7:49 p.m. 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 REGULAR MEETING NOVEMBER 21, 2017 MINUTES

CALL TO ORDER

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

Members Present: Andy Engel, Wayne Piskura, Nanette Falkenberg, Sarah Foreman, John Hopkins & Edwin Cady

Others Present: Barbara Henry, Michelle Gorra

APPROVAL OF MINUTES

Regular Meeting - October, 17 2017

A motion was made to carry the minutes of 10/17/2017 Regular Meeting; By Nanette Falkenberg, seconded by Sarah Foreman and carried. Nanette Falkenberg and Sarah Foreman abstained.

BUSINESS

Board of Education

MOTION TO ADD MICHELLE GORRA, Region 12 Board of Education Treasurer, to the agenda by Wayne Piskura, seconded by John Hopkins. Carried unanimously.

Michelle Gorra stated that she is looking forward to working with the Boards of Finance of all three towns, so we have a better understanding of Region 12 budgets, moving forward. She invited BOF members to attend BOE Finance Committee Meetings as well as their regular meetings and provided meeting dates through May 2018. Bonding for the AgSTEM program was approved with the recent signing of the state budget. The BOE plans on having the doors open by Fall 2019, but the four month delay in the signing of the state budget may hamper those goals. There was discussion about the school budget, especially projected student enrollment for the AgSTEM program and its potential ramifications. The Board and Barbara Henry thanked Michelle Gorra for attending and answering several questions.

First Selectman's Report

Barbara Henry reported new software for Treasurer, Kim Baron, has been installed and is working well. She has also started working on the municipal budget. The Botsford Hill Rd culvert; Through a Hazard Mitigation Grant, an engineer has been hired to do a preliminary survey. Currently there are two round pipes that go under the bridge. Periodically, there have been problems with them becoming clogged with debris, mainly trees, branches, and leaves, during heavy rains and hurricanes. Falls Rd; Paving is complete. Pavilion building addition; Complete and on budget. There is separate money allocated for kitchen appliances. Ball field; hoping to have completed by end of November.

Discussed Alternate Position

Waiting on opinion from town attorney Gail McTaggart.

OTHER BUSINESS

Recent passage of the state budget and its implications on the Town discussed.

ADJOURNMENT

A motion was made to adjourn the meeting at 8:29 p.m. by Wayne Piskura, seconded by John Hopkins and carried unanimously.

Respectfully submitted,

Edwin N Cady

Edwin N Cady, 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 19, 2017

MINUTES

CALL TO ORDER

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

Members Present: Andy Engel, Wayne Piskura, Nanette Falkenberg, Sarah Foreman, John Hopkins & Edwin Cady
Others Present: Barbara Henry, Kim Baron, and Auditor Enrico Melaragno, Charles Heaven & Co.

APPROVAL OF MINUTES

November 21, 2017

A motion made to carry the minutes of 10/17/2017 Regular Meeting, was corrected to: A motion was made to approve the minutes of 10/17/2017 Regular Meeting.

Motion: To approve the minutes of 11/21/2017 Regular Meeting as amended; By Wayne Piskura, seconded by Edwin Cady and carried unanimously.

BUSINESS

2016-2017 Annual Budget Audit

There was a discussion with Auditor Enrico Melaragno regarding the requirements of GASB #73 and the financial reporting of the Length of Service Award Plan (LOSAP), and if changes would need to be made.

Waiting on opinion from town attorney Gail McTaggart.

Selectman's Report

Barbara Henry asked Treasurer Kim Baron to give an update on the new software. K. Baron reported the new software has been installed, and that the staff has received a lot of training on how to use it over the past month. K. Baron also stated all budget requests for FY 2018/2019 have been sent out to the departments.

2018 Board of Finance Meeting Schedule

Motion: To approve the 2018 Board of Finance Meeting Schedule as amended; By Edwin Cady, seconded by John Hopkins and carried unanimously.

OTHER BUSINESS

Barbara Henry reported the status of the state budget is still in flux.

ADJOURNMENT

Motion: To adjourn the meeting at 8:50 p.m. by Wayne Piskura, seconded by Edwin Cady and carried unanimously.

Respectfully submitted,

Julie Cady

Julie Cady, Secretary

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