

BOARD OF FINANCE  
SEPTEMBER 19, 2016  
MINUTES

Present: J. Scherban, D. Traynor, L. Saunders, J. Olsen, K. Carr, O. NejdI, J. Scully Welch and L. Santos

Also present: J. Murphy

Scherban called the meeting to order at 7:00 PM. Everyone stood for the pledge of allegiance.

**APPROVE MINUTES**

L. Saunders made a motion, seconded by D. Traynor to approve the minute from July 18, 2016. The motion was unanimously approved with abstentions from NejdI and Scully Welch.

**CORRESPONDENCE**

There were no new correspondences at this time.

**VISITOR AND PUBLIC COMMENTS**

No one wished to speak at this time.

**\$11,000 EMERGENCY EXPENDITURE REQUEST FROM THE FIRE DEPARTMENT FOR NEW HOSES**

Fire Chief Brian Manware requested an emergency appropriation of \$11,000 for a replacement of supply hose. The department has 3 trucks that carries 2,000 ft. of hose and one ladder truck that carries 1,500 ft. In CEC, the department has replaced one truck each year for three years. The hose has a 10 year life span. The department didn't replace the fourth hose out of capital because they were hoping to see a savings on the new truck that would cover the cost of the hose. Last year the department lost the bulk of their reserve hose, over 1,000 ft. In September, they lost an additional \$1,000 ft. of hose. The department likes to try and keep 1,000 ft. of hose in reserve. Once the order is placed it takes 30-45 days to receive the order. If they purchase 2,000 ft. of hose there will be 600-700 ft. in reserve. Manware said that should be a sufficient amount and if they need any additional hose then the department can cover it out of their operating budget. The hose will fit on the engine they are going to retire but will be loaded on the new engine once it arrives. D. Traynor made a motion, seconded by J. Olsen to approve appropriating \$11,000 for the Fire Department Replacement Supply Hose. The board discussed where the funds were being appropriating from. D. Traynor amended his motion to approve appropriating \$11,000 from undesignated for the Fire Department Replacement Supply Hose. The motion was seconded by J. Olsen. The motion was unanimously approved.

**WATER POLLUTION CONTROL COMMISSION – AMENDMENT 7B**

Chairman Matt Kennedy, Hal Dolan and Omar Francis were present for the meeting. Also in attendance were Kristie Wagner and Paul Schmidt from CDM Smith. In August 2015, WPCC requested \$88,703 for CDM Smith Amendment No. 7B. The Board of Selectmen approved the full amount requested. The Board of Finance only approved \$44,400 and asked them to come back for the additional \$44,303.

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Kennedy reviewed each of the 6 tasks and remaining work involved with the amendment. 55 percent is reimbursable from the state but the town needs to approve the full amount before the state will release any grant funds. J. Scully Welch made a motion, seconded by L. Saunders to appropriate \$44,303 from undesignated for use by the Water Pollution Control Commission for CDM Smith Amendment 7B and send to a town meeting. The motion approved with a vote of 4 in favor (Scully Welch, Saunders, Scherban and NejdI) and 2 opposed (Traynor and Olsen).

**FINANCE DIRECTOR'S REPORT AND LINE ITEM TRANSFERS**

End of Year Budget Transfers

D. Traynor made a motion, seconded by O. NejdI and approved the following budget transfers as recommended by the Finance Director. The motion was unanimously approved.

<u>ACCOUNT</u> #	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>TO</u>	<u>FROM</u>
1-10-101130	SELECTMAN	SELECTMAN'S SALARY	16,851.88	
1-10-101251	SELECTMAN	SERVICE CONTRACTS	228.40	
1-10-101101	SELECTMAN	SALARIES-CLERICAL		2,566.09
1-10-101234	SELECTMAN	SELECTMAN'S EXPENSE		990.32
1-10-101311	SELECTMAN	STATIONERY/SUPPLIES		1,287.56
1-10-102312	FINANCE	COMPUTER MAINT		9,007.94
1-10-106450	TAX COLLECTOR	COLLECTION OF LEGAL FEES		3,000.00
1-10-106201	TAX COLLECTOR	POSTAGE		228.37
		TOTAL	17,080.28	17,080.28
1-10-103400	ELECTIONS/MEETING S	CANVASS COSTS	404.54	
1-10-103231	ELECTIONS/MEETING S	CERTIFICATION & DUES		100.33
1-10-103239	ELECTIONS/MEETING S	ELECTION DAY MEALS		146.83
1-10-104359	TOWN CLERK	ELECTION COSTS		157.38

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		TOTAL	404.54	404.54
1-10-104311	TOWN CLERK	STATIONARY & SUPPLIES	113.88	
1-10-104359	TOWN CLERK	ELECTION COSTS		113.88
		TOTAL	113.88	113.88
1-10-105101	ASSESSOR	SALARIES	8,535.27	
1-10-105233	ASSESSOR	EDUCATION	90.25	
1-10-105312	ASSESSOR	SUBSCRIPTIONS/PUBLICATIONS	169.06	
1-10-105201	ASSESSOR	POSTAGE		1,177.26
1-10-105231	ASSESSOR	CONVENTIONS & DUES		70.95
1-10-105246	ASSESSOR	QUALITY DATA		2,025.00
1-10-105253	ASSESSOR	SOFTWARE MAINT		750.00
1-10-106101	TAX COLLECTOR	SALARIES		2,748.08
1-10-408101	ECONOMIC DEVELOPMENT	SALARIES		1,763.98
1-10-106311	TAX COLLECTOR	SUPPLIES		259.31
		TOTAL	8,794.58	8,794.58
1-10-112101	WSAM MAINT	SALARIES	2,795.96	
1-10-112311	WSAM MAINT	CLEANING SUPPLIES	546.61	
1-10-112150	WSAM MAINT	SALARIES OVT		250.00
1-10-408101	ECONOMIC DEVELOPMENT	SALARIES		3,092.57
		TOTAL	3,342.57	3,342.57

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1-10-219213	WATER & HYDRANTS	WATER & HYDRANTS	12,584.71
1-10-220216	STREET LIGHTING	STREET LIGHTING	9,063.33
1-10-218233	EMERGENCY MAINT	TRAINING	100.00
1-10-218101	EMERGENCY MAINT	SALARIES	500.00
1-10-218309	EMERGENCY MAINT	SHELTER SUPPLIES	500.00
1-10-217307	ANIMAL CONTROL	REGIONAL DOG FACILITY	1,201.10
1-10-214231	FIRE MARSHALL	CONVENTIONS & DUES	1,220.28
		TOTAL	12,584.71
1-10-424101	BUILDING	SALARIES	11,088.86
1-10-424311	BUILDING	STATIONERY & SUPPLIES	139.24
1-10-424312	BUILDING	SOFTWARE	20.00
1-10-424313	BUILDING	CODE BOOKS	45.00
1-10-623259	WPCC	PROFESSIONAL SERVICES	10,884.62
		TOTAL	11,088.86
1-10-527255	PARK & REC	GENERAL MAINT	5,124.04
1-10-527433	PARK & REC	SPECIAL EVENTS	521.26
1-10-527120	PARK & REC	SALARIES OT	5,012.38
1-10-527252	PARK & REC	REPAIRS & MAINT	632.92
		TOTAL	5,645.30

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1-10-529400	SHELLFISH COMM	SHELLFISH BEDS	856.84	
1-10-527252	PARK & REC	REPAIRS & MAINT		856.84
		TOTAL	856.84	856.84
1-10-133421	OTHER GENERAL GOV	SENIOR ACTIVITIES	2,590.00	
1-10-133449	OTHER GENERAL GOV	JUDGEMENTS & LOSSES	1,482.56	
1-10-133450	OTHER GENERAL GOV	SAFETY COMMITTEE	71.41.	
1-10-133456	OTHER GENERAL GOV	HAZARDOUS WASTE SITE	5,552.43	
1-10-13346	OTHER GENERAL GOV	TREE COMMITTEE	3.07	
1-10-133471	OTHER GENERAL GOV	CONSERVATION COMM		2,898.79
1-10-133499	OTHER GENERAL GOV	CONTINGENCY		6,729.27
		TOTAL	9,628.06	9,628.06
		<b>GRAND TOTAL</b>	<b>69,539.62</b>	<b>69,539.62</b>

D. Traynor made a motion, seconded by O. Nejdil and approved the following budget transfers as recommended by the Finance Director and send to town meeting. The motion was unanimously approved.

<u>ACCOUNT #</u>	<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>TO</u>	<u>FROM</u>
1-10-215150	COMMUNICATIONS	SALARIES - COM OVT	25,153.87	
1-10-215151	COMMUNICATIONS	HOLIDAY PAY	2,520.64	
1-10-215191	COMMUNICATIONS	SALARIES - COMMUNICATIONS PT	1,771.79	
1-10-216120	POLICE	SALARIES POLICE PT		12,321.19
1-10-216151	POLICE	SALARIES POLICE HOLIDAY		13,873.31
1-10-217120	ANIMAL CONTROL	SALARIES PT		1,031.39
1-10-217150	ANIMAL CONTROL	SALARIES OVT		1,904.09

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1-10-217244	ANIMAL CONTROL	VET SERVICES	316.32	
		TOTAL	29,446.30	29,446.30
1-10-216101	POLICE	SALARIES	22,988.85	
1-10-216254	POLICE	VEHICLE MAINT	3,449.84	
1-10-216311	POLICE	OFFICE SUPPLIES	33.21	
1-10-216460	POLICE	MARINE SUPPORT	920.86	
1-10-216150	POLICE	SALARIES POLICE OVT		11,785.09
1-10-216151	POLICE	SALARIES - HOLIDAY		7,859.30
1-10-216258	POLICE	BLDG SERVICE CONTRACTS		375.67
1-10-216191	POLICE	UNIFORM ALLOWANCE		1,040.24
1-10-216192	POLICE	UNIFORM EXPENSE		42.62
1-10-216196	POLICE	RECRUITMENT COSTS		1,273.62
1-10-216215	POLICE	COMMUNICATION DEVICES		966.14
1-10-216233	POLICE	EDUCATION/TRAINING/TRAVEL		925.54
1-10-216258	POLICE	RADIOS/RADARS/SIREN REPAIR		1,449.03
1-10-216313	POLICE	JANITORIAL SUPPLIES		26.86
1-10-216319	POLICE	ARMORY SUPPLIES		26.68
1-10-216451	POLICE	GAS		391.71
1-10-216452	POLICE	PRISONER COSTS		688.57
1-10-216476	POLICE	CANINE PROGRAM		158.25
1-10-216477	POLICE	COMMISSION EXPENSES		132.04
1-10-216500	POLICE	VESTS/RADAR		251.40
		TOTAL	27,392.76	27,392.76
1-10-131180	FRINGE BENEFITS	SOCIAL SECURITY	15,536.72	
1-10-131182	FRINGE BENEFITS	HEALTH & LIFE	60,172.06	

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1-10-131189	FRINGE BENEFITS	WORKER'S COMP	20,409.00	
1-10-131184	FRINGE BENEFITS	PENSION PLAN - HIGHWAY	3,404.23	
1-10-213311	FRINGE BENEFITS	PENSION PLAN - OTHER	12,595.17	
1-10-131190	FRINGE BENEFITS	EMPLOYEE INSURANCE	621.84	
1-10-133499	OTHER GEN GOVT	CONTINGENCY	75,919.73	
1-10-122312	TECHNOLOGY	SOFTWARE MAINT	3,576.81	
		TOTAL	96,117.78	96,117.78
1-10-132140	GENERAL GOV'T ADMINISTRATION	SALARIES-SEC FOR BDS/COMM	1,331.17	
1-10-132225	GENERAL GOV'T ADMINISTRATION	LEGAL ADS	1,340.25	
1-10-132243	GENERAL GOV'T ADMINISTRATION	TOWN COUNSEL	2,072.00	
1-10-132245	GENERAL GOV'T ADMINISTRATION	LEGAL-OTHER	14,035.93	
1-10-132247	GENERAL GOV'T ADMINISTRATION	UNION NEGOTIATOR	3,737.00	
1-10-132402	GENERAL GOV'T ADMINISTRATION	INSURANCE	20,599.70	
1-10-132406	GENERAL GOV'T ADMINISTRATION	ANNUAL TOWN REPORT	356.24	
1-10-132422	GENERAL GOV'T ADMINISTRATION	BOARD OF ASSESSMENT APPEALS	52.45	
1-10-132440	GENERAL GOV'T ADMINISTRATION	SALE OF 27 KILLINGWORTH TPKE	56,569.00	
1-10-132192	GENERAL GOV'T ADMINISTRATION	UNEMPLOYMENT COMPENSATION	3,946.00	
1-10-132194	GENERAL GOV'T ADMINISTRATION	TRAVEL EXPENSE	7,577.73	
1-10-132210	GENERAL GOV'T ADMINISTRATION	HEAT & WATER	3,905.83	
1-10-132211	GENERAL GOV'T ADMINISTRATION	ELECTRICITY	6,525.33	
1-10-132215	GENERAL GOV'T ADMINISTRATION	TELEPHONE	2,185.77	
1-10-132408	GENERAL GOV'T ADMINISTRATION	COPIER, FAX EQUIPMENT	1,598.94	
1-10-132430	GENERAL GOV'T ADMINISTRATION	MISCELLANEOUS	3,803.44	
1-10-132404	GENERAL GOV'T ADMINISTRATION	AUDIT & ACCOUNTING	700.00	
1-10-132427	GENERAL GOV'T ADMINISTRATION	TOWN BLDG EMERGENCIES	11,186.80	

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1-10-132412	GENERAL GOV'T ADMINISTRATION	LAND RECORDS INDEX AUDIT		223.95
1-10-132425	GENERAL GOV'T ADMINISTRATION	SPECIAL EVENTS		1,444.62
1-10-132420	GENERAL GOV'T ADMINISTRATION	HOLICAY ACTIVITIES		203.85
1-10-321248	PUBLIC WORKS	LANDFILL MANAGEMENT COSTS		21,279.07
1-10-321152	PUBLIC WORKS	OVERTIME - SNOW/ICE		14,165.42
1-10-321255	PUBLIC WORKS	EQUIPMENT MAINT ALL		8,210.87
1-10-321280	PUBLIC WORKS	SAND/SALT		8,100.40
1-10-321451	PUBLIC WORKS	GAS/DIESEL		5,035.72
		TOTAL	100,093.74	100,093.74
		<b>GRAND TOTAL</b>	<b>253,050.58</b>	<b>253,050.58</b>

**COMMITTEE/LIAISON REPORTS**

Various updates were reported by each of the board members.

**OLD BUSINESS/NEW BUSINESS**

The board discussed cost and responsibilities going forward with LOSAP.

J. Scully Welch made a motion, seconded by J. Olsen and unanimously adjourned the meeting at 8:30 PM.

Respectfully submitted,

Mary Schettino

Administrative Assistant