

**BOARD OF FINANCE  
REGULAR MONTHLY MEETING MINUTES  
THURSDAY, SEPTEMBER 16, 2010**

Meeting called to order at 7:00 pm in the Finance Room by Claude Pellegrino, Chairman. Members present: Glenn Cheney, Julie Lumpkins, Karen Collins, Kate Tiffany, and Wendy Schnip. Also present: First Selectman Catherine Osten. Also present: Robert Tardif, Edmund Senesac, and Cheryl Blanchard.

**1. Public Comment**

Cheryl Blanchard presented a written explanation of the surplus of the BOE budget for 2009-10. Discussion ensued.

**2. Review and act on minutes of May 20, 2010 monthly meeting**

Motion made by G. Cheney to approve said minutes as presented. Seconded by K. Tiffany. Approved. K. Collins and J. Lumpkins abstained.

By general acclamation the Board agreed to act on Items #4 through 10, followed by Item #3.

**3. Monthly Tax Collector, Treasurer, and Town Expenditure reports (of May, June, July and August)**

C. Osten reviewed reports for the months of May, June, July and August with the Board.

**4. Discuss and possibly act on appropriating \$100 donated from the Norwich Rotary Sunrise Club as a contribution to the Summer Reading Program**

Motion made by K. Collins, seconded by J. Lumpkins, to appropriate \$100 donated from the Norwich Rotary Sunrise Club as a contribution to the Summer Reading Program. Unanimously approved.

**5. Discuss and possibly act on an appropriation of the \$3,000 Historic Documents Preservation Grant from the CT State Library for shelving in the records storage room and contingent upon receiving said funds**

Motion made by G. Cheney, seconded by K. Collins, to appropriate \$3,000 funded by a Historic Documents Preservation Grant from the CT State Library for shelving in the records storage room and contingent upon receiving said funds. Unanimously approved.

**6. Discuss and possibly act on an appropriation of \$5,000 donated from the Mohegan Tribe to be used for summer concerts and recreation**

Motion made by W. Schnip, seconded by J. Lumpkins, to appropriate \$5,000 donated from the Mohegan Tribe to be used for summer concerts and recreation. Unanimously approved.

**7. Discuss and possibly act on an appropriation of \$19,500 funded by a USDA grant for a generator for the Emergency Operations Center/Shelter and contingent upon receiving said funds**

The complete cost of the generator will be \$51,470. C. Osten is requesting an additional \$10,000 to be appropriated. Informed of a deadline of November 15, 2010 to purchase the generator. This project was part of the capital non-recurring budget for next year.

Motion made by K. Collins, seconded by G. Cheney, to appropriate \$19,500 funded by a USDA grant for a generator for the Emergency Operations Center/Shelter and contingent upon receiving said funds. Unanimously approved.

**8. Discuss and possibly act on recommending an appropriation of \$25,000 for a generator for the Emergency Operations Center/Shelter and contingent upon receiving said funds**

Motion made by G. Cheney, seconded by J. Lumpkins, to recommend an appropriation of \$25,000 for a generator for the Emergency Operations Center/Shelter and contingent upon receiving said funds from DEMHS. Unanimously approved.

Motion made by W. Schnip to add Item #8a to the agenda to discuss and possibly act on an appropriation of \$10,000 for a generator for the Emergency Operations Center/Shelter and contingent upon receiving previously approved funds of Items #7 and #8. Seconded by J. Lumpkins. Unanimously approved.

**8a. Discuss and possibly act on an appropriation of \$10,000 for a generator for the Emergency Operations Center/Shelter and contingent upon receiving previously approved funds of Items #7 and #8**

Motion made by G. Cheney, seconded by K. Collins, to appropriate \$10,000 for a generator for the Emergency Operations Center/Shelter and contingent upon receiving previously approved funds. Unanimously approved.

K. Collins suggested that in the future an emergency meeting of the Board of Finance be called for situations such as this.

**9. Discuss and possibly act on recommending an appropriation of \$750,000 funded by a HUD Grant for renovations to Shetucket Village and contingent upon receiving said funds**

C. Osten stated other grants will be applied for under the Small Cities Program.

Motion made by G. Cheney, seconded by K. Tiffany, to recommend an appropriation of \$750,000 funded by a HUD grant for renovations to Shetucket Village and contingent upon receiving said funds. Unanimously approved.

**10. Discuss and possibly act on the Tax Collector's request to eliminate the tax amount of \$7,482.57 due for properties at 134-136 High Street in the name of FJC Builders LLC**

This property was foreclosed by the W&S Authority and the Tax Collector and is currently owned by the town.

Motion made by K. Collins, seconded by W. Schnip, to eliminate the tax amount of \$7,482.57 due for properties at 134-136 High Street in the name of FJC Builders LLC. Unanimously approved.

**11. Discuss and possibly act on end of year 2009-10 transfers**

Motion made by K. Collins, seconded by G. Cheney, to approve 2009-10 transfers as amended. (Item #6600 corrected to 6000 for Board of Selectmen) Unanimously approved. **See attached.**

**12. Discuss and possibly act on intangible assets policy**

Motion made by K. Collins to write up an intangible assets policy with a threshold of consideration not below \$50,000. Seconded by J. Lumpkins. Unanimously approved.

**13. Discuss and possibly act on establishing an ad-hoc committee for financial policies and procedures**

C. Osten is requesting and C. Pellegrino is suggesting establishing an ad-hoc committee for financial policies and procedures. The Board agreed to meet for workshops.

**14. Review and discuss Baltic Fire Department operating model**

501c3's are required to file a non-profit tax return with the IRS. B. Tardif stated it is being worked on. Deadline to file is October 15.

**15. Review and discuss public access to town information**

W. Schnip would like to see on-line land records, tax information and assessor information. Discussion ensued.

**16. Review and discuss the appropriation for note and bond issuance costs**

To clarify on May 20, 2010 minutes item #13e.

**17. First Selectman's Report**

Re: Sprague's 150<sup>th</sup> Anniversary – the estimated total proposed cost for down payments on Fireworks, entertainment, tents: \$27,750. Tabled until the next monthly meeting.  
FEMA money received for roads, Water & Sewer and March storm.  
Grant for \$500,000 received for High Street.

**18. Old Business Update**

None.

**19. Public Comment**

C. Blanchard stated she agrees with the Fire Department's ideas for the town and commented on the Board of Finance's approach to addressing issues and gathering information.

**20. Any other business proper to come before said meeting**

W. Schnip suggests looking into acquiring an RFP for auditor and accountant.  
To be continued at the next monthly meeting.

**21. Adjournment**

Motion made by J. Lumpkins, seconded by G. Cheney, to adjourn. So voted. Meeting adjourned at 10:38 pm.

Claude R. Pellegrino, Chairman

