

MINUTES
BOARD OF FINANCE
June 20, 2016

PRESENT: Chairman Jack Scherban, Board Members Jane Scully Welch, John Olsen, Laurie Santos, Doug Traynor and Ona NejdI

Absent: Leah Saunders, Kirk Carr

Also present: Finance Director Janet Murphy

Guests: Fire Chief Brian Manware, Deputy Fire Chief Michael Neff, Truck Committee Chairman Bob Voss, Truck Committee member Chuck Hill, Public Works Director Peter Neff and Bert Schmidt

The meeting was called to order at 7:00 p.m.

All stood to recite the Pledge of Allegiance

A motion was made by J. Olsen, seconded by J. Welch to seat L. Santos for L. Saunders. The motion carried unanimously.

Minutes:

- A motion was made by O. NejdI, seconded by J. Welch to approve the minutes of the May 16, 2016 regular meeting as submitted. The motion carried with a vote of 5 in favor and 1 abstention (L. Santos).
- A motion was made by D. Traynor, seconded by O. NejdI to approve the May 20, 2016 special meeting as submitted. The motion carried unanimously.

Correspondence:

- A letter and pamphlet received from ECG Engineering regarding Owner's Representation Services in support of Energy Savings Performance Contracts (ESPC).
- Letter dated June 7, 2016 from RSM auditing firm regarding a scheduled preliminary audit field work on July 18, 2016 with final field work commencing the week of October 3, 2016.

Visitor and Public Comments: None

Fire Department Replacement Engine Appropriation:

Truck Committee Chairman Bob Voss presented the Clinton Volunteer Fire Department's request for funds to purchase a new fire apparatus from 4 Guys in the amount of \$646,000, the lowest bid submission of three received. The Truck Committee recommends the department and town go with the low bid of \$646,000 which is \$46,000 more than the previous request of \$600,00 which was approved by the Board of Finance in October 2015. They are now requesting an additional amount of \$50,000 which has been approved by the Board of Selectmen. There will be no payments for this apparatus for the first five to seven months. The Board of Finance questioned the possibility of a lease purchase. The Fire Department only needs approval of the appropriation so they can accept the 4 Guys bid.

- A motion was made by D. Traynor, seconded by O. NejdI to approve an appropriation of \$50,000 not to exceed at total of \$650,000 and at the next meeting discuss financing options.
- A motion was made by D. Traynor, seconded by O. NejdI to withdraw their previous motions.
- A motion was made by D. Traynor, seconded by L. Santos to approve up to \$650,000 to be spent by the Clinton Volunteer Fire Department on a piece of fire apparatus and send this to a town meeting. The motion carried unanimously.

At the next meeting, financing options for the purchase of this fire apparatus will be discussed.

Tax Collector – Delinquent Real Estate Accounts:

Tax Collector M. Yanus compiled a list of accounts to include timeshares, unimproved roads, properties the Assessor has not been able to locate but have stayed on the grand lists and mobile manufactured homes that have been abandoned or owners evicted and all liens are extinguished.

- A motion was made by D. Traynor, seconded by O. NejdI to approve the suspense list of real estate accounts on the 2000-2014 Grand Lists in the amount of \$130,744.40 as submitted. The motion carried unanimously.

Board of Finance member to the Capital Expenditure Committee:

- A motion was made by J. Olsen, seconded by D. Traynor to appoint J. Scherban to be a member of the Capital Expenditure Committee. The motion carried unanimously.

Board of Finance Liaison to the Board of Education negotiating Committee and Teachers Union:

A member of the Board of Finance is needed as a liaison to the Board of Education's negotiating committee to provide information on the town's position on financing; it is not a voting or negotiating position.

- A motion was made by J. Olsen, seconded by J. Welch to nominate L. Santos
- A motion was made by O. NejdI, seconded by D. Traynor to nominate K. Carr
- A motion was made by J. Scherban to nominate L. Saunders – no second was made for this motion
- A vote was taken with the outcome as follows:
 - L. Santos – 3 in favor (L. Santos, J. Olsen and J. Welch)
 - K. Carr – 2 in favor (D. Traynor, O. NejdI)
- With a vote of 3 L. Santos will become the liaison to the Board of Education negotiating Committee

Finance Director's Report and all Line Item transfer Request:

Line item transfers were submitted by the following departments:

- Police Department
- Building Maintenance
- Elections and Meetings
- Planning and Zoning
- Technology
- Inland Wetlands
- Finance

These transfer requests were submitted by emails rather than on a standardized form with a department head signature.

- A motion was made by J. Olsen, seconded by O. NejdI to accept the line item transfers as presented with the stipulation that the Board of Selectmen send out a letter that the department heads use the standardized form with a signature for all future line item transfers. The motion carried unanimously.

Capital Expenditure carry over report:

This report details the Capital Expenditure requests, the year the request was made, the balances and the projects to be closed which total \$21,388.

- A motion was made by D. Traynor to disapprove the Conservation Commission's request for \$15,677 for open space acquisition. There was no second made, so this motion failed.
- A motion was made by J. Olsen, seconded by J. Welch to approve the Capital Expenditure carry forward amounts as presented. The motion carried with a vote of 5 in favor and 1 opposed (D. Traynor).

The monthly reports were distributed. To date there are no final figures either from FEMA, the state or the Board of Education to report.

Committee/Liaison Reports:

Municipal Building Committee: No report

Capital Expenditure Committee:

- Miner Vincent is the Chairman and Aman Singh is the Vice Chairman
- The figures for the WPCC need to be considered/thought during the process

Public Works:

- Everything is moving along smoothly
- The old office facility will be removed
- Grounds and buildings are up to date
- The bridge applications are being submitted
- The bulkhead is in the process
- Painting at the Police Department will begin soon
- He hired a new full and new part time employee

Police Commission:

- The officers are wearing their new blue uniforms.
- As first responders the Police will be equipped with Narcan, this was funded by the Lions Club
- The Fire Department will train the Police how to administer Narcan to the patient

Fire Department: No report

Library:

- Their end of the year budget is doing better than they had expected
 - Investments are performing better
 - Donations/ fund raising did better

Board of Education:

- Teacher negotiations will start in August
- Secretary and Clerk negotiations are being handled now

Old Business:

The Policy and Procedures Committee has been revitalized and D. Traynor would like to be reappointed to serve on that 5 person committee.

- A motion was made by O. Nejd, seconded by J. Welch to appoint D. Traynor to the Policy and Procedures Committee. The motion carried unanimously.

New Business: None

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Wendy McDermott
Clerk