

**MINUTES
BOARD OF FINANCE
REGULAR MEETING
SEPTEMBER 23, 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, Robert DeBisschop, Richard Burke and Nancy Schmitt. Also present: James Hliva, Finance Director. Absent: Tom Kelly.

Acceptance of Minutes

Motion made by Nancy Schmitt to approve the Minutes for the 8/26/13 regular meeting. This was seconded by Dick Burke. Motion passes unanimously.

Motion made by Bob DeBisschop to approve the Minutes for the 9/10/13 special meeting. This was seconded by Jack Kiley. (3) Ayes (2) Abstentions by Nancy Schmitt and Dick Burke. Motion passes.

Audience of Citizens – None.

Old Business

Appropriation for Workers Comp and Liability Insurance

Jim noted that he received information since the last regular meeting regarding insurance. Dental and medical insurance costs came in less than expected. \$38,143.64 is needed.

Motion to approve appropriation of \$38,143.64 from Finance Contingency for Workers Compensation and Liability insurance made by Nancy Schmitt. This was seconded by Bob DeBisschop. Discussion: Jim was asked why workers compensation is so high. He commented that there have been several accidents and injury claims the last five years. Motion passes unanimously.

Dick asked that the Board discuss insurance claims in Executive Session at a future meeting. Lila noted that this is necessary and should be done.

Nancy asked that dates be added to agenda items to show when the item was originally put on the agenda. This was agreed to.

Tabled Town Hall telephone expense for FY 2012-2013

Jim noted that the request was for \$5,000 last month and he found that some expenses were not allocated to the Building department and library. This month the request is for \$4,114.30 for telephones. The transfer will come from the following accounts:

TO: 5545-770	Telephone	\$4,114.30
From: 5545-789	Web Admin	\$2,075.00

From: 5545-625	Heating Oil	\$1,479.56
From: 5545-798	Waste Removal	\$96.11
From: 5320-560-5320	Finance Contin	\$464.63

Motion to approve \$4,114.30 for Town Hall telephone expense made by Bob DeBisschop. This was seconded by Dick Burke. Discussion: Dick noted that at the last meeting of 8/26/13 he asked that action be taken to analyze the phone expenses and noted that there should be a document that shows the overall cost for telephone expenses and where they come from. Jim noted that the land lines are costing \$13,000 and cell phones are costing \$6,000 (for Town Hall). Not counting Board of Education, Jim noted that total is approximately \$50,000 to \$60,000. Jack noted that Tom had pointed out at the last meeting that many of the cell phones that Town employees have are iphones, which is costly. Lila noted that Scott Pelletier negotiated the contract for the phones. They questioned whether the iphones are necessary. Dick noted that the company he works for does not provide smart phones for employees. Lila noted that Scott should attend the next regular meeting to have a discussion on the matter.

Motion passes unanimously.

New Business

Transfers 2012-2013 as approved by Selectmen on 9/18/13

See Attachment A.

Motion made by Bob DeBisschop to take **New Business item 6a Report on Tax Collections** at this time. This was seconded by Dick Burke. Motion passes unanimously.

Sharon Scinto attended the meeting. She provided a cash report for August and September. She noted that she has worked on correcting the old accounts. The two lists that were approved will receive proof that they have no balance due and a letter from the First Selectman shortly. Sewer bills will be sent out soon. Aircraft bills will go out soon. Nancy asked what the dollar amount that remains to go through. Jim noted the figure is unknown. He noted that there was a batch of \$700,000 that was written off. \$122,000 and \$66,000 and \$633,328.49 were also written off. She noted that Marie's last day of work will be 9/27/13. Lila asked if the office needs the part-time employee and Sharon reviewed the reasons why the department needs the employee. Procedure for handling delinquent taxes was reviewed. Lila asked how long Sharon waits before an attorney or marshal is informed of the account. Sharon noted three years is the time period. Lila noted that the attorney should be advised to possibly set a payment plan before the marshal is called. Sharon indicated that a lien is put on if payment is not made by May 30 of the following year. Jack asked Sharon to speak to other Tax Collectors in other towns to find out what their procedures are. Sharon has done this and reviewed the information with the Board. Dick asked if the Board can receive a list of uncollected accounts. He asked for each tax year (starting with last year) the outstanding amount of delinquent taxes. Sharon will provide this.

Appropriation for School Planning Committee \$20,000

The Board reviewed a letter from the Committee to First Selectman Temple dated 9/2/13 in which the \$20,000 appropriation was requested. The Board asked for a breakdown of the figure and questioned if the entire amount is needed at this time. Jim noted that the committee should

come to a meeting to answer questions. He noted that \$2,000 is needed for the recording secretary at this time. Dick noted that specifications for the project should not be costly.

Motion made by Dick Burke to approved appropriation of \$2,000 for the School Planning Committee. No second. Motion fails.

Bob DeBisschop noted that funding is needed for the first project that this committee is charged with which is replacement of the Quaker Farms School roof. He noted that an official copy of the Town meeting and copy of the Board's action approving funds has to go to the State Building Department for filing of the plans. He noted that he agreed with Dick on the point that the specifications should not be costly. Specifications and proof of funding for the project need to be presented to the State. \$2,000 is not sufficient to show that this is a viable project.

Dick noted that the 9/2/13 letter includes more than the roof project. The Board reviewed the documents and considered this point. Lila and Jack commented that the letter is pertaining to the roof project.

Motion to recess made by Bob DeBisschop at 7:45 p.m. This was seconded by Dick Burke. Motion passes unanimously.

Motion to come out of recess made by Bob DeBisschop at 7:50 p.m. This was seconded by Dick Burke. Motion passes unanimously.

Motion made by Nancy Schmitt to approve appropriation of \$20,000 for expenses associated with marketing, engineering, bid specifications, hiring of a recording secretary to facilitate the application for State reimbursement for the roofing project at Quaker Farms School. This was seconded by Dick Burke. (4) Ayes (1) Jack Kiley recused himself. Motion passes.

Transfer 2013-2014 Planning and Zoning

No Action taken.

Approve LoCIP in the amount of \$100,000 and forward to Town Meeting

Jim noted this is for improvement/paving of Riverside Fire Department parking lot. Board members asked for back-up documents and bid information for the project. Jack noted that the bid information was reviewed at the Selectmen meeting. Lila noted that the documents should have been forwarded to the Board of Finance. Nancy noted that she is uncomfortable in approving this without back-up information.

Motion made by Lila Ferrillo to approve \$100,000 from LoCIP funds for the paving of the Riverside Firehouse parking lot and forward to Town Meeting. A presentation with all bids will be made at Town Meeting prior to vote. This was seconded by Dick Burke. Discussion: Jim reviewed use of LoCIP funds and the procedure for approval. He noted that the State does not have to approve the funds, that is is the Town's responsibility. Nancy commented again that she would have liked to see back-up documents before voting on this motion. Board members agreed that documents should be with the packet provided for the meeting. Dick noted that the Fire Department is usually good about attending meetings and their back-up to projects is usually good. Nancy agreed that their back-up to projects is usually good. Lila noted that the project is needed and that the funding has changed since the original plan from extra funds from

the Great Hill Road project to LoCiP funds. Scott Pelletier was called and asked to attend the meeting. He attended and reviewed the project. He noted that Nafis and Young developed a bid spec. Five bids were received and the low bid was chosen. The low bidder met with the engineer who confirmed that he can do the project. References were received. Scott understands that he needs to do a presentation at the Town Meeting next week. Motion passes unanimously.

Scott was informed that he will be asked to attend the next regular meeting to review the contract for cell phones for Town employees.

Discussion with Town Engineer on Great Hill Road

Jim noted he is waiting to hear from the Town Engineer.

Discussion on Benefits of belonging to CCM – No action taken.

Monthly Reports

Jim Hliva reported as follows:

He informed the Board that the auditors will be in Town Hall tomorrow to do their preliminary work in the Tax Office. They will do the Town audit starting the first week of October.

Report on Tax Collections - See page 2.

Board of Finance Contingency Activity report – \$38,28.90.

General Fund Surplus - An estimate was reviewed with Board members.

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

Cash position statement – \$38,128.90 (if all transfers were approved)

Reports presented by Board of Education – No report available for review.

Adjournment:

MOTION to adjourn was made by Nancy Schmitt at 8:15 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 SEP 25 PM 1:53
TOWN OF STAFFORD, CT
Margaret A. West
TOWN CLERK

SCHEDULE A

To: Board of Selectmen
From: Finance Director
Re: 2012-2013 Transfer requests

September 13, 2013

Item #	Department	Account	Account Number	Amount
1	TO: Elderly	Vehicle Repairs	5295-595	\$ 137.78
	FROM: Elderly	HVAC	5295-635	\$ 120.00
	FROM: Elderly	Facility Supplies	5295-770	\$ 17.78
Motion to Approve by Nancy Schmitt Seconded Jack Kiley Vote Unanimous Comments Jack asked for confirmation that these are from the last fiscal year. Jim noted yes. The bills were received in August.				
2	TO: Ambulance	Equipment lease Purchase	5210-601	\$ 175.00
	FROM: Ambulance	Vehicle Maintenance	5210-811	\$ 175.00
Motion to Approve items 2 & 3 by Nancy Schmitt Seconded Jack Kiley Vote (4) Ayes (1) Abstention by Bob DeBisschop Comments				
3	TO: Ambulance	Uniforms	5210-785	\$ 681.30
	FROM: Ambulance	Vehicle Maintenance	5210-811	\$ 559.38
	FROM: Ambulance	Facility maintenance	5210-614	\$ 50.44
	FROM: Ambulance	Supplies	5210-77	\$ 34.87
	FROM: Finance	Contingency	5320-560-5320	\$ 36.61
4	TO: Capital Projects	Center School	5235-612-7067	\$ 917.13
	FROM: Capital Projects	High School	5235-612-7024	\$ 917.13
Motion to Approve by Nancy Schmitt Seconded Jack Kiley Vote Unanimous Comments				
5	TO: Police	Overtime State Police	5433-570-1000	\$ 3,148.71
	FROM: Police	Facility Maintenance	5433-613	\$ 1,216.27
	FROM: Police	Equipment Maintenance	5433-605	\$ 572.53
	FROM: Police	Electricity	5433-595	\$ 453.97
	FROM: Police	Office Supplies	5433-770	\$ 531.83
	FROM: Police	Waste Removal	5433-798	\$ 198.07

SCHEDULE A

To: Board of Selectmen
From: Finance Director
Re: 2012-2013 Transfer requests

September 13, 2013

Item #	Department	Account	Account Number		Amount
	FROM: Police	Equipment Leased	5433-601	\$	128.13
	FROM: Police	Water	5433-799	\$	35.48
	FROM: Police	Computer Software	5433-605	\$	12.43

Motion to Approve by Nancy Schmitt

Seconded Jack Kiley

Vote Unanimous

Comments

6	TO: Public Works	Equipment Rental	5456-602	\$	30,580.00
	FROM: Public Works	Gasoline	5456-610	\$	15,164.24
	FROM: Public Works	Highway Signs	5456-742	\$	2,413.52
	FROM: Public Works	Snow Removal Part Time	5455-515-69	\$	2,306.75
	FROM: Recycling	Cont Serv Disposal	5464-570-310	\$	7,022.51
	FROM: Recycling	Contract Serv Freon	5464-570-312	\$	1,218.00
	FROM: Public Works	Electricity	5457-595	\$	888.08
	FROM: Public Works	Facility Maint Supplies	5457-614	\$	530.49
	FROM: Public Works	Maintenance Materials	5457-685	\$	679.17
	FROM: Public Works	Supplies Departmental	5456-769	\$	357.24

Motion to Approve by Nancy Schmitt

Seconded Jack Kiley

Vote Unanimous

Comments Jim noted this was for street sweeping. The vendor from last year recently forwarded a bill that was for services last year. Lila noted that the department should have noticed the bill did not come in.

7	TO: Tax Collector	Computer Maintenance	5505-551	\$	2,325.00
	FROM: Tax Collector	Wages Clerk	5505-517-23	\$	2,325.00

Motion Bob DeBisschop

Seconded Jack Kiley

Vote Unanimous

Comments

8	TO: Town Counsel	Outside Legal	5535-672-203	\$	10,875.50
	FROM: Finance	Contingency	5320-560-5320	\$	10,875.50

Motion to Table Items 8 & 9 by Lila Ferrillo

Seconded Bob DeBisschop

Vote Unanimous

Comments

SCHEDULE A

3 of 3

September 13, 2013

**To: Board of Selectmen
From: Finance Director
Re: 2012-2013 Transfer requests**

Item #	Department	Account	Account Number	Amount
9	TO: Town Counsel	Attorney	5535-672-201	\$ 20,445.00
	FROM: Town Counsel	Land Use	5535-672-205	\$ 19,163.93
	FROM: Town Counsel	Legal Expenses	5535-672-202	\$ 976.16
	FROM: Town Counsel	Legal Claims	5535-672-204	\$ 304.91
10	TO: Planning and Zoning	Dues and Fees	5430-585	\$ 100.00
	FROM: Planning and Zoning	Zoning Map Update	5430-796	\$ 100.00
	Motion	to Approve Dick Burke		
	Seconded	Jack Kiley		
	Vote	Unanimous		
	Comments			
11	TO: Planning and Zoning	Engineering	5430-598	\$ 2,805.00
	FROM: Planning and Zoning	Zoning Map Update	5430-796	\$ 1,900.00
	FROM: Planning and Zoning	Zoning Regulations Update	5430-797	\$ 500.00
	FROM: Planning and Zoning	Supplies Office	5430-770	\$ 405.00
	Motion	to Approve Jack Kiley		
	Seconded	Dick Burke		
	Vote	Unanimous		
	Comments			