

BOARD OF FINANCE
AUGUST 13, 2009
MINUTES

Present: Kathy McGannon, Marty Shapiro, Tom Tesoro, William Crooks, Mark Smith and alternates Steve Lupien, Lisa Valenti (in for Ken Martin).

Also: Lynn Heim, Director of Finance; Dan Schopick, Town Attorney

The meeting was called to order at 7:00 p.m. by Chairman Kathy McGannon. All those present joined in the Pledge of Allegiance and a moment of silence to remember our past member Joanna Brunner who passed away in July.

The Board unanimously agreed to add Public Comments to the agenda for those who are present and wish to speak.

Public Comments:

Lisa Deutsch, 42 Copper Kettle Road...Would appreciate approval of this sewer bond.

Shirley Pollack, 23 Booth Hill Road...Would like to see the approval of the sewers.

8/09/02...It was moved (Shapiro); seconded (Smith) to increase bonding authorization for the Nichols Phase IV, Part B. Contract IV Sewer Project by \$28,000,000.

The WPCA approved the low bid from Mark IV Construction Co. on May 20, 2009 for the North Nichols – Phase IV Part B, Contract IV sewer expansion. This will provide sewer service to approximately 1,000 homes.

Present for discussion: John Stafstrom, Bond Counsel; Joseph Solemene, WPCA Coordinator

Note: Lisa Valenti will be voting in place of Ken Martin.

Mr. Crooks asked if it would be appropriate to offer an amendment to change the figure to \$25,540,000 because that is the increase and the new total amount would be \$27,000,000.

Mr. Stafstrom explained that we are increasing a previous authorization for the sewers for the Nichols project by \$25,540,000. Previously on March 2, 2009, the Board authorized \$850,000 to jump start the project to allow for the state to do their part of Huntington Road. On May 4, 2009, an additional \$610,000 was authorized to jump start the new easements and other things that were necessary. Total amount that would be authorized if you were to include those other items would be \$27,000,000. The increase previously authorized for this project was \$1,460,000. What you are doing is authorizing an increase if you approve this resolution of \$25,540,000 for a total of \$27,000,000.

Mr. Crooks moved to amend this motion by authorizing an increase of \$25,540,000 for a total of \$27,000,000; seconded by Mr. Shapiro.

Motion on amendment carries unanimously 6 – 0.

Discussion:

Mr. Crooks asked if all bids included provision for police detail. Mr. Solemene stated that a \$500,000 lump sum item is included in the bid specs so that every bidder has to deal with that.

Everyone has the bid schedule. Each contractor interprets how they are going to bid those items differently. The bottom line is after they total the 30 or so items they are going to bid, the bottom line is the total result.

Mr. Crooks asked if the WPCA had seen the detailed work for every figure. Mr. Solemene said there was a lengthy discussion of whether we should accept the lowest bid or go with the second lowest bid. At the end of the meeting it was determined by the WPCA board that they were comfortable with the 24.9 low bid.

Vote on amended motion carries unanimously 6 - 0

8/09/03...WPCA...Appropriate from 20-315200 Retained Earning the sum of \$85,000 to 20100000-522202 Professional Services. This item was WITHDRAWN.

Minutes of June 11, 2009...Mr. Crooks moved to approve as presented; seconded by Mr. Shapiro. Motion carried unanimously 6 – 0.

Treasurer's Report...It was requested that there be a Treasurer's Report next month for year end.

8/09/01...Town Clerk...Transfer from 01013600-501102 PT Salaries the sum of \$2,700 to 01013600-501103 Seasonal Salaries due to a town printing error.

It was moved by Mr. Shapiro; seconded by Mr. Tesoro. Motion carried unanimously 6 – 0.

Budget Analyst Job Description:

Tom Tesoro supports this job description 100%. It does exactly what it is suppose to do. It provides us with the opportunity to review procedures, processes relationships, all the things that the previous incumbent did. It allows us to do all that and meet the requirements of the Town Charter.

Marty Shapiro stated that the changes made in this document is a good improvement and makes the position of Internal Auditor more useful. He has two changes he would like to

see made: General Statement of Duties: 5) add...Board of Finance as requested by the Chairman. And Minimum Qualifications...fourth line down, change needed to acquire.

Lisa Valenti stated that what the committee had hoped to achieve by this position was how to get more for this Board to assist this person.

Bill Crooks has a problem with this job description in that there is no mention of internal controls. When the term auditor is used, it encompasses two things 1) looking at the financial statements and seeing if the figures are presented fairly and 2) looking at the internal accounting controls and seeing if they are a good set of controls and are being adhered to. In the new job description internal controls is not referred to that this person will be responsible whereas in the old job description it was there. This job description waters down those responsibilities. No problem with changing the title or expanding the duties to include assisting the Director of Finance in evaluating figures for the purpose of presenting such to this Board. Mr. Crooks has a bigger problem of taking away the responsibility of internal accounting controls.

Requested change made by Mr. Crooks: General Statement of Duties: 2) add...Reviews accounting procedures and internal accounting controls and recommends improvements.

Once changes have been made and reviewed by Dan Schopick, Liz Smith and the Union, she will have copies sent to the Board before our next meeting.

Motion made to adjourn (Tesoro); seconded by (Shapiro)

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Gail Bokine, Clerk