

MINUTES
BOARD OF FINANCE
January 17, 2017

PRESENT: Chairman Jack Scherban, Members: Jane Scully Welch, John Olsen, Leah Saunders, Alternates: Kirk Carr and Lauren Santos

Absent: Doug Traynor and Ona NejdI

Also present: First Selectman Bruce Farmer, Finance Director Janet Murphy, Fire Chief Brian Manware and Deputy Fire Chief Michael Neff

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 L. Saunders to seat K. Carr for D. Traynor. Motion carried unanimously.

A motion was made by K. Carr, seconded by J. Welch to seat L. Santos for O. NejdI. Motion carried unanimously.

A motion was made by K. Carr, seconded by L. Saunders to add 7A Finance Director's Report to the agenda. The motion carried unanimously.

Minutes:

A motion was made by L. Saunders, seconded by J. Welch to approve the minutes of December 19, 2016 as submitted. The motion carried unanimously.

Correspondence: None

Visitor and Public Comments: None

Fire Department – Finalize Purchasing Plan for SCBA Units - Fire Chief Manware and Deputy Fire Chief Neff presented: The purchase of Self Contained Breathing Apparatus (SCBA) units has been previously approved in December 2014 to be included in a bond package. The Fire Department continued to apply for a Federal grant and they are in the second round of this process. The department, and most area departments, is staying with the Scott Safety SCBAs. Shipman's Fire Equipment, Waterford, CT is a single source supplier for Scott Safety and its product lines. This distributor acts as a source for sales and factory trained and certified service, doing 95% of all repairs at their Waterford location. A motion was made by L. Saunders, seconded by J. Welch to approve the purchase of the SCBA units from Shipman's Fire Equipment, a single source distributor. The motion carried unanimously.

Accept the Emergency Management Performance Grant - First Selectman Farmer presented:

This \$5,000 grant is applied for every year and provides assistance in maintaining a robust local emergency management program with training materials, meetings and seminars. A motion was made by J. Olsen, seconded by L. Saunders to accept the Emergency Management Performance Grant as presented. The motion carried unanimously.

Finance Director's Report – J. Murphy presented:

- Extensive reports with expense line items, six year history and averages spent are being compiled
 - The year to date budget expenditures forecasted for the year will also be provided
- Areas in the budget where there may be significant increases include:
 - The Police Department is still in contract negotiations
 - Health insurance (one Heart and Hypertension claim and one workers compensation claim)
 - Sale of the old Morgan School
 - Water and Hydrants – addition of hydrants and a rise in cost

- Street Lights – the town is on a five (5) year lease payment program – after that time period the town will begin to see a savings
- Other areas of the budget briefly touched upon include:
 - Legal is presently coming in below budget
 - Capital improvements were transferred to the capital fund
 - Reviewed the seasonal and cyclical ways to budget
- CIGNA will attend the Board of Finance’s next meeting to discuss health care and implementing the wellness program
- The Audit has been distributed and the Management Letter will be sent to the Board of Finance members
- The Town’s bond rating will be sent to the town by January 19, 2017

Committee/Liaison Reports:

- Each board member provided an update on various boards/commission.

Old Business: None

New Business:

At the Public Hearing, the Board of Finance members are to just listen, there should be no discussion

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Wendy McDermott
Clerk