

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.

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

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

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.

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. West
TOWN CLERK