

BOARD OF FINANCE
March 18, 2009
MINUTES

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

Also present: Maria Pires, Asst. Director of Finance, Dan Schopick, Town Attorney

The regular monthly meeting of the Board of Finance 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 all those service men and women stationed around the world.

Approval of Minutes of February 12, 2009...Tesoro moved to approve as presented; seconded by Smith.

McGannon moved to amend page 2 paragraph beginning Ms. Gannon...the project was already approved and we were simply moving the date of the installation; seconded by Steve Lupien. Motion carried unanimously.

Motion on minutes as amended carries unanimously.

3/09/01...Approval for Funding for Architect for Jane Ryan Roof Project...

McGannon stated that the funding is already in place and in the Board of Ed budget. Al Barbarotta was present to explain where we are going from here. An RFP had been sent out through Bob Chimini in Purchasing for an architect for this project. Low bid came in at \$9800 by Silver Petrucelli. The bids were very competitive. There was a small section of the roof that was to be done separately and we got a separate bid for it in the amount of \$680 to put in the drains and design it. This bid was also low and came from Silver Petrucelli. Barbarotta will be seeking reimbursement on this project at the 31% rate from the State. This means there will be certain things that need to be done and we will need to design the roof according to the state's requirements. The numbers all look good. At this point we have figures of \$9800 for the roof plus \$680 for the small section. This project should be done this summer.

The BOE has already received \$87,000 from the BOF and it was put in their budget, so the BOF would assume that any bills incurred by the Committee and/or architectural fees will initially go to that \$87,000 until it is used up. Crooks wanted to know if there would be any problem transferring those funds into the Committee's fund. Barbarotta sees no problem with that. It has to be isolated; it has to be controlled and we need to be accountable to the penny not only to the BOF but the state in order to get reimbursement. So, Crooks said, that if this Board and Town Council ultimately approve the bonding and these monies have been spent from a supplemental appropriation to the BOE, I want to

make certain the seed money for the \$87,000 or whatever portion is spent is also subject to reimbursement. Barbarotta stated he will immediately start working on the ED049 which is hard costs and soft costs separated.

Barbarotta also stated this is a priority 1 project and should get support from the state. Maria Pires asked if the architect's fees of \$10,000 will be added to the ED049, answer was yes.

It was suggested that the BOE cut a check in the amount of \$87,000 to the Town account that the Assistant Director of Finance would deem appropriate working with the Building Committee. Barbarotta suggested these monies be in a town account and then they would work through Maria instead of Sirico's office.

Item was withdrawn.

3/09/0...Recreation...Appropriate from Unreserved Fund Balance the sum of \$8,448 to Account 01080400-501101 Salaries to pay for unused comp time.

It was moved (Tesoro); seconded (Lupien)

Crooks was surprised by this particular request. It was his understanding that comp time when it was earned by department heads who do not always get overtime would be taken in days off or hours off at the convenience of the department and the First Selectman who oversees that particular department head. I would like to see a written policy on the comp time as it affects those department heads and/or personnel who do not normally get overtime.

McGannon had a copy of the section in the contract which reads " Compensatory time may be substituted for overtime pay upon the mutual agreement of the employee and the First Selectman or his/her designee. Compensatory time shall be used within 30 days of the date on which it was earned, and in accordance with applicable law, or shall be paid out to the employee at the applicable overtime rate." By contract she is due a payout on her comp time.

McGannon stated that in the future comp time is going to have to be paid out when it is earned. It should not be allowed to accumulate. Tesoro also stated that going forward we need to change the policy or practice that we now have.

What bothers Crooks is that there is no time frame in the contract that a decision must be made. Crooks would also like to have an interpretation from the labor attorney on this particular section of the contract; a query of he/she whether there was a certain time limit under which either option could be exercised and a list from the Administration of all comp time for members of this union and any other union that may have a similar clause in their contract.

Motion made by Crooks to table to next regularly scheduled meeting; seconded by Smith.
Motion carries unanimously 6 - 0

3/09/03...Disposal...Transfer from 01030400-522204 Contractual Services the sum of \$3,500 to 01030400-534402 Program Supplies to cover a deficit in the account.

It was moved (Tesoro); seconded (Lupien).

Maria Pires explained that the transfer amount and account need to be changed.

Tesoro moved to amend amount to \$3,942 and account number to 578802 Maintenance Repair; seconded by Lupien. Motion carries 6 – 0

John DelVecchio stated this was an unanticipated repair that we have taken corrective measures on this particular piece of equipment (grinder used in recycling) and do not expect it to happen again.

Motion as amended carries 6 - 0

3/09/04...Rails to Trails...Discussion...Mr. Crooks stated that the last time we got a report on this the report we received showed that the project had been expended for approximately \$1,350,000. Tonight we see a \$1,125,000 and this board several years ago authorized about \$1,140,000-\$1,150,000 so this shows that we are within this authorization. With the exception of vandalism, this would need the least amount of maintenance.

3/09/05...Transfer from 01030400-522204 Contractual Services the sum of \$3,000 to 01030400-578802 Maintenance Repair.

Motion made by (Lupien); seconded by (Crooks) to withdraw. Motion carries 6 – 0

Motion made to adjourn (Tesoro); seconded (Lupien).

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Gail Bokine, Clerk