

BOARD OF FINANCE
JANUARY 10, 2008

Present: Kathy McGannon; Marty Shapiro; Tom Tesoro; William Crooks; Mark Smith; Ken Martin; and alternate Alex Robinson.

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

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

Public Comments: There was no public in attendance.

Approval of minutes: Mr. Shapiro moved to approve minutes as presented; seconded by Mr. Tesoro. Motion carried unanimously.

Treasurer's Report: Mr. Musto was present to answer any questions. Treasurer's Report was accepted as presented.

Internal Auditor Report: Ms. Scully is still working on revenues. She is in the process of documenting all sources of revenues.

1-08-01...Building...Transfer from 01023200-534401 Materials & Supplies the sum of \$200 to 01023200-556602 Professional Dues. This is to cover professional dues for the building official and inspectors. This account had been reduced during the budget process for this amount.

Mr. Shapiro moved; Mr. Tesoro seconded.

Motion carried 5 – 1 (Tesoro)

1-08-02...Town Engineer...Transfer from 01030500-534402 Program Supplies the sum of \$668 to 01030500-578802 Equipment Maintenance. This is to cover the shortage in equipment/maintenance for repair/maintenance of survey and office equipment.

The current balance in program supplies is \$851.

Mr. Shapiro moved, Mr. Tesoro seconded.

Motion carried unanimously 6 – 0

1-08-03...Tax Assessor...Appropriate from Unreserved fund balance the sum of \$32,400 to 01011600-581888 Capital Outlay. This is to cover the purchase of office furniture for the Assessor's Office.

Ms. Heim, Director of Finance, gave a brief explanation leading up to this request. Last year, Mr. Murray came before the Board to ask for money to redo his office. This request

was approved, however, it kept being put off and consequently was never encumbered at year end. Now he is coming before the Board to request the money again.

Mr. Murray explained that there now is a company that is relocating and is offering to donate to us office furniture and cubicles. We would like to hire a professional mover to dismantle the cubicles and put them together in the office. However, there is a time constraint in that we have to move the furniture by the end of the month. By doing this, it would reduce the amount of money we are requesting.

Mr. Crooks suggested using the \$10,000 currently in the capital outlay account earmarked for a GIS system instead of appropriating the \$32,400. If that money is needed for the GIS system, he (Crooks) would have no problem supporting an appropriation Mr. Crooks indicated that he did not speak for the rest of the board. Mr. Murray questioned what we would do if the cost to disassemble, move, reassemble the new and dispose of the old furniture exceeds the \$10,000. Mr. Crooks suggested reducing the appropriation to \$1,500 to be used as seed money making the total amount \$11,500.

Mr. Crooks moved to reduce the amount of \$32,400 to \$1,500; seconded by Mr. Shapiro.

Amendment carried unanimously 6 – 0.

Main motion as amended carried unanimously 6 – 0.

1-08-04...Building...Appropriate from Unreserved Fund Balance the sum of \$2,392 to 01023200-578801 Service Contract. This is to cover Energov Solutions contract for four quarters that was not budgeted for in 2008.

Mr. Shapiro moved; Mr. Tesoro seconded.

Ms. McGannon explained that there was no line item for maintenance in the 2007-2008 budget and that this was an oversight on the department's part. The new budget will have this line item.

Motion carries unanimously 6 – 0

Ms. Heim explained the Rails to Trails report she had provided to the Board.

Mr. Crooks requested that a fund balance report be given to the Board on a monthly basis.

Motion made by Mr. Tesoro; seconded by Mr. Shapiro to adjourned.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Gail Bokine, Clerk