

MINUTES
BOARD OF FINANCE
REGULAR MEETING
SEPTEMBER 24, 2012 – 7:00 P.M.

The meeting was called to order by Chairman Lila Ferrillo at 7:10 P.M. and the Pledge of Allegiance was recited.

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

Acceptance of Minutes

Motion to accept minutes of 8/27/12 regular meeting made by Nancy Schmitt. Second by Dick Burke. Motion passes unanimously.

Audience of Citizens – None.

Amendments to Agenda

Jack Kiley moved to take item D of New Business out of order at this time. Second by Nancy Schmitt. Motion passes unanimously.

Dick Burke moved to amend the agenda to add discussion of need for a special audit outside audit firm regarding subject of internal controls. Second by Jack Kiley. Motion passes unanimously. *This will be New Business item E.*

New Business - D) Transfer from Board of Finance contingency 2012-2013 for the purpose of hiring an engineer to conduct a site feasibility review of the proposed Library Building site. Amount of the requested transfer is \$20,000 and will be placed in Selectman's Engineering budget account number 5480-598-8393

Bob DeBisschop moved to approve transfer of \$20,000 to Selectman's engineering budget account number 5480-598-8393. Second by Nancy Schmitt. Discussion: The reason for this transfer is strictly for engineering costs to make sure the site for the proposed library is feasible. One concern is that there is ledge in the area and that blasting will be needed. Due to the oil remediation matter at Quaker Farms School which has not been resolved, the Town has been informed that no blasting should be done. Nancy asked if finding an engineer will go through the normal bidding process and Jim indicated yes. Jack asked who will be doing the specifications for the bid. The Board felt that it should be the Building Committee. Jack noted that two different size buildings were discussed at the joint meeting on 9/18/12 and asked what the engineer would be told. Lila commented that the engineer will probably give information as to the size building that can site have. Motion passes unanimously.

Motion made by Jack Kiley that the \$20,000 for the engineer for the proposed library will be taken from Finance Contingency and any funds not spent for this purpose will be returned to the Finance Contingency. Second by Tom Kelly. Motion passes unanimously.

New Business

A) Transfers 2011-2012 as approved by the Board of Selectmen on 9/4/12

1. TO: Ambulance	CMED	5210-570-107	\$10.00
FROM: Ambulance	Equipment Depreciable	5210-603	\$10.00
2. TO: Ambulance	Facility Maintenance	5210-614	\$121.12
FROM: Ambulance	Education	5210-590	\$13.62
FROM: Ambulance	Equipment Lease	5210-601	\$9.30
FROM: Ambulance	Equipment expensed	5210-603	\$98.20
3. TO: Ambulance	Facility Maintenance	5210-613	\$397.61
FROM: Ambulance	Equipment Depreciable	5210-603	\$74.59
FROM: Ambulance	Equipment expensed	5210-604	\$323.02

Motion to approve items 1-3 by Tom Kelly

Seconded by Nancy Schmitt

Vote (5) Ayes (1) Abstention by Bob DeBisschop. Motion passes.

Comments

4. TO: Ambulance	Vehicle Maintenance	5210-811	\$6,912.93
FROM: Ambulance	Equipment expensed	5210-604	\$234.35
FROM: Ambulance	Medical	5210-688	\$424.90
FROM: Ambulance	Supplies Departmental	5210-767	\$2,563.00
FROM: Ambulance	Supplies Office	5210-770	\$153.44
FROM: Ambulance	Uniforms	5210-785	\$24.30
FROM:	Finance Contingency	5320-560-5320	\$3,512.94

Motion to Approve by Nancy Schmitt

Seconded by Jack Kiley

Vote (4) Ayes (1) Nay by Tom Kelly (1) Abstention by Bob DeBisschop. Motion passes.

Comments Lila spoke about the departments' obligation to give the Board prior notice that a line items will be short. Jim noted that this was done by the department. Tom noted that more information should be given in explanation of need for transfer. Jim suggested that the head of the department require to be present at the Board meeting to explain the request for transfer. This would be expected for all transfer requests. Tom Kelly suggested that a meeting be scheduled to set policy that would require a representative of the department to attend the Board of Finance meeting if transfers are requested. Discussion ensued about the bills being paid by the Finance Dept. prior to the Board approving the transfer. Lila noted that a letter needs to go to each department informing them that they will be required to attend the Board of Finance meeting if a transfer request is made or the item will be tabled at the meeting. Tom requested that a letter be sent to the Board of Selectmen asking that they review the Oxford Ambulance Assoc. contract to find out if there is the ability to apply pressure so that they will adhere to the rules of the Town.

5. TO: Ambulance	Heating Oil	5210-625	\$65.09
FROM: Ambulance	Equipment Expensed	5210-604	\$65.09

Motion to approve by Nancy Schmitt

Seconded by Dick Burke

Vote Unanimous

Comments

6. TO: Fire Marshal	Books Publications	5330-252	\$105.82
FROM: Fire Marshal	Computer Maintenance	5330-551	\$105.82

Motion to approve by Dick Burke

Seconded by Nancy Schmitt

Vote Unanimous

Comments

7. TO: Fire	Equipment Maintenance	5325-605	\$699.95
FROM: Fire	Book and Publications	5325-525	\$223.50
FROM: Fire	Computer Hardware	5325-550	\$64.73
FROM: Fire	Printing	5325-570-135	\$65.00
FROM: Fire	Programs Regular	5325-729	\$262.27
FROM: Fire	Supplies Office	5325-770	\$84.45
8. TO: Fire	Facility Maintenance	5325-613	\$4,267.75
FROM: Fire	Equipment Depreciable	5325-603	\$2,413.71
FROM: Fire	Heating Oil	5325-625	\$413.56
FROM: Fire	Admin expense	5325-570-105	\$334.02
FROM: Fire	Facility Maint. Supplies	5325-614	\$1,106.46
9. TO: Fire	Supplies	5325-665	\$86.97
FROM: Fire	Waste Removal	5325-798	\$86.97
10. TO: Fire	Vehicle Repairs	5325-812	\$15,586.73
FROM: Fire	Secretary	5325-517-99	\$100.96
FROM: Fire	Computer Software	5325-552	\$300.00
FROM: Fire	Dues	5325-585	\$41.00
FROM: Fire	Education	5325-590	\$1,868.65
FROM: Fire	Electricity	5325-595	\$4,396.23
FROM: Fire	Equipment Lease	5325-601	\$75.00
FROM: Fire	Wages Chief	5325-513-51	\$0.12
FROM: Fire	Equipment Expense	5325-604	\$5.54
FROM: Fire	Facility Improvements	5325-612	\$5.00
FROM: Fire	Heating Oil	5325-625	\$49.33
FROM: Fire	Postage	5325-715	\$112.46
FROM: Fire	Supplies Office	5325-770	\$119.22
FROM: Fire	Telephone	5325-775	\$1,069.19
FROM: Fire	Waste removal	5325-798	\$117.75
FROM: Fire	Water	5325-799	\$70.15
FROM: Fire	Vehicle Maintenance	5325-811	\$6,008.99
FROM:	Finance Contingency	5320-560-5320	\$1,247.14

Motion to approve items 7, 8, 9 & 10 by Dick Burke

Seconded by Bob DeBisschop

Vote Unanimous

Comments Jim commented that Scott informed him that the dept. received a grant for turnout gear which reduced what they are asking for from Finance Contingency. Dick asked where the turnout gear shows on the budget. Jim noted that he will review the back-up documents.

11. TO: Parks	Part Time Maintenance	5425-521-80	\$3,364.26
TO: Parks	Mileage	5425-690	\$130.95
TO: Parks	Internet	5425-817	\$50.69
FROM: Parks	Wages Seasonal	5425-517-77	\$3,364.26
FROM: Parks	Programs Regular	5425-729	\$181.64

Motion to approve by Dick Burke

Seconded by Nancy Schmitt

Vote Unanimous

Comments

12. TO: Planning and Zoning	Engineering	5430-598	\$380.00
FROM: Planning and Zoning	Education	5430-590	\$380.00
TO: Planning and Zoning	Wages Overtime	5430-521-1 000	\$109.31
FROM: Planning and Zoning	Cant Service Clerk	5430-570-1 05	\$109.31

Motion to approve by Bob DeBisschop

Seconded by Nancy Schmitt

Vote Unanimous

Comments

13. TO: WPCA	Water	5580-799	\$55.44
FROM: WPCA	Vehicle Maintenance	5580-811	\$55.44

Motion to approve by Dick Burke

Seconded by Nancy Schmitt

Vote Unanimous

Comments

14. TO: Conservation	Wages Clerk	5265-51 741	\$3,676.30
FROM:	Finance Contingency	5580-811	\$3,676.30

Motion to approve by Nancy Schmitt

Seconded by Dick Burke

Vote Unanimous

Comments

15. TO: Selectmen	Cont Services Professional	5480-570-129	\$3,245.26
FROM:	Finance Contingency	5580-811	\$3,245.26

Motion to approve by Dick Burke

Seconded by Nancy Schmitt

Vote (5) Ayes (1) Nay by Tom Kelly. Motion passes.

Comments Jim indicated that the Town attempted to purchase property at 429 Quaker Farms Road and this was for the appraisal required by the grant. The seller backed out of the offer to sell.

NOTE: FURTHER ACTION TAKEN ON THIS MATTER – SEE PAGE 10

16. TO: Selectmen	Mileage	5480-690	\$174.81
FROM:	Finance Contingency	5320-560-5320	\$174.81

Motion to approve by Bob DeBisschop
Seconded by Nancy Schmitt
Vote Unanimous
Comments

17. TO: Town Counsel	Legal Claims	5535-672-204	\$4,123.12
FROM: Town Counsel	Legal Serv. Assessments	5535-672-207	\$4,123.12

Motion to approve by Tom Kelly
Seconded by Dick Burke
Vote Unanimous
Comments

18. TO: Selectmen	Wages Overtime	5480-521-1 000	\$266.86
FROM: Selectmen	Education	5480-590	\$262.50
FROM: Selectmen	Wages Grant Writer	5480-511-161	\$4.38

Motion to approve by Tom Kelly
Seconded by Dick Burke
Vote Unanimous
Comments

19. TO: Town Counsel	Legal Services	5535-672-201	\$19,511.15
FROM: Town Counsel	Legal Expenses	5535-672-202	\$873.28
FROM: Town Counsel	Additional Counsel	5535-672-203	\$1,131.25
FROM: Town Counsel	Legal Service Land Use	5535-672-205	\$157.00
FROM: Town Counsel	Legal Serv. Assessments	5535-672-207	\$1,876.88
FROM:	Finance Contingency	5320-560-5320	\$15,472.74

Motion to approve by Bob DeBisschop
Seconded by Jack Kiley
Vote (5) Ayes (1) Abstention by Nancy Schmitt. Motion passes.
Comments

Old Business

A) 2011-2012 transfers tabled at previous meeting

Sergeant Semosky attended the meeting.

1.
TO: Police Trooper Overtime 5433-570-1000 \$19,146.07
FROM: Police Finance Contingency 5320-560-5320 \$19,146.07

Motion to approve by Bob DeBisschop
Seconded by Nancy Schmitt
Vote Unanimous

Comments Sergeant Semosky explained the various reasons for the overtime which included extra hours during Aug. and October storms, coverage at the Fireman's carnival (which was all in this fiscal year) and that two officers were on extensive leave due to injuries. Discussion ensued on the figure that will be reimbursed by the State for overtime.

2.

TO: Police	Vehicle Maintenance	5433-811	\$4,511.89
FROM: Police	Office supplies	5433-770	\$2,089.97
FROM: Police	Finance Contingency	5320-560-5320	\$2,421.92

Motion to approve by Nancy Schmitt

Seconded by Bob DeBisschop

Vote Unanimous

Comments

3.

TO: Police	Janitorial	5433-570-109	\$930.00
FROM: Police	Water	5433-799	\$35.48
FROM: Police	Facility Maintenance	5433-613	\$693.82
FROM: Police	Equipment Depreciable	5433-603	\$44.25
FROM: Police	Office Supplies	5433-770	\$156.45

4.

TO: Police	Uniforms	5433-785	\$1,192.07
FROM: Police	Supplies Departmental	5433-469	\$1,036.03
FROM: Police	Medical	5433-688	\$100.00
FROM: Police	Waste Removal	5433-798	\$56.04

Motion to approve items 3 & 4 by Nancy Schmitt

Seconded by Bob DeBisschop

Vote Unanimous

Comments

5.

TO: Police	Heating Fuel	5433-625	\$1,714.00
FROM: Police	Supplies Departmental	5433-469	\$309.22
FROM: Police	Education	5433-590	\$335.00
FROM: Police	Electricity	5433-595	\$351.42
FROM: Police	Equipment Leased	5433-601	\$719.00

Motion to approve by Nancy Schmitt

Seconded by Dick Burke

Vote Unanimous

Comments

6.

TO: Town Hall	Telephone	5545-775	\$2,132.97
FROM: Town Hall	Heating	5545-625	\$2,132.97

7.

TO: Town Hall	Legal Notice	5545-670	\$9,077.60
FROM: Town Hall	Electricity	5545-595	\$4,441.89
FROM: Town Hall	Heating	5545-625	\$4,635.71

Motion to approve items 6 & 7 by Nancy Schmitt

Seconded by Dick Burke

Vote Unanimous

Comments Item 6: Jim noted that \$13,000 expense was for AT&T and balance was for cell phones.

Item 7: The majority of the legal notice was for the Charter.

8.

TO: Elderly	Programs Regular	5395-729	\$153.00
FROM: Elderly	Snow Removal Sidewalks	5295-736	\$153.00

Motion to approve by Dick Burke

Seconded by Bob DeBisschop

Vote Unanimous

Comments Jim noted that planned events went over budget.

NEW BUSINESS

B) Transfers 2012-2013 as approved by the Board of Selectmen on 9/19/12

1.

TO: Quaker Farm Tank	Remediation	5235-570-7021	\$14,232.10
FROM: Finance	Contingency	5320-560-5320	\$14,232.10

Motion to approve by Bob DeBisschop

Seconded by Dick Burke

Vote Unanimous

Comments Jim Hliva was asked about the moderation meeting on 9/21/12 on the remediation matter and he noted that it should be discussed in Executive Session due to the fact that it is pending litigation.

2.

TO: Recycling	Cont. Serv. Disposal	5464-570-310	\$99.03
FROM: Recycling	Cont. Serv. Bulky Waste	5464-570-303	\$99.03

Motion to approve by Dick Burke

Seconded by Tom Kelly

Vote Unanimous

Comments

3.

TO: Public Works	Waste Removal	5457-798	\$32.00
FROM: Public Works	Facility Maintenance	5457-613	\$32.00

4.

TO: Public Works	Water	5457-799	\$45.19
FROM: Public Works	Facility Maintenance	5457-613	\$45.19

5.				
TO:	Public Works	Heating Oil	5457-625	\$2,656.79
FROM:	Public Works	Electricity	5457-595	\$1,929.51
FROM:	Public Works	Facility Maintenance	5457-603	\$727.28
6.				
TO:	Public Works	Highway Signs	5456-742	\$385.52
FROM:	Public Works	Supplies	5456-769	\$385.52
7.				
TO:	Public Works	Equipment Maintenance	5456-605	\$1,165.55
FROM:	Public Works	Equipment Rental	5456.602	\$1,165.55
8.				
TO:	Public Works	Overtime	5455-521-1000	\$5,323.04
FROM:	Public Works	Buybacks	5455-522-71	\$5,323.04
9.				
TO:	Public Works	Gasoline	5456-610	\$34,146.06
FROM:	Public Works	Wages Utility Men	5455-515-65	\$28,599.35
FROM:	Public Works	Wages Snowplowing	5455-515-69	\$4,742.00
FROM:	Public Works	Longevity	5455-522-72	\$670.00
FROM:	Public Works	Wages Driveway	5455-511-64-13	\$134.71

Motion to approve items 3-9 by Nancy Schmitt

Seconded by Jack Kiley

Vote Unanimous

Comments

10.				
TO:	Registrar of Voters	Wages November Election	5465-517-30	\$70.00
FROM:	Registrar of Voters	Wages Referendum	5465-517-31	\$70.00

11.				
TO:	Registrar of Voters	Wages Deputy and Assistant	5465-517-29	\$70.89
FROM:	Registrar of Voters	Wages Referendum	5465-517-31	\$70.89

Motion to approve items 10 & 11 by Nancy Schmitt

Seconded by Jack Kiley

Vote Unanimous

Comments

C) Transfers 2012-2013 as approved by the Board of Selectmen on 9/19/12

1.				
TO:	Inland Wetlands	Stenographer	5265-570-105	\$500.00
FROM:	Inland Wetlands	Legal Service	5265-672	\$500.00

Motion to approve by Dick Burke
Seconded by Jack Kiley
Vote Unanimous
Comments

2.
TO: Town Hall Facility Maintenance 5545-603 Tabled by Selectmen
FROM: Finance Contingency Finance Contingency 5320-560-5320 Tabled by Selectmen

3.
TO: Tax Collector Overtime 5505-521-1000 \$1,000.00
FROM: Tax Collector Wages Part Time 5505-517-98 \$1,000.00

Motion to approve by Jack Kiley
Seconded by Dick Burke
Vote Unanimous
Comments

4.
TO: Town Hall Vehicle Maintenance 5545-613 \$818.63
FROM: Finance Contingency Finance Contingency 5320-560-5320 \$818.63

Motion to approve by Bob DeBisschop
Seconded by Dick Burke
Vote Unanimous
Comments

5.
TO: Economic Development Wages 5290-511-9999 \$45,176.64
FROM: Economic Development Contracted Services 5290-570-106 \$45,176.64

Motion to table by Tom Kelly
Seconded by Jack Kiley
Vote Unanimous
Comments Jim noted that the Director was notified by his accountant that he should be an employee of the Town. This transfer is needed if the Economic Development becomes a Town employee. Jack noted that he was hired under the agreement that he is an independent contractor. Lila noted that First Selectman Temple needs to meet with the Board.

6.
TO: Planning & Zoning Certified Land Use 5480-517-98 Tabled by Selectmen
Replacement
FROM: Finance Contingency Finance Contingency 5320-560-5320 Tabled by Selectmen

Lila asked for information on the plans for the receptionists. Jim commented that that their duties will change in the near future. The plan is to have them act as a central cashier for all departments in Town Hall. Anyone from the public who works with a department and needs to pay a fee to the Town will be given a statement from the department and will go to the cashier (receptionist) to pay the fee. A receipt of payment will go back to the department showing that the fee was paid. Tom asked who will do the reconciliation. Jim indicated that Eve from the

Finance Dept. will make the deposits and he will do the reconciliations from the reports that come from each department.

Amendment

E. Discussion of need for a special audit outside audit firm regarding subject of internal controls.

The Board discussed the new procedures and controls that are in place for security reasons. Jim noted that he is not against a special audit but said the auditor (Meyers and Company) who was hired indicated at their interview before they were hired that they would do a complete review of internal controls and they are indeed doing this. Dick spoke about special activities accounts and the need to monitor them. Bob commented that a meeting with the auditor to discuss this may be in order. Jim noted that the auditor plans to meet with the Board prior to completion of the audit. Jim noted that he will give Dick contact information to one of the auditors so that he can speak to her personally about the matter.

Monthly Reports

Jim spoke about expenses that are expected to be incurred during the fiscal year. He spoke about funds that should come to the Town from FEMA. Grants were discussed and no figure was mentioned due to the fact that it is unclear as to whether or not all grants that have been applied for will be received.

Nancy Schmitt excused herself from the meeting at 8:40 p.m.

Tom asked what happened to the policy to have Grants reviewed by the Board of Finance and for authorization. Jim indicated that he would copy the policy proposed by a prior Board of Selectmen and forward it to Tom. Tom stated that according to the Charter, no expense that was not previously budgeted for should be the responsibility of the person who caused the expense. He noted that policy does not override Charter.

Motion made by Tom Kelly to reconsider the action taken regarding \$3,245.26 paid from finance contingency for an appraisal for property on Quaker Farms Road (item 15, page 4). Second by Jack Kiley. Discussion: It was noted that the bill has already been paid. Tom noted that the policy to pay bills before Board of Finance approval is in direct violation of the Charter. It is really the person who makes the expense that is held accountable, according to the Charter.

Tom noted that he wants a letter sent to the Board of Selectmen on this matter asking them how they justify this and asking who will pay for it. The Charter states that every expense that is not budgeted for must come before the Board of Finance prior to payment.

Motion passes unanimously.

Todd Romagna, Chairman of the New Oxford High School Field Building committee attended the meeting and gave a report on the project. Contracts for the project were discussed and Lila noted that once a contract is signed it is a requirement that a copy be given to the Town Clerk to be put on record for public view. Todd noted that blasting at the site will be completed this week. The majority of the turf will be green and the alternate color will be chosen this week. Completion of the electrical work was extended for 30 days. Goals are as follows: asphalt to be

complete in November, field to be complete in December and rubberized track to be complete in the spring. Dick asked for an approximate completion date for the project and Todd indicated that May is the goal. Jack asked if the Clerk of the Works is working out well and Todd indicated that he is on site most of the time and always available when he needs to be reached.

Tom noted that he is concerned with lack of growth to the Grand List and would like to see economic development increase. Discussion of the funding for the proposed playscape ensued.

Motion to go into Executive Session made by Tom Kelly at 9:12. Second by Jack Kiley. Motion passes unanimously. The purpose of Executive Session is to discuss the matter of oil remediation at Quaker Farms School.

The following people were invited to stay for Executive Session: Chairman Lila Ferrillo, Tom Kelly, Jack Kiley, Robert DeBisschop, Richard Burke, and James Hliva.

Motion to come out of executive session made by Tom Kelly at 9:42 p.m. Second by Jack Kiley. Motion passes unanimously.

Adjournment

Motion to adjourn made by Tom Kelly at 9:42 p.m. Second by Jack Kiley. Motion passes unanimously.

Respectfully submitted, subject to approval



Marni Soss, Board of Finance Clerk

12 SEP 26 PM 4:26
TOWN OF GARDEN CITY, CT
Clerk of the Board of Finance
TOWN CLERK