



# TOWN OF ROXBURY CONNECTICUT

Board of Finance

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

## ROXBURY BOARD OF FINANCE REGULAR MEETING JUNE 21, 2016

### MINUTES

#### CALL TO ORDER

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

Members Present: Gary Lord, Nanette Falkenberg, Wayne Piskura, Ed Cady, and Andy Engel (7:25)

Others Present: First Selectman Barbara Henry

#### APPROVAL OF MINUTES

##### Regular Meeting - 5/17/16

A motion was made to approve the minutes of the 05/17/16 Regular Meeting. By Nanette Falkenberg, seconded by Ed Cady and carried 3-0. Wayne Piskura abstained.

#### BUSINESS

##### Tax Collector's Suspense List

Gary Lord reviewed the Tax Collector's Suspense List in the amount of \$830.23.

A motion was made to approve the Tax Collector's Suspense List in the amount of \$830.23. By Gary Lord, seconded by Nanette Falkenberg and carried 4-0.

##### Close-out Projects

- RVFD Air Pack Equipment Project

Barbara Henry reported that the Air Pack Equipment Project for the fire department is complete. \$16,602 is left as a balance that was unused toward this project. The Board agreed that the Fire Department did a wonderful job at saving money towards this project and will consider this when funding the new truck.

A motion was made to close the RVFD Air Pack Project and transfer excess funds in the amount of \$16,602 to the Reserve for Capital Undesignated. By Gary Lord, seconded by Ed Cady and carried 4-0.

- Nutmeg Network

Barbara Henry reported that the Nutmeg Network project is complete. This project was entirely funded with grant money; therefore, there are no excess funds to transfer.

A motion was made to close the Nutmeg Network project with zero dollars remaining in the line item. By Gary Lord, seconded by Nanette Falkenberg and carried 4-0.

- #3 Truck

Barbara Henry reported that they saved \$19,063.99 on the purchase of Truck #3.

A motion was made to close the project for Truck #3 and transfer the remaining \$19,063.99 to the Reserve for Capital Undesignated. Motion by Gary Lord, seconded by Ed Cady and carried 4-0.

- Conservation Commission – Joey's Trail

Barbara Henry explained that Gary Steinman requested that the funds remaining in the Conservation Commission budget, which is up to \$850, be transferred to the to the Joey Trail Fund. Gary Lord advised that he would like to do this; however, this may constitute an additional appropriation.

Kim Baron was consulted via conference call. She confirmed that the Joey Trail Fund was established from donations which consists of approximately \$2,100. She explained that Conservation Commission Chairman Gary Steinman requested that the under budget funds be used as a donation. Kim Baron confirmed that she could write a check from the General Fund to the Joey's Trail Fund. It was noted that this project is under the purview of the Conservation Commission which to date was funded at no cost. However, they do see upcoming costs for this project going into the next year. The balance of the Conservation Commission budgeted funds would have been used for these expenses if the project was further along.

Andy Engel was seated at 7:25 PM.

Gary Lord noted that this is not an approved project by the legislative body. The Board noted that they would prefer if these funds were used prior to the end of the year. The Board agreed that if next year's budget does not cover the costs they will take the additional funds from contingency to complete Joey's Trail once the Joey Trail Fund has been exhausted.

- 3 Year Audit Proposal

Gary Lord reported that he spoke with Rico Melaragno about providing a 3 year proposal which may save the town some money. He has received the proposal dated 6/9/16 for the current year audit which has been approved by the Board. The 3 year proposal has not yet been received.

The Board requested that Rico Melaragno be asked to resubmit the engagement letter with the fee included within the document. It was confirmed that the bids were reviewed in January and the Board voted at that time to engage Charles Heaven & Co. for the audit. Gary Lord will sign the revised document prior to June 30, 2016.

- Chairman's Report

Gary Lord reported that it appears that the AgSTEM program is off the table indefinitely.

- Selectmen's Update

Barbara Henry reported that the contract was signed with SBA for the tower at the transfer station. Town Attorney McTaggart did a wonderful job negotiating the contract. A \$10,000 signing bonus was just received for the Town of Roxbury.

## **OTHER BUSINESS**

N/A

## **ADJOURNMENT**

A motion was made to adjourn the meeting at 8:02 PM, by Wayne Piskura, seconded by Ed Cady 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*