

MINUTES
BOARD OF FINANCE
REGULAR MEETING
JULY 23, 2012 – 7:00 P.M.

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, Tom Kelly, Jack Kiley, Robert DeBisschop and Richard Burke (arrived at 7:13 p.m.). Absent: Nancy Schmitt. Also present: James Hliva, Finance Director.

Acceptance of Minutes

Motion to accept minutes of 6/25/12 Regular Meeting, 7/9/12 Public Hearing and 7/10/12 Special Meeting made by Tom Kelly. Second by Jack Kiley. Motion passes unanimously.

Audience of Citizens – None.

Amendments of Agenda – Tom Kelly moved to amend the agenda to include Executive Session to discuss the prior tax collector and court case if First Selectman Temple is available for the meeting. Second by Jack Kiley. Motion passes unanimously.

New Business

Transfers 2011-2012 as approved by the Board of Selectmen

| | Department | Account | Account No. | Amount |
|-----|---------------|--------------------------|---------------|----------|
| 1-5 | TO: Library | Computer Catalog | 5390-560 | \$81.14 |
| | FROM: Library | Computer Maintenance | 5390-551 | \$44.50 |
| | FROM: Library | Supplies Departmental | 5390-769 | \$36.64 |
| | TO: Library | Water | 5390-799 | \$4.20 |
| | FROM: Library | Conferences and Meetings | 5390-555 | \$4.20 |
| | TO: Library | Wages Circulation | 5390-515-83 | \$67.12 |
| | FROM: Library | Cont Serv. Clerk | 5390-570-1 05 | \$59.57 |
| | FROM: Library | Magazines and Papers | 5390-680 | \$7.55 |
| | TO: Library | Wages Director | 5390-511-80 | \$599.14 |
| | FROM: Library | Wages Part Time | 5390-517-84 | \$469.37 |
| | FROM: Library | Magazines and newspapers | 5390-680 | \$129.77 |
| | TO: Library | Books | 5390-525 | \$444.68 |
| | FROM: Library | Civic Activities | 5390-535 | \$444.68 |

Motion to approve items 1-5 by Lila Ferrillo

Seconded by Tom Kelly

Vote Unanimous. Motion passes.

Comments Item 4 is due to library director being out of work and other employees doing the work in her place.

| | | | | |
|----|---------------|--------------------|---------------|-----------|
| 6. | TO: Elderly | Wages Drivers | 5295-517-47 | \$1536.41 |
| | TO: Elderly | Wages Overtime | 5295-521-1000 | \$404.87 |
| | FROM: Elderly | Wages Director | 5295-511-45 | \$260.60 |
| | FROM: Elderly | Custodial Services | 5295-517-11 | \$655.00 |
| | FROM: Elderly | Heating | 5295-625 | \$1025.68 |

| | | | | |
|----|---------------|----------------------|----------|------------|
| 7. | TO: Elderly | Facility Maintenance | 5295-613 | \$1,365.00 |
| | FROM: Elderly | Vehicle Repairs | 5295-812 | \$1,365.00 |

Motion to approve items 6 & 7 by Lila Ferrillo

Seconded Tom Kelly

Vote Unanimous. Motion passes.

Comments 6. Wages for drivers is due to two drivers leaving and four new drivers being hired for training on part-time basis.

| | | | | |
|----|-------------------------|-----------------------------|-------------|------------|
| 8. | TO: Employee Benefits | Payment in Lieu of Benefits | 5305-523-96 | \$2,574.89 |
| | FROM: Employee Benefits | Workers Compensation | 5305-794 | \$2,574.89 |

Motion to approve by Bob DeBisschop

Seconded by Tom Kelly

Vote Unanimous. Motion passes.

Comments One employee was an addition to what was budgeted for (for payment in lieu of benefits).

| | | | | |
|----|---------------|---------------|------------|----------|
| 9. | TO: Elderly | Telephone Sys | 5295-775-7 | \$260.00 |
| | FROM: Elderly | Heating | 5295-625 | \$260.00 |

Motion to Discuss by Tom Kelly

Seconded by Jack Kiley

Comments Phone added in director's office. The Board wants more information regarding the bill.

Motion to approve by Tom Kelly

Seconded by Bob DeBisschop

Vote Unanimous. Motion passes.

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|-----|---------------|-----------------------|----------|----------|
| 10. | TO: Elderly | Programs Regular | 5295-729 | \$153.00 |
| | FROM: Elderly | Sidewalk Snow Removal | 5295-736 | \$153.00 |

Motion to deny by Tom Kelly

Seconded by Jack Kiley

Vote (3) Ayes; (1) Opposed-Bob DeBisschop. Motion passes.

Comments Tom noted that there is a budget for programs and a new program should not have been added. He asked that a letter be sent to them asking why they are adding new programs and as a result, they have gone over budget.

Dick Burke arrived at 7:13 p.m.

| | | | | | |
|-----|-------------------------|-----------------|----------|----|--------|
| 11. | TO: Conservation IWWC | Supplies Office | 5265-770 | \$ | 100.00 |
| | FROM: Conservation IWWC | Photographic | 5265-708 | \$ | 100.00 |

Motion to approve by Bob DeBisschop

Seconded by Jack Kiley

Vote (3) Ayes; (1) Opposed-Tom Kelly; (1) Abstained-Lila Ferrillo. Motion passes.

Comments

| | | | | |
|-----|------------|-----------------|-------------|---------|
| 12. | TO: Fire | Wages Clerk | 5325-517-52 | \$97.76 |
| | FROM: Fire | Wages Secretary | 5325-517-99 | \$97.76 |

Motion to approve by Bob DeBisschop

Seconded by Jack Kiley

Vote Unanimous. Motion passes.

Comments

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|-----|-----------------|---------------------|---------------|-------------|
| 13. | TO: Selectmen | Wages Admin Asst. | 5480-511-11 | \$11,281.22 |
| | FROM: Selectmen | Finance Contingency | 5320-560-5320 | \$11,281.22 |

Motion to approve by Bob DeBisschop

Seconded by Jack Kiley

Vote (4) Ayes; (1) Nay-Tom Kelly. Motion passes.

Comments This is for buyouts for the prior administrative assistant for sick time, vacation time that was unused. Also, there was an overlap of salaries for four weeks for training period. The Board noted that they want to review the Personnel Policy Manual for the Selectmen's administrative assistant. The Board noted that they are interested in a time clock for Town Hall and a letter to be sent to the First Selectmen regarding implementing the same.

| | | | | |
|-----|---------------------------|---------------------|---------------|------------|
| 14. | TO: Tax Collector | Wages Tax Collector | 5480-511-11 | \$7,211.40 |
| | FROM: Tax Collector | Finance Contingency | 5320-560-5320 | \$7,211.40 |
| | TO: Tax Collector | Wages Tax Collector | 5460-511-11 | \$20.17 |
| | FROM: Finance Contingency | Finance Contingency | 5320-560-5320 | \$20.17 |

Motion to disapprove made by Tom Kelly. No second.

Motion to approve made by Bob DeBisschop

Seconded by Jack Kiley

Vote (4) Ayes; (1) Nay-Tom Kelly. Motion passes.

Comments This is for Jackie Orner.

| | | | | |
|-----|---------------|-----------------------|---------------|------------|
| 15. | TO: Police | Cont Serv. Trooper | 5433-570-5433 | \$2,797.50 |
| | TO: Police | Cont Serv. Trooper OT | 5433-570-1000 | \$8,378.54 |
| | FROM: Police | Wages Police Officers | 5433-515-58 | \$9,808.39 |
| | FROM: Finance | Finance Contingency | 5320-560-5320 | \$1,367.65 |

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|-----|--------------|--------------------|---------------|------------|
| 16. | TO: Police | Overtime | 5433-521-1000 | \$1,291.55 |
| | TO: Police | Buybacks | 5433-522-86 | \$6,642.25 |
| | TO: Police | Longevity | 5433-522-87 | \$670.00 |
| | FROM: Police | Shift Differential | 5433-515-1001 | \$8,603.80 |

Motion to approve items 15 & 16 made by Bob DeBisschop

Seconded by Jack Kiley

Vote (4) Ayes; (1) Nay-Tom Kelly. Motion passes.

Comments Discussion ensued re: flagmen who are not police officers working in Town for the summer.

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|-----|-------------------------|-----------------|----------|-------------|
| 17. | TO: Employee Benefits | Unemployment | 5305-780 | \$22,795.00 |
| | FROM: Employee Benefits | Buybacks | 5305-646 | \$5,903.82 |
| | FROM: Employee Benefits | Drug Testing | 5305-583 | \$500.00 |
| | FROM: Employee Benefits | Social Security | 5305-744 | \$11,627.02 |
| | FROM: Employee Benefits | Workers Comp | 5305-794 | \$4,764.16 |

Motion to approve by Bob DeBisschop

Seconded by Dick Burke

Vote (4) Ayes; (1) Nay-Tom Kelly. Motion passes.

Comments Reimbursement on benefits for prior tax collectors and prior administrative assistant.

Discussion ensued about the press release from the Board of Education regarding their estimated surplus and the fact that their books are not closed for the year yet. The Board asked that a letter be forwarded to the First Selectman regarding verification of the Board of Education budget surplus in the amount of \$138,000.

Update on Great Oak Roof and Solar Panel Project

Bob DeBisschop gave update on behalf of the committee. He noted that two 80 sq. ft. roofs need repair. Chairman Ferrillo asked for an estimated date of completion and Bob noted that they are being worked on. They were not originally put in the specifications. He noted that the work can be done as a change order. A bond was posted by Silktown Roofing which is still in possession of the Town. Jack asked if Silktown will be doing the work. Bob indicated that the committee has a price from Silktown but feels they can do better with a different contractor and they are actively pursuing the contractor but no contract has been signed. There was a meeting with them this week. A financial report of the project was reviewed. Lila noted that she wants to know what the project cost the Town. Jim noted that he would work on the accounting of the project.

Tom Kelly asked that the finances of all projects in the future be tracked by the Finance Department. Tom also commented that a policy needs to be written to stipulate that a quarterly accounting report for every project in Town must provide to the Board of Finance (or monthly if the project is near completion).

Monthly Reports – No reports reviewed.

Executive Session was not held.

Adjournment

Motion to adjourn made by Tom Kelly at 8:10 p.m. Second by Jack Kiley. Motion passes unanimously.

Respectfully submitted, subject to approval

Marni Soss

Marni Soss, Clerk

12 JUL 25 PM 4:37
TOWN OF STURFORD, CT
Margaret A. Clark
TOWN CLERK