



# TOWN OF ROXBURY CONNECTICUT

Board of Finance

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF FINANCE REGULAR MEETING JANUARY 19, 2016

### MINUTES

#### CALL ORDER

Gary Lord, Chairman, called the meeting to order at 7:00 PM.

Members Present: Gary Lord, Andy Engel, Nanette Falkenberg, Sarah Foreman and Ed Cady

Others Present: First Selectman Barbara Henry, and Kim Baron

#### APPROVAL OF MINUTES

##### Regular Meeting – 12/15/15

A motion was made to approve the minutes of the 12/15/15 Regular Meeting. By Andy Engel, seconded by Ed Cady and carried 4-0-1. Nanette Falkenberg abstained.

#### BUSINESS

##### Auditor Bids

The only bid for the June 30, 2016 audit that was received on time was from Charles Heaven & Co.; however, a bid was received late from an out of state firm. This bid was \$5,000 less than the bid made by Charles Heaven & Co. It was noted that the bid came in a day late due to a problem with the courier.

Kim Baron reported on her review of both bids. She found that both services would be the same; however, the timetable for the out of state bid was unrealistic. Their bid package referred to the Towns of Salisbury and Ashford as municipal clients; however, she found that these towns have not engaged the services of this firm in five years.

Gary Lord commented that it seems communications would be electronic with an out of state auditor. Sarah Foreman agreed and noted that this company might not sit down and review the bid. Also, if additional audits are required then additional fees would apply.

Barbara Henry spoke with the CFO of Salisbury who reported that there were some difficulties with this out of state auditor. Nanette Falkenberg agreed with the points that had been made by those present. She additionally noted that the bids show estimated fees in many places, which did not give her a sense of comfort.

A motion was made to engage Charles Heaven & Co. to perform the audit for June 30, 2016. By Gary Lord, seconded by Sarah Foreman and carried unanimously.

Gary Lord will contact Rico Melaragno to advise that the bid has been awarded to Charles Heaven & Co. and will ask for him to forward the engagement letter.

##### Chairman's Report

Gary Lord reported that he has not received any additional information regarding the approval of the bonding for the AgSTEM program. This should not be a cause for concern. Barbara Henry reported that the State has revoked the ECS funds in an effort to balance their budget.

##### Selectman's Update

Barbara Henry reported that she has requested a \$350,000 STEAP Grant for Minor Bridge Rd.

The Hurlburt Park Bathroom/Kitchen project status was reported on. Two designs will be taken to the public for an informational meeting. One of the designs will only be for a bathroom and storage. A price on a prefab bathroom will be sought. The other design that includes the kitchen has been reduced in size. A Recreation Commission Member has reported that someone may donate the block for the building. The excavation services have been donated.

Gary Lord noted that he is partial to the idea of the prefab bathrooms in an effort to phase the project. Andy Engel noted that phasing the project will increase the overall cost. Barbara Henry explained that the concern is that the kitchen will never get done if it is not included in the initial project. She noted that the block donation will go a long way in reducing the cost of the project. This information is needed before a decision can be made. Kim Baron reminded the group that the STEAP Grant funds currently available for this project will expire by December 2016.

The furnaces have been installed. Good Hill was the low bidder of four bids. A bad nozzle has been replaced on one of the new furnaces and all seems to be working well. The cost of the project was \$28,000.

The group discussed ice build-up on Town Hall. Andy Engel reported that there are huge gaps in the insulation on the roof causing this problem. Barbara Henry presented a photo of the building roof. She received a quote for a total of \$7,500 to install heat cables on all the problem areas. \$3,000 is the cost to install cables in the worst area of ice damming, the Town Clerk's office wing.

The group agreed that it is a good idea to go forward with this project. They left it up to Barbara Henry to determine whether the Town should go forward with the entire project or address only the problem areas.

#### OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

The Budget and Revenue Reports as of 1/19/16 were reviewed. Barbara Henry reported that a Union employee driver position for Public Works has been advertised. Barbara Henry is working with the Union to reclassify all the Public Works positions.

The Capitol Budget Requests will be reviewed at next month's BoF meeting.

#### **ADJOURNMENT**

A motion was made to adjourn the meeting at 8:10 PM, by Andy Engel, seconded by Ed Cady and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

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