

**BOARD OF FINANCE
REGULAR MONTHLY MEETING MINUTES
THURSDAY, OCTOBER 20, 2011**

Meeting called to order at 7:00 pm in the Court Room by Claude Pellegrino, Chairman. Members present: Glenn Cheney, Julie Lumpkins, Kate Tiffany, and Wendy Schnip. Absent: Karen Collins. Also present: First Selectman Catherine Osten, Treasurer Jeannette Deschamps, Selectman Denise Dembinski, Superintendent Donna Leake, Todd Hastings, and Kathleen Kocon from Water & Sewer Authority.

1. Public Comment

None.

2. Review and act on minutes of September 15, 2011 monthly meeting

Motion made by W. Schnip, seconded by G. Cheney, to approve said minutes. Unanimously approved.

3. Discussion with School Superintendent Donna Leake

Donna Leake stated the BoE would be reviewing their budget soon. C. Pellegrino discussed the budget process and also requested a fixed assets inventory from the BoE. Discussion ensued on current budget procedures and expectations, requesting monthly BoE reports. Ms. Leake will look into submitting monthly budget reports.

4. Discuss Sewer & Water Authority Financials with same

Todd Hastings reviewed the current status of the Water & Sewer budget. Water Line Break and Sewer Line Break at Station #1. Costs coming out of W&S general fund. Reported Storm Irene costs of \$11,724 may be covered by FEMA. Discussion on W&S needs and possible grants to assist in those needs.

5. Monthly Tax Collector, Treasurer, and Town Expenditure reports

Monthly reports were reviewed. Discussion on current and future financing arrangements.

6. Review, discuss and possibly act on an additional budget vs. actual analysis

Will continue to use pro-rated budget.

7. Discuss and possibly act on tax collector request to waive interest and late fees due on a property formerly listed as unknown

Board agreed to table for clarification. Board would like to see the status of all nine unknown properties.

8. Discuss and possibly act on tax collector request to eliminate taxes, interest and liens from non-existent property

Motion made by G. Cheney to authorize tax collector to eliminate taxes, interest and liens from non-existent property in amount of \$1,441.35 from tax rolls. Seconded by K. Tiffany. Unanimously approved.

9. Discuss and possibly act on an appropriation of up to \$3,000 for Historical Society clerk

Asking for wages for clerk at minimum wage for six months to sit up in Historical Society for 15 hours a week. Historical Society will return to the Board with proposed hours museum open and possible volunteers. Board agreed to table.

10. Discuss and possibly act on payroll adjustments for registrars

Request is within their budget. C. Osten to follow-up with registrars.

11. Discuss and possibly act on revised policies

Discussion on a policy on emergency expenditures. C. Osten to advise Town Attorney. Board agreed to table this item.

12. Discuss an approach for investigating expenditure metrics

Discussion on capital expenditures.

13. Discuss and possibly act on 2012-13 Budget Call

Board ok with budget call. To be sent out on November 1st.

14. Discuss and possibly act on 2012-13 Budget Workshops

Board agreed to not hold budget workshops.

15. First Selectman's Report

Reviewed solar energy panels.

Working with Town Clerk on fees.

Capital projects are moving along.

16. Old Business Update

C. Pellegrino attended Teachers' Contract Negotiations meeting.

17. Public Comment

None.

18. Any other business proper to come before said meeting

W. Schnip stated need to discuss BoE bookkeeping problem.

19. Adjournment

Motion made W. Schnip, seconded by J. Lumpkins, to adjourn. Approved. Meeting adjourned at 10:20 pm.