

**ROXBURY BOARD OF FINANCE
REGULAR MEETING
SEPTEMBER 15, 2009
MINUTES**

CALL TO ORDER

Gary Lord, Chairman, called the meeting to order at 7:01 P.M.

Present: Gary Lord, James Conway, Wayne Piskura, Kevin Dumas, Donald Greenstein and Hugh Rawson, Board of Finance Members; Barbara Henry, First Selectman.

APPROVAL OF MINUTES

Minutes of the Regular Meeting Held June 16, 2009

Kevin Dumas made a motion to approve the minutes of the Regular Meeting held June 16, 2009. The motion was seconded by Gary Lord and approved 3-0. James Conway, Donald Greenstein and Wayne Piskura abstained.

Minutes of the Regular Meeting Held July 21, 2009

Wayne Piskura made a motion to approve the minutes of the Regular Meeting held July 21, 2009. The motion was seconded by James Conway and approved 4-0. Kevin Dumas and Donald Greenstein abstained.

Minutes of the Discussion Held August 18, 2009 – no quorum present

Wayne Piskura made a motion to approve the minutes of the discussion held August 18, 2009. The motion was seconded by Gary Lord and approved 3-0. James Conway, Kevin Dumas and Donald Greenstein abstained.

BUSINESS

Appoint auditor for Last Fiscal Year 2008-2009 – Correct Clerical Error in May 19, 2009 Minutes

Gary Lord explained that as a result of a clerical error the wrong fiscal year was noted when the auditor was appointed at the May meeting.

Gary Lord made a motion to appoint Charles Heaven and Company as auditor for the fiscal year ending June 30, 2009. The motion was seconded by Wayne Piskura and carried unanimously.

Town Hall Telephone System

Barbara Henry reported that the new telephone system has been installed at Town Hall. She noted that everyone is please with it. They have scheduled a training session for the staff.

Kevin Dumas questioned what the policy is for returning calls for the part-time employees. Barbara Henry explained that in certain departments, such as the Building Department, it is best to program an outgoing message noting the department's hours. She will check with the other departments regarding their policy; however, noted that it would be appropriate to return messages the next business day.

RVFD Engine 10 Funding

Barbara Henry reviewed the Fire Department's request for \$5,500 to be used for corrosion repairs on Engine 10 and gold lettering. The brush truck came in under budget and they would like to use the balance of the funds towards this repair.

Donald Greenstein questioned why the Town budgets money for fire engines. He explained that the ambulance uses their own funds for the maintenance of their equipment. He noted that the entire Town has been faced with cutbacks and the Fire Department has an excess of \$400,000; therefore, they should be bearing some of the burden. People donate to them, but they are not using the funds.

Kevin Dumas agreed that the Fire Department should move the funds within their own budget to cover this expense. He explained that they would be setting precedence for future expenses. Wayne Piskura agreed that the Fire Department has a reserve for this small repair. They may be asking for the funding because they are aware of the remaining amount in the budget which was allotted to the brush truck; however, this is not the way to handle funds.

Barbara Henry reported that she has applied for a STEAP Grant to be used towards the repairs of the Fire Department building. The repairs total \$310,000; however, the grant is for \$200,000. The balance cannot come from the Town. Additionally, they will be asking for \$92,500 from the Town next year for their new pumper truck.

Kevin Dumas recommended that Gary Lord meet with Tim Ring or invite him to the next BOF meeting with the intension of coming to an understanding of the big picture. Hugh Rawson suggested that the Ambulance Department, Fire Department, and Library Board should all be invited to attend BOF meetings in the off months for that same reason. Every department in Town has been faced with cutbacks. Traditionally, organizations cover their own capital expenses and the Town contributes toward operating expenses.

Gary Lord made a motion to deny the Fire Department's request for \$5,500 to be used for repairs to Engine 10. The motion was seconded by Donald Greenstein and carried unanimously.

Senior Center BOD Fundraiser

Barbara Henry reported that the BOS approved a fund to be set up for the Senior Center BOD to be used for fundraisers.

Wayne Piskura made a motion to approve the Senior Center fund. The motion was seconded by Kevin Dumas and carried unanimously.

South Street

Barbara Henry reported that Brian Neff has committed to having what is needed to move forward with the drainage by the end of the week. She expects the Town Crew will be able to begin work by the end of the week.

The Board clarified that south of Apple Lane on South Street is the area in greatest need of paving. Gary Lord suggested that unneeded funds from the bridge be moved to be used toward the paving. The Board discussed intersections in need of realignment such as on Davenport and

Battle Swamp Roads. Barbara Henry agreed to look into getting trees cut back by the State. She reported that she has asked for caution signs from the State, but her request was denied. Barbara Henry agreed to put the South Street project out to bid.

Policy of Funding Capital Expenditures

Gary Lord discussed the disclaimer on the proposed policy regarding to its relationship to the CGS; however, it is not meant to contradict the CGS. Kevin Dumas agreed that they should adopt a policy for clarification of funding capital expenditures. It was noted that the Town Attorney's opinion is reinforced by what has been written in this draft policy. Hugh Rawson suggested that they use the word "guidelines" rather than "policy". Gary Lord agreed to discuss the disclosure further with the auditor.

Gary Lord made a motion to table the discussion of the Policy of Funding Capital Expenditures. The motion was seconded by Wayne Piskura and carried unanimously.

Transfer of Capital Funds from Judds Bridge

Gary Lord reported that it was believed that there was an error in the budget due to a footnote not being specific enough. However, he has reviewed the revised budget memo notes, which clarify that they agreed to transfer \$125,000 from the Judds Bridge project and \$100,000 from undesignated to the General Fund, in the form of revenue from the Reserve for Capital Fund.

Gary Lord made a motion to transfer the \$125,000 in Reserve for Capital under Judds Bridge to Undesignated. The motion was seconded by Wayne Piskura and carried unanimously.

Gary Lord reported that the budget directs that \$225,000 is to be moved from the Reserve for Capital Fund to the General Fund.

Brush Truck Expenditure

Wayne Piskura made a motion to add to the agenda a discussion to close the brush truck expenditure. The motion was seconded by James Conway and carried unanimously.

Gary Lord made a motion to close the brush truck project and return excess funds in the amount of \$5,594.58 to Undesignated in the Capital Reserve Fund. The motion was seconded by Hugh Rawson and carried unanimously.

Estimated 2008-2009 Deficit

Gary Lord distributed a report estimating the deficit for 08/09 and reviewed the areas where they fell short. He explained that the report compares the budgeted amounts to the actual amounts for 08/09. He reported that LOCIP funds were an area of a large shortage. He explained that this is because the funds are not requested until the project is complete. He reported that he worked on accounting for the projects in an effort to reconcile the account.

Gary Lord suggested that if projects are not complete by fiscal year end then they should close the project, return the funds to the General Fund, and reopen it in the next budget year. Barbara Henry explained that this would be confusing because the projects had been already approved by the public and then the Town would be asking for a second approval in the new budget. Kevin Dumas suggested a footnote disclosure in the audit to explain the deficit due to LOCIP.

Kevin Dumas noted that the upcoming year will be a difficult budget year because they cannot budget another deficit as they have in the past two years. Gary Lord noted his concern

about spending too much on South Street and suggested that they stick with what was in the budget for this project.

ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

Meat Market

Barbara Henry confirmed for Kevin Dumas that the Town purchased the meat market. He questioned how the maintenance of the building would be handled in the future. Barbara Henry suggested that they put some money aside for the maintenance of the meat market. She explained that the Historical Society has proposed to restore it to as it was when it was in operation. She noted that \$50,000 was left as a bequest to the Historical Society for the upkeep of the building; however, they used these funds toward another project.

Ranney Hill Rd. – Culvert

James Conway questioned why the culvert on Ranny Hill Rd. went out to bid rather than the Town Crew performing the work. Barbara Henry explained that the project was larger than what the Town Crew is equipped to perform.

Wayne Piskura made a motion to adjourn the meeting at 9:10 p.m. The motion was seconded by Kevin Dumas and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern,
Secretary

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Finance.