

MINUTES
BOARD OF FINANCE
REGULAR MEETING
NOVEMBER 25, 2013 – 7:00 P.M.

The meeting was called to order by Chairman Lila Ferrillo at 7:00 p.m. and the Pledge of Allegiance was recited.

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

Election of Officers

Chairman Ferrillo asked if there were any nominations.

Motion made by Dick Burke to nominate Lila Ferrillo as Chair of the Board of Finance. This was seconded by Bob DeBisschop.

Motion made by Tom Kelly to nominate Jack Kiley as Chairman of the Board of Finance. This was seconded by Nancy Schmitt.

Chairman Ferrillo asked if anyone had further nominations for Chairman and none were made.

Vote on motion to nominate Lila Ferrillo as Chair of the Board. (3) Ayes Dick Burke, Bob DeBisschop and Lila Ferrillo (3) Nays: Nancy Schmitt, Tom Kelly and Jack Kiley.

Vote on the motion to nominate Jack Kiley as Chairman of the Board. (3) Ayes Nancy Schmitt, Tom Kelly, Jack Kiley (3) Nays: Lila Ferrillo, Bob DeBisschop and Dick Burke.

There is a tie.

Lila noted, according to Robert's Rule of Order that the Board has thirty days in which to reach an agreement.

Chairman Ferrillo asked if there were any nominations for Vice Chair.

Nomination made by Bob DeBisschop for Dick Burke as Vice Chair. Lila Ferrillo seconded this nomination.

Nomination made by Jack Kiley for Tom Kelly as Vice Chair. No second.

Nomination made by Dick Burke for Jack Kiley as Vice Chair. Bob DeBisschop seconded this nomination. Jack noted he would not accept the position. No vote.

Chairman Ferrillo called for a vote for Dick Burke as Vice Chair. Dick Burke noted he would not accept the position. No vote.

Chairman Ferrillo asked if there were any nominations for Secretary.

Nomination made by Lila Ferrillo for Nancy Schmitt as Secretary. Nancy noted she would not accept the position. No vote.

Chairman Ferrillo noted that a special meeting could be called if members wish to make nominations and vote for officers again before thirty days. The next regular meeting is set for 12/16/13 which will give the Board another chance to make nominations and vote.

Acceptance of Minutes

Motion made by Dick Burke to approve the Minutes for the 10/7/13 special meeting. This was seconded by Bob DeBisschop. (5) Ayes (1) Abstention by Nancy Schmitt. Motion passes.

Motion made by Nancy Schmitt to approve the Minutes for the 9/23/13 regular meeting. This was seconded by Dick Burke. Motion passes unanimously.

Amendments to the Agenda – None.

Audience of Citizens – None.

Old Business

7A – Transfer Planning and Zoning Part Time Staff – No action taken.

New Business

2013/2014 Transfers

Department	Account	Account No.	Amount
1.From: Conservation	Engineering	5265-570-111	\$1,500.00
To: Conservation	Legal Services	5265-672	\$1,500.00

Motion to approve by Bob DeBisschop
Seconded by Nancy Schmitt

Comments
Vote Unanimous

2.From: Conservation	Legal Notices	5265-670	\$1,000.00
To: Conservation	Legal Services	5265-672	\$1,000.00
3.From: Conservation	Stenographer	5265-670	\$600.00
To: Contingency	Finance Cont	5320-560-5320	\$600.00

Motion to Table items 2 & 3 by Tom Kelly
Seconded by Dick Burke

Comments
Vote Unanimous

4.From:	Conservation	Wages Overtime	5265-521-1000	\$300.00
To:	Contingency	Finance Cont	5320-560-5320	\$300.00

Motion to Approve by Jack Kiley
Seconded by Nancy Schmitt
Comments
Vote Unanimous

5.From:	Emergency Comm	Maintenance Contract	5300-674	\$453.00
To:	Emergency Comm	Telephone	5300-775	\$453.00

Motion to Approve by Dick Burke
Seconded by Nancy Schmitt
Comments
Vote Unanimous

6.From:	Fire Marshal	Software	5320-552	\$1,240.00
To:	Contingency	Finance Contingency	5320-560-5320	\$1,240.00

Motion to Approve by Bob DeBisschop
Seconded by Dick Burke

Comments Scott Pelletier attended the meeting. The request is for computer software for inspections that will work with existing Firehouse Software. Existing software will no longer be needed when the new program is used. The request is that funding come from Finance Contingency. During discussion, it was found that the deputy wages line item has funds to cover the request.
Vote None

From:	Fire Marshal	Software	5320-552	\$1,240.00
To:	Fire Marshal	Deputy Wages	5330-513-0054	\$1,240.00

Motion to Approve by Dick Burke
Seconded by Nancy Schmitt
Vote Unanimous

New Vehicle for Fire Department

Scott Pelletier attended the meeting. Documentation that Scott provided shows that the assistant fire chief's vehicle (2004) is in disrepair and the estimate for repair is \$15,569.78. This does not include cost to repair the four wheel drive mechanism. The department requested that the vehicle be replaced at a cost of \$48,000. Scott noted that the adjusted amount is \$45,000. The console in the back of the vehicle can be used in the new vehicle. Scott noted that the mileage is not excessively high but used to be a police vehicle and has a lot of corrosion. Scott feels it is not safe and should be taken off the road. He would take the new vehicle and give the assistant chief of Quaker Farms Fire Company his vehicle (2011 Ford Expedition). The other chief's vehicle is a 2006. He noted that he puts more mileage on his vehicle than the assistant chief because he uses it for his duties as Fire Marshal and Fire Chief.

Motion made by Dick Burke to approve \$45,000 for the acquisition of a Ford Expedition for the Fire Marshal from General Fund Surplus. This was seconded by Bob DeBisschop.
Discussion: The acquisition will go to Town Meeting. Discussion ensued about the possibility

to use funds from Finance Contingency. Bob DeBisschop noted it is a capital expense and it is appropriate that it go to Town Meeting. Jack asked if this was a capital request during budget meetings and Lila answered yes. It was not approved because it was felt that the department could use the vehciel for one more year. It has become a safety issue and needs to be replaced. Vote: (4) Ayes (2) Abstentions by Tom Kelly and Nancy Schmitt. Motion passes.

Monthly Reports

Jim Hliiva reported as follows:

Report on Tax Collections – Total tax collections to date is \$19,632,618.50. As of the end of October we collected 54.38% of the current budget 40% of the back taxes and interest that was budgeted 78% of sewer usage fees and 80% of aircraft fees.

Dick spoke about the incident in Winchester with the Finance Director stealing funds from the Town. He questioned if there is any concern that the correct and necessary controls are in place within the Finance Department. Jim Hliiva noted that he had asked years back that an internal auditor checks on the finance department. He noted that they have very tight controls at this time but believes an internal audit should be done which protects him. Lila commented that it was proposed for about four years and it was not approved. Jack commented that an assistant in the Finance office should be added to work with the Finance Director. Lila noted that a person added to handle purchasing for all departments would be an asset. Dick asked if adequate controls are in place to avoid similar problems that occurred in Winchester. Tom noted that we would need to know specifics of what happened in that town to know if we are at risk for similar problems. Jack noted the Tax Office has cameras and there is more than one person who checks the cash that is collected. In the Town Clerk's office the funds that are collected are reconciled. There are a lot of controls with cash that is collected. Controls with purchasing are difficult to handle. There are three signatures required on all checks that are written. Lila noted that auditor will meet with the Board next month. Board members can ask questions at that time. Bob noted that questions for the auditor should be prepared in advance relating specifically to the Finance office to be reviewed at the December regular meeting.

Board of Finance Contingency Account Analysis report – \$110,933.00*

*Contingency Balance including pending items

General Fund Surplus - No figure available. The auditor will attend the December regular meeting with a figure.

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

Cash position statement – Total all cash \$14,458,771.51.

Reports presented by Board of Education – No report.

Revenue was reviewed.

Lila asked if any Board members would like to do another vote regarding officers. No members commented.

First Selectman Temple noted that after thirty days he would have the authority to appoint a Chairman for the Board of Finance, according to State Statute. Lila noted that Robert's Rules of

Order states that the Board can go on indefinitely when voting for officers. She noted that it states that only the Board can pick its officers.

Motion made by Dick Burke to requested that the town attorney research the above topic to confirm the rules. He asked that those findings be documented. Nancy Schmitt asked that an estimate of the cost of such research be given in advance. First Selectman Temple indicated that we pay him per hour. The motion was not seconded or voted on.

First Selectman Temple stated that he has the authority to ask the Town attorney for an opinion. Lila noted that she will look up the reference in Robert's Rules of Order and forward it to all Board Members. She noted that the State Statute takes precedence after thirty days. This occurred in the past and First Selectman Drayton-Rogers made the appointment.

Adjournment:

MOTION to adjourn was made by Dick Burke at 8:00 p.m. This was seconded by Bob DeBisschop. Motion passes unanimously.

Respectfully submitted subject to approval,
Marni Soss
Marni Soss, Board of Finance Clerk

13 DEC -2 AM 10:33
TOWN BOARD, CT
Margaret A. West
TOWN CLERK