

BOARD OF FINANCE  
October 16, 2008  
MINUTES

Present: Kathy McGannon, Tom Tesoro, (Joanna Bruner (alternate) for Marty Shapiro), William Crooks, Mark Smith, and (Lisa Valenti (alternate) for Ken Martin).

Also Present: Lynn Heim, Director of Finance; Vito Mazza, Town Attorney, Anthony Musto, Town Treasurer

Chairman Kathy McGannon called the regular monthly meeting of the Board of Finance to order at 7:00 p.m. All those present joined in the Pledge of Allegiance and a moment of silence to remember our servicemen and women stationed around the world.

Kathy McGannon welcomed Lisa Valenti, our new alternate member, to the Board.

It was noted that Joanna Bruner will be sitting in for the absent Marty Shapiro and Lisa Valenti will be sitting in for the absent Ken Martin.

Public Comments: None

Approval of minutes of September 18, 2008...(Tesoro) moved; (Bruner) seconded.

(Crooks) made the following amendments:

Page 3...second paragraph from bottom should read...**Motion fails 0 – 6.**

Page 5...fifth paragraph from bottom should read...(Crooks) questioned that without Town Council approval, the establishment of the corpus/trust **by the Park Department is questionable, i.e., does the Park Department have the right to establish an interest bearing trust without Town Council approval.**

Board requested that the Town Attorney review the trust fund to see if the income gained was **creditable to the trust as requested.**

Page 6...9/08/29...continued...add **Mr. Crooks questioned whether the reported fund balance, \$10,540, was in fact the number we should be considering under this proposal. He thought the number appeared to be more like \$28,000.**

(Bruner) amended as follows:

Page 2...third paragraph from bottom, line starting with a copy of Chapter 173...item 3B-b of the **Connecticut General Statutes...**

Page 4...fourth paragraph from bottom...add **9-08-29 was tabled temporarily.** Recess 10:05 – 10:15 p.m.

Motion made by (Tesoro) to approve amendments; seconded by (Bruner). Motion carried 4 – 0 – 2 (McGannon, Valenti...both not present at that meeting).

Motion made by (Tesoro) to approve minutes as amended; seconded by (Smith). Motion carried unanimously 4 – 0 – 2 (McGannon, Valenti)

Correspondence...Letter received from Allan Finkenauer regarding an issue with regard to the Dog Fund which is to be made part of the record.

The Chair received a letter from Dr. Chaffee requesting a representative from each party of the Board of Finance participate in a community conversation. Any one interested, please let him know by Monday, October 20, 2008.

Treasurer's Report...Anthony Musto, Town Treasurer reported that taxes are coming in a little slower than normal for the obvious reasons. Mr. Crooks requested that another column be added to the Treasurer's Report showing the fiscal cumulative year to date.

For discussion purposes only, (Tesoro) moved; (Bruner) seconded to move items 10-08-01 and 10-08-02 together. Motion carried unanimously.

Richard Eigen has requested this transfer to allow for overtime on reformatting the zoning regulations from Word Perfect to Microsoft Word. This process is time consuming which requires reformatting and redoing the table of contents. This enables the P&Z staff to make the changes in the office to forward to technology for the website. Estimated time for this is 20 to 80 hours @ \$20/hour.

Mr. Eigen expects to reduce legal notices this year by not continuing the practice of re-noticing items that have already been noticed and that are tabled. This is not legally required but has been the practice of P&Z. This is the money to be used to pay for the overtime.

Discussion followed. As the person who is to do this job is a part-timer, salary will be straight time not overtime. Anything over eight hours a day would be considered overtime.

10-08-01...P&Z...Transfer from 01014200-545501 Legal Notices to 01014200-501105 Overtime the amount of \$600. It was moved (Tesoro); seconded (Bruner).

Motion made to reduce amount from \$600 to \$480 (60 hrs. @ \$16/hr.) by (Tesoro); seconded by (Smith). Motion carried unanimously on amendment. Motion carried unanimously on amended motion.

10-08-02...ZBA...Transfer from 01014400-545501 Legal Notices to 01014400-501105 Overtime the amount of \$600. It was moved (Tesoro); seconded (Bruner).

Motion made to reduce amount from \$600 to \$480 (60 hrs. @ \$16/hr.) by (Tesoro); seconded by (Smith). Motion carried unanimously on amendment. Motion carried unanimously on amendment. Motion carried unanimously on amended motion.

10-08-03...PW-Maintenance/Fleet...Transfer from 01030200-567702 Vehicle Repair to 01030200-581888 Capital Outlay the amount of \$11,630 to cover expenditure for a toro motor and a crew cab motor which will add life to the vehicles.

It was moved (Tesoro); seconded (Bruner)

Motion carried unanimously 6 – 0

Discussion: Intra-Departmental Transfers less than \$1,000 – Policy and Procedure

Following suggestions were made:

Under duration: date should go into effect December 1, 2008. Expiration date should be November 30, 2009.

Mr. Crooks requested statistical data from July 2007 to September 18, 2008 as to how many transfers in the amount of \$500 or less and how many transfers from \$500 to \$1,000 were made.

Ms. Bruner suggested that on page 2 we add “At the next regularly scheduled or special Board of Finance meet, the Director of Finance...

Motion made to adjourn (Valenti)

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Gail Bokine, Clerk