

MINUTES  
BOARD OF FINANCE  
SPECIAL MEETING  
FEBRUARY 3, 2014 – 7:00 P.M.

The meeting was called to order by Chairman Jack Kiley at 7:02 p.m. and the Pledge of Allegiance was recited.

The following members were present: Chairman Jack Kiley, Tom Kelly, Robert DeBisschop, Richard Burke and Lila Ferrillo. Also present: James Hliva, Finance Director. Absent: Nancy Schmitt.

**Acceptance of Minutes**

**Motion** made by Bob DeBisschop to approve the Minutes for the 12/16/13 regular meeting. This was seconded by Dick Burke. Discussion: Tom Kelly mentioned that there was no tape recorder for the meeting. Jim stated that he does not have a recorder. It is handled by Marni. Tom asked Jim to check with Marni and they buy a recorder that would be compatible with Marni's equipment. The recorder would be kept in finance for use by the finance board. Motion passes unanimously.

**Old Business**

**Transfer Planning and Zoning Part Time Staff (Tabled August 26, 2013) \$11,119.50**

The board discussed this item and said to move the expenditure to Planning and Zoning –Town Planner account. There was no motion on the approval of the additional funding. It will be addressed later in the year if needed.

**New Business**

**Discussion on posting monthly reports to the Web site**

Jim Hliva gave an update. Tom Kelly was concerned with shortcoming in the current web site. He asked what the web site committee was doing to resolve the problems and what the cost would be.

**Transfers approved by Board of Selectmen December 18, 2013** See Attachment A.

**Transfers approved by Board of Selectmen January 15, 2014** See Attachment B.

**Update from the Library Building Committee**

George Mitchell from the Library Building committee attended the meeting and submitted a report which is attached to these minutes as Attachment C. He explained the report and stated that without the state grant the building would be built on ground level and would not have a basement. The building committee will be ready to move forward in the spring. George is to contact Jim Hliva to discuss a timetable and steps to be done based on the Town Charter.

**Discussion on a possible special meeting with the Board of Selectmen on Capital Purchases.** The Board discussed possible dates. They decided that since it is so close to the Selectmen presenting the Capital Plan to the Town that we wait until after the Capital Plan Town meeting on March 10.

**Monthly Reports**

All monthly reports were attached to the agenda for review by the Board members.

**Adjournment**

**Motion** to adjourn made by Tom Kelly at 9:25 p.m. This was seconded by Jack Kiley. Motion passes unanimously.

Respectfully submitted, subject to approval

*Marni Soss*  
Marni Soss, Board of Finance Clerk

14 FEB 10 AM 11:49  
TOWN OF DAFORD, CT  
*Margaret A. Clark*  
TOWN CLERK

**To: Board of Selectmen****December 13, 2013****From: Finance Director****Re:2013-2014 Transfer requests**

tem #	Department	Account	Account Number	Amount
1	TO: Police	Trooper OT	5433-570-1000	\$ 20,000.00
	FROM: Police	Wages	5433-515-58	\$ 20,000.00

**Motion** Tom Kelly  
**Seconded** Lila Ferrillo

Tom Kelly made a motion to take the money from the Contracted services trooper account number 5433-570-5433 based on the recommendation of the finance director.

The Board wants a letter sent to the First Selectmen asking him to write to the State to hire an additional trooper as approved in the current year budget.

**Vote** Unanimous  
**Comments**

2	TO: Elderly	Books and Publications	5295-525	\$ 2,100.00
	FROM: Contingency	Finance Contingency	5320-560-5320	\$ 2,100.00

**Motion** Lila Ferrillo  
**Seconded** Tom Kelly

The Board discussed this and wanted to know why membership fees would not be used to cover this cost. The members pay an annual fee and get a monthly newsletter. They want to know how much was collected on membership fees in the past 12 months

**Motion to Table by Lila Ferrillo**  
**Seconded Tom Kelly**

**Vote** Vote to Table - Unanimous  
**Comments**

3	TO: Selectmen	Dues	5480-585	\$ 6,269.00
	FROM: Contingency	Finance Contingency	5320-560-5320	\$ 6,269.00

**Motion** Lila Ferrillo  
**Seconded** Jack Kiley

**To: Board of Selectmen****December 13, 2013****From: Finance Director****Re:2013-2014 Transfer requests**

tem #	Department	Account	Account Number	Amount
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Lila said she could not support this at the current time. If the Selectmen agree to amend the personel policies and need the help of CCM she will be open to discussing this, but at this time can not support it.

**Vote** (5) Nays - Motion fails.

**Comments**

4	<b>TO:</b>	Police	Recruitment	5433-782	\$	11,000.00
	<b>FROM:</b>	Contingency	Finance Contingency	5320-560-5320	\$	11,000.00

**Motion** Tom Kelly made a motion to table until later in the meeting.

**Seconded** Bob DeBisschop

**Vote** Unanimous

**Comments**

To: Board of Selectmen

January 15, 2014

From: Finance Director

Re: 2013-2014 Transfer requests

Item #	Department	Account	Account Number	Amount
1	TO: Fire	Postage	5325-715	\$ 3.01
	FROM: Fire	Programs Regular	5325-729	\$ 3.01
			5325-729	
	Motion	Lila Ferrillo		
	Seconded	Tom Kelly		
	Vote	Unanimous		
	Comments			
2	TO: Conservation IWWC	Wages Overtime	5265-521-1000	\$ 1,000.00
	FROM: Conservation IWWC	Legal Serv land Use	5265-672	\$ 1,000.00
	Motion	Tom Kelly		
	Seconded	Bob DeBisshop		
	Vote	(1) Abstention -Lila Ferrillo. (4) Ayes. Motion passes.		
	Comments			
3	TO: Ambulance	Supplies Oxygen	5210-769	\$ 1,000.00
	FROM: Ambulance	Equipment Depreciable	5210-603	\$ 1,000.00
	Motion	Dick Burke		
	Seconded	Tom Kelly		
	Vote	(1) Abstention - Bob DeBisshop (4) Ayes - Motion passes.		
	Comments			
4	Tabled by Board of Selectmen No action needed at this time by the Board of Finance			
5	TO: Planning and Zoning	Engineering	5430-598	\$ 15,000.00
	FROM: Contingency	Finance Contingency	5320-560-5320	\$ 15,000.00
	Motion	Lila Ferrillo		
	Seconded	Tom Kelly		
	Vote			

**Comments** The board wants a list of current permits. What was billed as part of the permit fee for engineers and Planner?. Then what we expended by project and the amounts billed to the applicants.

**Executive Session**

Chairman Kiley stated that he would like to go back to Item 4 of the Dec. 15 transfers and discuss that item now

**To: Board of Selectmen****January 15, 2014****From: Finance Director****Re: 2013-2014 Transfer requests**

Item #	Department	Account	Account Number	Amount
	while Sargeant Semosky is still at the meeting.			

Tom Kelly made a Motion to remove Transfers approved by the Selectmen on 12/15/13, Item 4, from the Table.  
 Seconded by Lila Ferrillo.

Chairman Kiley stated that this item involves a personnel issue and the Board needs to go into executive session prior to discussion.

Tom Kelly made a Motion to go into executive session for the purpose of discussing a personnel matter.  
 To remain in the executive session are Board members, Sargeant Semosky and Finance Director James Hliva.  
 Seconded by Bob DeBisschop. Motion passed unanimously.  
 The Board entered executive session at 8:05 p.m.  
 Tom Kelly made a Motion to come out of executive session at 8:15 p.m.  
 Seconded by Bob DeBisschop. Motion passed unanimously.

Tom Kelly made a Motion to approve transfer number 4 as follows. Seconded by Bob DeBisschop.

<b>TO:</b>	Police	Recruitment	5433-782	\$	11,000.00
<b>FROM:</b>	Contingency	Finance Contingency	5320-560-5320	\$	11,000.00

Vote was unanimous.

<b>6 TO:</b>	Elderly Commission	Snow Removal	5295-736	\$	1,310.00
<b>FROM:</b>	Contingency	Finance Contingency	5320-560-5320	\$	1,310.00

**Motion** Tom Kelly

**Seconded** Bob DeBisschop

**Vote** Unanimous

**Comments** Lila wants to know why the custodian at the Senior Center does not do the snow removal there. The custodian at Town Hall does the snow removal at Town Hall. The same procedure should be followed.

Attachments are recorded in the official Minutes book.