

**MINUTES  
BOARD OF FINANCE  
REGULAR MEETING  
OCTOBER 22, 2012 – 7:00 P.M.**

The meeting was called to order by Jack Kiley 7:00 P.M. and the Pledge of Allegiance was recited.

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

**Acceptance of Minutes**

Motion to accept minutes of 9/24/12 regular meeting made by Dick Burke. Second by Tom Kelly. Motion passes unanimously.

**Audience of Citizens** – None.

**Amendments to Agenda** – None.

**Old Business**

**Transfer Economic Development from Contract to Wages**

Jack led conversation about the current economic development director who was hired as an independent contractor and receives payment for his services with a form 1099. Recently the current economic development director met with his accountant who advised him that he is not considered a contracted service provider due to the fact that he does not have a business and no other clients that he works for. He does not meet the guidelines of a 1099 employee and is, therefore, a W-2 employee of the Town. Funds for benefits are not currently in the budget. Discussion ensued about the need for the current economic development to have insurance and show the Town he is covered for workers' compensation. Board members agreed that a meeting with the Selectmen is needed to discuss this matter.

Motion to table the matter made by Tom Kelly. Second by Dick Burke. Motion passes unanimously.

**New Business**

**Transfers 2012-2013 as approved by the Board of Selectmen on 10/17/12**

1.				
TO:	Elderly	Wages Floater	5295-511-49	\$2,400.00
FROM:	Finance Contingency	Finance Contingency	5320-560-5320	\$2,400.00

Motion to discuss by Bob DeBisschop

Seconded by Dick Burke

Discussion: Jim Hliva indicated that this is for wages so that the Senior Center will remain open in the event that current employees are on vacation or sick at the same time. Jim noted that he

calculated 20 days per year for this position at \$120/day, but it can be adjusted to a lower number of days. It was noted that the Senior Center started being open five days a week (instead of four days/wk.) in August 2012. Tom commented that this change is a reaction to the plan to have Town Hall open five days/wk.

Motion to budget \$720 for wages floater made by Bob DeBisschop. Second by Dick Burke.  
Discussion: This is for 6 days at \$120/day. Tom Kelly noted that this sets the precedence that the Senior Center will be open five days per week and will result in the need to hire an additional staff member.

Motion to Table the matter made by Dick Burke. Second by Tom Kelly. Motion passes unanimously.

2.

TO: Building	Wages Overtime	5230-521-1000	\$500.00
FROM: Building	Wages Asst Bldg Official	5230-513-38	\$500.00

Motion to discuss by Tom Kelly

Seconded by Jack Kiley

Discussion: Jim noted that on Monday evenings the department's secretary has to cover the office (when the building official is on vacation).

Motion to approve by Dick Burke.

Seconded by Bob DeBisschop

Vote Unanimous

3.

TO: Tax Collector	Wages Temporary Full Time	5505-517-23	\$22,132.00
FROM: Tax Collector	Wages Asst Tax Collector	5505-515-85	\$22,132.00

Motion to approve by Bob DeBisschop

Seconded by Dick Burke

Discussion: Jack asked if all checks received in the tax office have been deposited. Jim answered yes.

Vote Unanimous

4.

TO: Fire Department	Programs Regular	5325-729	\$66.85
FROM: Fire Department	Supplies	5325-685	\$66.85

Motion to approve by Tom Kelly

Seconded by Jack Kiley

Vote Unanimous

### **Discussion of leases for copy machines**

Jim spoke about leasing a copy machine. He noted that when we lease one, there is a very high percentage of interest that is paid and that he is looking into the contract to see if there is a

provision to buy out the lease which would be at 1.53% and save on expenses. Tom asked if the Town will go through the bid process for new leases. Jim noted that in the past Xerox has always been used but currently other companies are consulted with to find the best cost.

## **Monthly Reports**

### **Report of Tax Collections**

Jack noted that the Tax Collector should attend the regular monthly meetings to give a report of tax collections and that this policy should be set, which the Board agreed to. The Board asked Jim Hliva to inform Sharon Scinto that she would be needed at all regular monthly Board of Finance meeting. For the first meeting the Board wants a list of the current year outstanding accounts.

Jim commented that he feels the department head should attend the regular board meeting to discuss their transfer requests.

Motion: Tom Kelly moved that the head of the department who requests a transfer of \$1,000 or more will need to attend the next regular board meeting. The transfer will remain on the Board of Finance agenda until the department head attends a regular meeting to explain the request. Second by Jack Kiley. Motion passes unanimously.

Board of Finance Contingency Activity report – \$199,781.37.

General Fund Surplus - No report. Expected to be available in Nov. after auditors are finished.

Trial balances and balance sheets - These were e-mailed to all Board members.

Cash position statement - \$15,230,960.58.

Reports presented by Board of Education – None.

## **Adjournment**

Motion to adjourn made by Tom Kelly at 7:57 p.m. Second by Dick Burke. Motion passes unanimously.

Respectfully submitted subject to approval,

*Marni Soss*

Marni Soss, Board of Finance Clerk

12 OCT 24 PM 2:10  
TOWN OF WEST  
MARGARET A. WEST  
TOWN CLERK