

*Board of Finance
6:30 p.m., Tuesday, February 17, 2015
2nd Floor Conference Room, Town Hall*

Meeting Minutes

1. Call to order

Loraine Coe called the meeting to order at 6:35 p.m.

In attendance: Loraine Coe, Laurie Tuttle, Martin Anderson, Molly Nolan, Helen Larkin, Rosemarie Naples

Others in attendance: Maryjane Malavasi

2. Minutes:

a. Regular meeting of January 20, 2015

MOTION BY MARTIN ANDERSON SECONDED BY HELEN LARKIN TO APPROVE REGULAR MEETING MINUTES OF JANUARY 20, 2015 AS PRESENTED. MOTION PASSED UNANIMOUSLY WITH NAPLES ABSTAINING.

3. Invoices:

a. Secretarial Services

MOTION BY ROSEMARIE NAPLES SECONDED BY MARTIN ANDERSON TO APPROVE PAYMENT TO BETH MONCATA IN THE AMOUNT OF \$100 AS PRESENTED. ALL AYE

b. Final 6/30/14 Audit

MOTION BY MARTIN ANDERSON SECONDED BY MOLLY NOLAN TO PAYMENT TO SEWARD AND MONDE IN THE AMOUNT OF \$7,900 AS PRESENTED. ALL AYE

4. Correspondence: None.

5. Public comment: -None

6. Personal Property Audit Report - The Board reviewed a report outlining the results of the personal property audits over the last two years. The report indicated a total increase in tax revenue of \$116,035 due to the audits performed.

7. Monthly DVAC Report: Ms. Malavasi reported that Lou Brockett has stepped down as the DVAC Treasurer as of February 1, 2015. Steve Grodzicki is the new treasurer, but was unable to attend tonight's meeting due to work commitments.

8. Fund Balance Policy Final Review:

Ms. Malavasi presented the final draft of the policy after legal review.

MOTION MADE BY MARTIN ANDERSON, SECONDED BY ROSEMARIE NAPLES, TO ADOPT THE FUND BALANCE POLICY AS PRESENTED. ALL AYE

9. Finance Director's Report: None.

10. Other Business:

a. Martin Anderson noted that there are joint meetings scheduled with the Board of Education and the Middlefield Board of Finance on Feb. 11 and mar. 4 at 7:30 at Strong School.

b. Ms. Malavasi was asked to add an item to Saturday's agenda for review of the Engineering position analysis presented by the Personnel Policy Review Board.

11. 2015-2016 Budget Workshop

a. 5002-Library Information Technology: Approved as presented at \$39,070.

b. 5003-Library Building & Grounds: Increase #251 to \$28,269; increase #153 to \$7,314; Total \$38,783. Ask Library if the cleanup of gardens can be done by town crew.

c. 5505-Recreation Expenses: Ask Sherry Hill if Little League helps with cleaning of bathrooms.

- d. 5510-Durham Activity Center: Increase #253 to \$1,852; increase #303 to \$1,292. Total \$56,585.
- e. 6010-Tax Refunds: Approved as presented at \$33,500.
- f. 6020-Contingency: Approved as presented at \$109,000.
- g. 6030 Farmers' Market: Approved as presented at \$1,000.
- h. 7505-Landfill Water System Maintenance: Approved as presented at \$5,275.

12. Adjournment

Meeting adjourned at 9:00 p.m.

Respectfully submitted,
Maryjane Malavasi