

BOARD OF FINANCE
TOWN HALL ROSE ROOM
AUGUST 20, 2018
MINUTES

Present: J. Olsen, M. Smith, D. Onofrio and K. Carr

Absent: L. Santos, J. Scully Welch, O. NejdI and D. Traynor

Also present: D. Norton

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

APPROVE MINUTES – JULY 16, 2018

Onofrio made a motion, seconded by M. Smith to seat K. Carr for O. NejdI. The motion was unanimously approved.

CORRESPONDENCE

The board did not receive any new correspondences.

VISITOR AND PUBLIC COMMENTS

No public comments were made.

ACCEPT THE HUMAN SERVICES GRANT AWARDS

All three grants do not require matching funds. Onofrio made a motion, seconded by Carr to accept the following grants. The United Way Suicide Prevention Grant in the amount of \$20,000. The State of Connecticut Judicial Branch Amendment to the Memorandum of Understanding with a grant increase of \$21,037.50 totaling \$55,412.50. The United Way Suicide Prevention Grant and the State of Connecticut Judicial Grant require town meeting approval. The Middlesex United Way Grant to continue the implementation of the Asset Development Programming for up to \$6,200. The motion was unanimously approved. The board thanked David Melillo, Director of Human Services, for all his hard work.

FINANCE DIRECTOR'S REPORT AND LINE ITEM TRANSFERS

Year end line item transfers

Onofrio made a motion, seconded by Smith to approve the following year end line item transfers as recommended by the Finance Director totaling \$93,030. The motion was unanimously approved.

ACCOUNT		DEPARTMENT	DESCRIPTION	TO	FROM
014111	51311	SELECTMEN	ELECTED OFFICIALS SALARY	5,730.00	
014111	58110	SELECTMEN	MISC EXPENDITURES	84.00	
014197	58086	SELECTMEN	CONTINGENCY		5,730.00
014111	56100	SELECTMEN	GENERAL SUPPLIES		84.00
			TOTAL	5,814.00	5,814.00

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04119	51310	FINANCE	SALARIES-FULL TIME	733.00	
04119	54304	FINANCE	IT/TECHNOLOGY MAINTENANC	227.00	
04119	56100	FINANCE	GENERAL SUPPLIES		491.00
04119	58100	FINANCE	DUES & FEES		469.00
			TOTAL	960.00	960.00
014131	53500	ASSESSOR	TECHNICAL SERVICES	5,426.00	
014131	54304	ASSESSOR	IT/TECHNOLOGY MAINTENANC	4,842.00	
014131	51310	ASSESSOR	SALARIES-FULL TIME		1,000.00
014131	53220	ASSESSOR	IN SERVICE		1,400.00
014131	53300	ASSESSOR	OTHER PROF/TECH SERVICES		2,800.00
014131	55301	ASSESSOR	POSTAGE		270.00
014197	58086	ASSESSOR	CONTINGENCY		4,398.00
014131	56430	ASSESSOR	PERIODICALS		400.00
			TOTAL	10,268.00	10,268.00
014143	53200	TECHNOLOGY	PROFESSIONAL SERVICES	4,925.00	
014143	54100	TECHNOLOGY	UTILITY SERVICES		4,925.00
			TOTAL	4,925.00	4,925.00
014147	51310	TOWN CLERK	SALARIES-FULL TIME	458.00	
014147	58900	TOWN CLERK	OTHER ITEMS		458.00
			TOTAL	458.00	458.00

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014153	53400	P&Z	OTHER PROF SERVICES	7,549.00	
014153	51310	P&Z	SALARIES-FULL TIME	470.00	
014153	51620	P&Z	PART TIME WAGES		470.00
014153	53010	P&Z	LEGAL SERVICES		7,000.00
014153	58900	P&Z	OTHER ITEMS		549.00
			TOTAL	8,019.00	8,019.00
014165	51310	HARBOR	SALARIES-FULL TIME	826.00	
014165	54300	HARBOR	REPAIRS & MAINTENANCE		826.00
			TOTAL	826.00	826.00
014191	56100	WPCC	GENERAL SUPPLIES	147.00	
014191	58110	WPCC	MISC EXPENDITURES		147.00
			TOTAL	147.00	147.00
014195	51620	ELECTIONS	PART TIME WAGES	5,585.00	
014195	56100	ELECTIONS	GENERAL SUPPLIES	57.00	
014195	56900	ELECTIONS	OTHER SUPPLIES	608.00	
014195	54300	ELECTIONS	REPAIRS & MAINTENANCE		300.00
014195	58100	ELECTIONS	DUES & FEES		770.00
014195	58110	ELECTIONS	MISC EXPENDITURES		542.00
014197	58086	ELECTIONS	CONTINGENCY		4,638.00
			TOTAL	6,250.00	6,250.00

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014197	58095	GEN GOV'T OTHER	SENIOR ACTIVITIES	427.00	
014197	58807	GEN GOV'T OTHER	TREE WARDEN	625.00	
014197	58088	GEN GOV'T OTHER	HAZARDOUS WASTE SITE		1,052.00
			TOTAL	1,052.00	1,052.00
014201	51320	POLICE	SALARIES - PART TIME	465.00	
014201	51340	POLICE	OTHER EMPLOYEE BENEFITS	269.00	
014201	52910	POLICE	CLOTHING ALLOWANCE	140.00	
014201	51310	POLICE	SALARIES-FULL TIME		734.00
014201	55300	POLICE	COMMUNICATIONS		140.00
			TOTAL	874.00	874.00
014213	51310	BUILDING	SALARIES-FULL TIME	744.00	
014213	54450	BUILDING	SOFTWARE MAINT/TECH SUPPR		744.00
			TOTAL	744.00	744.00
014215	51310	ANIMAL CONTROL	SALARIES-FULL TIME	8,679.00	
014215	51330	ANIMAL CONTROL	OVERTIME		2,300.00
014215	53200	ANIMAL CONTROL	PROFESSIONAL SERVICES		780.00
014215	53225	ANIMAL CONTROL	TRAINING		1,750.00
014215	56100	ANIMAL CONTROL	GENERAL SUPPLIES		300.00
014215	56903	ANIMAL CONTROL	UNIFORMS		200.00
014215	58900	ANIMAL CONTROL	OTHER ITEMS		590.00
014197	58086	ANIMAL CONTROL	CONTINGENCY		2,759.00

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			TOTAL	8,679.00	8,679.00
014221	51310	COMMUNICATIONS	SALARIES-FULL TIME	6,621.00	
014221	51330	COMMUNICATIONS	OVERTIME	4,402.00	
014221	51320	COMMUNICATIONS	SALARIES - PART TIME		11,023.00
			TOTAL	11,023.00	11,023.00
014301	51310	PUBLIC WORK	SALARIES-FULL TIME	13,768.00	
014301	51330	PUBLIC WORK	OVERTIME	328.00	
014301	54300	PUBLIC WORK	REPAIRS & MAINTENANCE		14,096.00
			TOTAL	14,096.00	14,096.00
014419	56100	YOUTH & FAMILY	GENERAL SUPPLIES	148.00	
014419	58900	YOUTH & FAMILY	OTHER ITEMS	240.00	
014419	53200	YOUTH & FAMILY	PROFESSIONAL SERVICES		388.00
			TOTAL	388.00	388.00
014505	51310	PARK & REC	SALARIES-FULL TIME	2,449.00	
014505	51320	PARK & REC	SALARIES - PART TIME		2,449.00
			TOTAL	2,449.00	2,449.00
014603	58100	ECON DEVELOP	DUES & FEES	1,000.00	
014603	58110	ECON DEVELOP	MISC EXPENDITURES		1,000.00
			TOTAL	1,000.00	1,000.00

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015100	52325	FRINGE BENEFITS	PENSION POLICE	15,058.00	
015100	52810	FRINGE BENEFITS	HEALTH INSURANCE		15,058.00
			TOTAL	15,058.00	15,058.00
			GRAND TOTAL	93,030.00	93,030.00

Norton reviewed the General Government Admin transfer request. There was a discussion on the banking fees from Bank of America. Olsen suggested inviting the treasurer to the September or October meeting providing we have a new finance director. At that time the banking fees can be reviewed. Onofrio made a motion, seconded by Smith to approve the year end line item transfers in general government and water & hydrants totaling \$43,731.00 as recommended by the Finance Director and send to Town Meeting. The motion was unanimously approved.

ACCOUNT	DEPARTMENT	DESCRIPTION	TO	FROM	
014199	53310	GEN GOV'T ADMIN	AUDIT/ACCOUNTING SERVICES	5,500.00	
014199	55400	GEN GOV'T ADMIN	ADVERTISING	3,300.00	
014199	58110	GEN GOV'T ADMIN	MISC EXPENDITURES	11,271.00	
014199	58803	GEN GOV'T ADMIN	BOARD OF ASSESSMENT APPE	62.00	
014199	53010	GEN GOV'T ADMIN	LEGAL SERVICES		16,000.00
014199	53401	GEN GOV'T ADMIN	UNION NEGOTIATOR		4,133.00
			TOTAL	20,133.00	20,133.00
014329	56270	WATER&HYDRANTS	WATER & HYDRANTS	23,598.00	
014197	58086	WATER&HYDRANTS	CONTINGENCY		23,598.00
			TOTAL	23,598.00	23,598.00
			GRAND TOTAL	43,731.00	43,731.00

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Onofrio made a motion, seconded by Smith to approve increasing the scope of the capital project for the Police Department 3 lease vehicles from a total budget of \$27,000 to \$27,820 to cover the full expense of the lease payment for the vehicles. The motion was unanimously approved.

Carr made a motion, seconded by Onofrio to transfer \$820.00 from account #604201-59111 PD Vehicle Lease 18 to account #604201-59024 3 Lease Vehicles. The motion was unanimously approved.

Norton reviewed the monthly budget reports with the board. The board discussed how to manage surplus funds to offset costs.

Goupil updated the board on the finance director position.

COMMITTEE/LIAISON REPORTS

Carr provided a brief update on the Economic Development Commission. Smith reported that the new ambulances are in services.

OLD BUSINESS/NEW BUSINESS

Review the purchasing policy once a new finance director is in place.

ADJOURN

Onofrio made a motion, seconded by Smith and unanimously adjourned the meeting at 8:25 PM.

Respectfully submitted,

Mary Schettino