

Middlefield Board of Finance

Special meeting

March 3, 2011

Minutes

(Not approved at time of filing)

1. Call to order

Rebecca Adams called the meeting to order at 7:10 p.m. Present are Lucy Petrella, Jeremy Renninghoff, Frank St. John and Alice Malcolm. Bob Yamartino arrived at 7:40 p.m.

2. Approval of agenda

Lucy Petrella reported that the library board is not ready. Rebecca Adams noted they could meet at another time. It was suggested they need also to meet with the Water Pollution Control Authority.

A motion was made by Frank St. John to approve the agenda; this motion was seconded by Jeremy Renninghoff and approved by all voting members.

3. Public Comment (4:00)

A speaker stated that no one had contacted her about a date, and as she represents the library had they received notification that tonight was their night they would have been prepared. Rebecca Adams noted that the agenda includes probable discussions as well as possible as they are special meetings they can not change the agenda.

Board members discussed setting dates.

Marianne Corona stated that she wanted to support Lee Vito and the wetlands department. She also reported she was a part of the retention committee who had a part of their goal to get the web site up and running. She complimented the committee in this work. In response to a question, Marianne Corona indicated she did not think a report was ever issued. Marianne Corona noted that the town is paying someone \$375 per month to take the garbage out and suggested that they have the high way department handle this. Marianne Corona stated that the town web site is in need of help. She reported that Jon Brayshaw had wished to keep the tax assessor on full time due to the reval-which has not happened yet and to manage the website. She stated the web site needs to be managed and the protocol and process needs to be approved so that everyone understands how to get information on the site.

Rebecca Adams agreed that the computer system needs to be addressed. Marianne Corona noted there is doubt about emails being received from town employees. Rebecca Adam explained they will be discussing the web site issues with the tax assessor. Board members agreed the issue needs to be addressed.

In response to a question, Rebecca Adams stated that agendas do not need to be posted according to FOI. Marianne Corona was unsure if FOI was the proper authority.

Marianne Corona stated it is not the role of the town clerk to maintain the web site, but to only stamp things in. She stated the person who manages the web site has to have back up.

Marianne Corona indicated that she supported the illicit storm water discharge ordinance and the town has to address this.

4. Antoinette Astle (16:34)

Antoinette Astle provided a copy of her job description from the town hall indicating she is the municipal agent for the elderly, social services director and the senior center director. She went over her duties for the three job positions and discussed the training she has had. In response to questions she noted that the senior population in town is 600 plus, and the families she has assisted using the food bank and financial help is 10-20 with children.

Antoinette Astle was asked if any of her social services overlapped with DMYFS. She stated that her job as social services director is to help families that are struggling and to be a resource for assistance. She said that there may be times when DMYFS may refer someone to her, as does the school, but she did not think DMYFS offered any of the same services she does, regarding basic needs, financial help and food, etc.

Mary Johnson asked if she has reached out to certain religious organizations in town-Antoinette stated she did but did not receive any response. It was discussed that the majority of their membership is likely to be out of town.

In response to other questions, Antoinette explained that depending what is going on, and what time of year, affects how her time is split between the three jobs, but in terms of hours, most for municipal agent, senior center and then social services.

Regarding her request for an increase in the assistant hours, Antoinette explained she has no assistant, but the funds are to have someone to only to cover the office during her vacation and sick time, and it still will not cover it all.

5. Lee Vito Sanitarian (31:43)

Lee Vito provided documents to the board and went over his job description as sanitarian. In response to a question, Lee Vito explained there was a child in town who was discovered to have an elevated lead level and therefore a full epidemiological investigation was performed. He went over the process for tick testing that is done for the spirochete that causes Lyme disease. He went over his work regarding water testing. He explained that the well at Rovers has finally been approved and the town will no longer be responsible for that issue. Lee Vito went over his role as Inland Wetlands and Watercourses Agent.

Marianne Corona went over some of the training Lee Vito is required to have as the Inland Wetlands and Watercourses Agent and some of his tasks related to that.

In response to a comment, the fee schedule was discussed, indicating how they are working toward having the applicant pay for the costs of the specialists.

It was explained that the Lyman Golf Course is coming up and will be a big project as well as the one at Happy Acres.

It was stated that the penalty to pay for not joining a health district may be less than the cost of joining. Lee Vito they have not looked at this for a few years. Board members discussed this issue with Lee Vito and Marianne Corona.

6. Town Clerk (57:33)

Donna Golub went over her budget with the board. They discussed the ordinance books and what is needed to update. Donna Golub was asked to investigate some options and Rebecca Adams will meet with her to discuss the options.

Donna Golub discussed the need for micro film and scanning records, indicating that she is going back to 1866. She noted that the single volume covering 1911 to 1966 board of selectmen meetings is missing. She noted that the grants that cover those tasks has fluctuated. She noted that she has requested any increase and declined the 2% that was offered.

Board members discussed the conveyance fees as well as unfunded mandates. It was noted that all the fees collected by the town clerk are mandated.

7. DMYFS (1:14:47)

Betsy Dean introduced herself as the new director of DMYFS. She provided some written information to the board. She explained some of the program they are current working on including one on dating violence.

Rebecca Adams provided some history on the DMYFS noting there had been a lot over lap with Park and Recreation and there had not been many programs that DMYFS was intended to provide.

In response to questions, Betsy Dean noted that of the group of 15 trained for the dating violence program 10 were from Middlefield. She stated that she went to state to determine what programs they should be doing and has made some changes to include them, and to discontinue the ones that are not part of their mission. She explained that a recent program had 26 kids, 7 from Middlefield. The fifth and sixth grade dances are still being held once per month, and alternate with the Memorial School program. The cost to enter is \$5 per kid and there are overhead costs to cover. Betsy explained there is a sliding fee schedule to accommodate those who can not afford the programs.

Betsy explained they started an after school program at the Durham Library for the Strong School students at the request of the library. There has been a cooking program, there will be art programs, beading, etc to encourage the non-joiner kids. She noted they are working to have programs that are not already being done by the schools in town for the summer, and to provide community service projects.

Regarding the Juvenile Review Board, Betsy indicated that there were only three referrals, so has offered community service projects instead and

described the process of what they could offer a juvenile who may other be facing the court system.

Betsy Dean went over some of the parent education and family programs they provide. One of which is a speaker to come in and offer parent education workshops while the children are babysat by high school children. Another program is the moms club which currently has 29 participants, with 9 from Middlefield. She explained they are also working with the local wellness counsel and will have a speaker near the time of the prom. It was explained that DMYFS set this up, but it will take place at the schools. Betsy described a program they hold at the community center for special needs high school kids.

It was noted there are grants pending, which make up approximately 20 percent of the budget. Betsy stated that the \$14,000 appears to be a safe item, but the \$5,000 enhancement is possibly in jeopardy of being decreased. She noted her experience and diligence in writing grants.

Betsy stated that she was enjoying this community and asked that interested people go to the website and sign up for the newsletter. She provided information on who created the website, Gail Quinn, Inspired by Design. Board members noted it was a very good site without a lot of cost.

8. Questions regarding DMIAAB presentation (1:48:43)

Rebecca Adams said the Interlocal agreement would be resigned and there is a task force review it. She noted they are looking at various operational changes and board structure and to find more revenue. She explained the agreement with CRRRA. Board members discussed various options about where to take the garbage to and the benefits of purchasing the needed scale. Rebecca Adams noted there is additional information that would assist in estimating the weight of bulky waste. Board members noted concerns about the guard house not being staffed and also the breakdown of the DMIAAB board representation being changed from 50/50 to 60/40.

Laura Williams stated she went to the DMIAAB meeting and the raising of stickers fees had been discussed.

Rebecca Adams suggested that CCM be contacted to provide information regarding land fills and fees.

Laura Williams suggested they could store their recyclables and wait for the better prices as they are known to fluctuate.

9. Schedule (2:07:35)

Rebecca Adams said she would like to have the fire department and public works department on the same night to discuss capital items, as well as the library on the 17th. Rebecca Adams reported she would be available on the 16th to discuss Water Pollution Control Authority, Emergency Management and Park and Rec. She stated that Joe Geruch will be in next week to discuss budget and that she wants to discuss the accounting software, and to map out a real plan with computer networking. Jeremy Renninghoff said they have budgeted to replace Antoinette Astle, Steve Hodgetts and two other computers. Board members discussed if they should replace them all now as non are very new. Rebecca

Adams suggested they get a list of how old all the computers are, and asked that everyone bring their lists of questions for the Finance Director.

It was noted the Board of Finance has been looking for the historical data regarding the capital budget items.

Jeremy Renninghoff reported that the Board of Education is meeting Wednesday, the 9th, 16th and 23rd to discuss their budget. Rebecca Adams suggested they have them come in before the end of their deliberations.

Board members discussed various dates to meet. It was suggested to schedule all the presenters at 45 minute intervals. On the 10th special meeting they will open the meeting and go to public hearing, then they can come back if there is time. The 17th will be a regular meeting plus the fire department, public work and the library-Rebecca Adams will contact those departments to schedule that. The Board of Education will come in on the 24th. On the 23rd it will be Park and Rec, Emergency Management, Water Pollution Control Authority and the police department. The 30th and 31st will be used for the Board of Finance to review the budget.

April 7 or 14 will be the public hearing if they make any changes to Jon Brayshaw's budget, which is likely.

10. Minutes (2:25:16)

Rebecca Adams noted that regarding the comment made by Jon Brayshaw at a previous meeting, he did say what the minutes indicated he said regarding the BAN and long term financing. Board members contested validity of the statement made by Jon Brayshaw.

December 9

Item 5, the phrase "regarding the" that stands alone should be removed.

Item 5- 7th paragraph should read "It was noted that the water fund is a pass through. Private duty wages were up due to the Durham fair, and will have a revenue, but it was unknown if it was matching or not. The regional hazardous waste was an issue because of the misplaced 2006 bill which will have to be paid.

A motion was made by Bob Yamartino to approve the minutes to the December 9, 2010 meeting as amended. This motion was seconded by Jeremy Renninghoff and approved by all voting members.

January 13, 2011

These minutes have a statement made by Jon Brayshaw that was incorrect.

Item 3, sixth paragraph reads "Board members express concern about decisions being made at the eleventh hour, requiring special meetings and public hearings in order to fund something. Bob Yamartino noted it speaks the to the bond counsel the town has retained, and they need to be sure situations like this do not occur again." And should be changed to "Board members express concern about decisions being made at the eleventh hour, requiring special meetings and public hearings in order to fund something. Bob Yamartino noted it speaks to the bond counsel the town has retained, and they need to be sure situations like this do not occur again."

One member questioned the need to correct a typo, noting that most people would be able to determine the meaning.

Item 3, fifth paragraph, states “Jon Brayshaw stated by choosing this option, they are saving \$48,000 in the same amount of time, which is why he chose to go with the option.” Board members noted that this statement was in fact said-but is wrong.

It was agreed to simply approve the minutes as written.

A motion was made by Bob Yamartino to approve the minutes of January 13, 2011 as submitted. This motion was seconded and approved by all voting members.

February 9, 2011

Item 4, first paragraph, second sentence reads “She noted there has been a foreclosure that was in the works for four years and has just completed.” Should be changed to “She noted there has been a foreclosure that was in the works for four years and has just **been** completed.”

Board members asked that they concentrate on correcting for content, not grammar.

A motion was made to approve the minutes of the February 9, 2011. This motion was seconded and approved by all voting members. Jeremy Renninghoff abstained from the motion as he was not present for that meeting.

February 23, 2011

A motion was made by Frank St. John to approve the minutes of February 23, 2011 as submitted. This motion was seconded by Rebecca Adams and approved by all voting members. Rebecca Adams abstained from the vote as she was not present.

11. Miscellaneous (10:36 - during the discussion of the minutes the recording stopped and started again-resetting the timer)

Bob Yamartino reported that Webster Bank is looking into being a financial advisor regarding the Powder Ridge deal, and that he is recusing himself from all those discussions as he is employed by Webster Bank.

12. Adjourn

A motion was made to adjourn; the motion was seconded and approved by all voting members.

Minutes Board of Finance Special Meeting May 26, 2011

Transcribed by Rebecca Adams, Middlefield Board of Finance Chair

Rebecca Adams called the meeting to order at 8:36 PM.

Members present: Jeremy Renninghoff, Lucy Frank St John, Lucy Petrella and Rebecca Adams

Absent: Bob Yamartino and Alice Malcolm

Jeremy Renninghoff made a motion, which was seconded by Frank St. John, to set the mil rate for the town of Middlefield for the 2011-2012 fiscal year at 28.16. It was noted that this is an increase of 2.65% from the mil rate for the 2011-2011 fiscal year of 27.43 (which translates to a \$146 increase in taxes for every \$200,000 of assessed property value).

Discussion on the motion began with Frank St. John asking whether the Board might want to set the mil rate higher than the current proposal to address some possible additional expenditures or reductions in revenue. The members discussed the State budget and the possibility of being required to pay for 100% of State trooper overtime. Lucy Petrella asked about the status of the negotiations of the town office staff contracts. Rebecca Adams stated that those had not yet concluded. She recommended that the Board not set the mil rate higher based on the item discussed and asked that the mil rate be set based on the budget adopted at town meeting.

The motion to set the mil rate at 28.16 carried unanimously.

The next meeting of the Board will be its regularly scheduled meeting, June 16, 2011.

The meeting was adjourned at 8:45 PM.

Middlefield Board of Finance

Special meeting July 25, 2011

Minutes

(Not approved at time of filing)

1. Call to order

Rebecca Adams called the meeting to order at 7:11pm. Present are Alice Malcolm, Frank St. John, Lucy Petrella, Rebecca Adams, Bob Yamartino and Jeremy Renninghoff.

2. Agenda (:32)

A motion was made by Bob Yamartino to approve the agenda as presented. This motion was seconded by Alice Malcolm and approved by all voting members.

3. Minutes (:44)

This item was tabled.

4. Public Comment (2:30)

Laura Williams asked about Powder Ridge bonding. It was explained that the First Selectman and Joe Geruch met with Farmington Savings to discuss long term, but nothing has been committed at this time. They will not go to long term financing until there is a closing.

Ed Bailey explained the contract date was extended to August 1 and there are details being worked on regarding easements and other issues.

Laura Williams asked about the effect on the approved budget regarding line item 4505. It was explained that the Board of Finance will be doing the end of year transfers to address the last fiscal year. Board members explained the procedure to address this issue and provided documents to Laura Williams.

In response to a comment/question from Laura Williams it was explained that Jeremy Renninghoff was volunteering his time to assist Joe Geruch to ensure the fiscal integrity of the town while Joe Geruch was in disposed due to health issue. Laura Williams asked if there was documentation by Jon Brayshaw to authorize that. It was noted that it was helpful for Jeremy Renninghoff to assist as he was also a member of the Board of Finance- and he did this because the Finance Director had emergency surgery and wanted to assist the town. Laura Williams stated she did not see a separation of duties to ensure things are done properly.

Frank St. John stated there is no separation of duties, and the Board of Finance can assist the Finance Director in any way, shape or manner they so choose. In response to additional comments/questions from Laura Williams it was confirmed that it could be any number of the members at any time. Laura Williams asked how a certain credentialed employee could be superseded – Jeremy Renninghoff stated he was not superseded, the Finance Director was simply out on an emergency medical issue.

Rebecca Adams explained that Jon Brayshaw authorized it and Joe Geruch agreed to it- Laura Williams asked if they had it in writing- Rebecca Adams stated it was not

needed in writing, and suggested that Laura Williams ask Jon Brayshaw. Rebecca Adams stated her concerns were noted and suggested she discuss it with the First Selectman and thanked Jeremy Renninghoff for his assistance.

Laura Williams asked why the Water Pollution Control Authority is clearly labeled as a revenue line item but not clearly labeled as an expense line item. Jeremy Renninghoff stated it was and explained it to Ms. Williams, providing some history on the Water Pollution Control Authority.

Seb Aresco asked if there was a formal resolution to allow any member to go into the Finance Director's computer. Rebecca Adams stated no, and there did not need to be as all the information is public and Joe Geruch was happy to have it happen. It was noted that Joe Geruch has been in the office working with Jeremy Renninghoff but is still recuperating. Jeremy Renninghoff stated for clarity that he is not interested in the Finance Director's job.

In response to another question from Laura Williams it was stated that Brookside sewer system expenses are paid for by the town and have been for over 30 years, but the sewerage is paid by Zygo. The Water Pollution Control Authority is reviewing this and may set a rate to begin recouping some of these costs. Ed Bailey noted that the Water Pollution Control Authority pays the town enough funds to more than cover the expenses the town incurs on the Lake Beseck and Route 66 sewer systems.

Ed Bailey explained the Water Pollution Control Authority line items in the budget and what they cover. He noted that Water Pollution Control Authority turns over to the town \$21,500 per year, and out of that the town covers the insurance, and miscellaneous town employee time. Board members reviewed the budget line items with regard to the Water Pollution Control Authority.

Laura Williams asked if there will be any discussion regarding the MIRMA situation. Rebecca Adams stated they have not heard anything back from them regarding this. There was a discussion about the possible costs of this issue and the history of the town became associated with MIRMA.

Ed Bailey confirmed with Jeremy Renninghoff that he has/had no check writing authority, nor fund transfers, etc. Ed Bailey thanked Jeremy Renninghoff for his service to the town during this time and his volunteered time was exceptional.

Laura Williams stated she was not accusing Jeremy Renninghoff of any wrongdoing.

5. Transfers (38:18)

Board members reviewed the documents provided

A motion was made by Bob Yamartino to transfer \$37,801 into 9000 operational contingencies from account 9801 Regional District 13 for end of year transfers. This motion was seconded by Alice Malcolm and approved by all voting members.

A motion was made by Bob Yamartino to transfer various amounts from account 900 operational contingency for the end of year into the following accounts:

Office expenses 6012 \$373.51

Town engineer 6050 \$2,373.37

Town counsel 6070 \$3,458.05

Fuel town vehicle 6422 \$4,590.99

Computer network 6451 \$2,396.75

Custodial expenses 6412 \$19.02

This motion was seconded by Lucy Petrella and approved by all voting members.

A motion was made by Bob Yamartino to transfer various amounts from account 900 operational contingency for the end of year into the following accounts:

Pension employees 6586 \$976.41

Town clerk assistant 6608 \$1,705.33

Overtime expense 7606 \$113.47

Fire marshal/vehicle mileage 8052 \$138.82

This motion was seconded and approved by all voting members.

It was noted there was approximately \$49,000 left in the account.

6. Fiscal year wrap up (1:10:19)

Board members reviewed the budget looking for items that were over and under budgeted. Line items of note were Town Planner and Labor Counsel. It was noted that Prior Year's Collections was the primary reason for the surplus. Interest and Liens was also a higher than anticipated revenue. Also noted and discussed were PILOT, license and permits, Police Department Services, Building Permits and Sale of Equipment. Board members considered how to deal with several issues going forward. Other line items such as Revenue from Use of Money were discussed.

Board members reviewed the expenses for last fiscal year, line items of note included Legal Notices, Community Center Expenses, Zoning Officer, Senior Bus Program, Snow Removal, Peckham Park Expenses, Fire House items and Boards and Commissions.

It was noted that with Jeremy Renninghoff on the Board of Education he will not be on the Board of Finance next term. Rebecca Adams noted the awesome job done by all the Board of Finance members this year and hoped they would all be back.

Board members discussed changes they would like to see in the Board of Education budget format.

7. Adjourn

A motion was made to adjourn; this motion was seconded and approved by all voting members.

Middlefield Board of Finance
Special Meeting
August 25, 2011
Minutes
(Not approved at time of filing)

1. Call to order

Rebecca Adams called the meeting to order at 7:10 pm. Present are Jeremy Renninghoff, Rebecca Adams, Alice Malcolm and Frank St. John.

2. Agenda (:29)

A motion was made by Jeremy Renninghoff to approve the agenda as written. This motion was seconded by Alice Malcolm and approved by approved by all voting members.

3. Approval of minutes (:56)

A motion was made by Frank St. John to approve the minutes of the June 16, 2011 and July 25, 2011 meetings as presented. This motion was seconded by Alice Malcolm and approved by all voting members.

4. Public comment (1:40)

Marianne Corona stated she would like to comment during the discussion of the police cruiser.

5. Transfers (2:04)

Rebecca Adams noted there were four end of year transfers to be taken care of. Board members reviewed these transfers.

A motion was made by Jeremy Renninghoff to transfer from the Board of Finance contingency fund 9000 to accounts as follows: Town clerk assistant: 6608 - \$529.25; Senior social service agent: 7500-\$01; Peckham Park expenses: 7703-\$417.69; Private duty wages: 7904 -\$12,720.40. This motion was seconded by Alice Malcolm and approved by all voting members.

6. Police cruiser (7:55)

Rebecca Adams reported that when they did the budget they were not anticipating the need for a replacement cruiser. It has been determined that there is a need now to replace the cruiser.

Marianne Corona provided some history on the capital improvements and how they were addressing the police cruisers. She discussed some particular police cruisers that were now available and provided some research information. She noted her support for having the car include decals indicating it is a police car.

Board members discussed how they could proceed regarding the purchase of a new police cruiser, with audience members Marianne Corona and Ellen Waff. It was noted they need to determine from the police department what they need. Rebecca Adams

and Jeremy Renninghoff will discuss with the police department and Joe Geruch to determine if the specific car available is what the police department needs and is a good value.

7. RSD 13 update (24:18)

Rebecca Adams reported that Ron Melnik is no longer the business manager for RSD13 and they are in the process of higher a new one. She noted there is some public issues regarding the new bus schedule.

Jeremy Renninghoff went over some of the concerns parents have regarding the bus stops, noting the Board of Education is considering making some changes to bus stops at licensed day care facilities. It was noted that state guidelines allow for high school to have to walk up to two miles to a bus stop, but D13 has a limit of one mile. Parents have been asked to put their issues in writing so that it is clear. It was stated that the new bus routes create a savings of about \$47,000. Jeremy Renninghoff explained the amount of work involved in reviewing the bus schedule.

Jeremy Renninghoff reported on a consortium attempting to get federal funds for education, to work on providing more practical skills, noting there will now be some changes needed to some curriculums. There are efforts being started to gain grant money to help off set the costs of the now required activities the district will have to do.

Jeremy Renninghoff explained the timing of the Board of Education budget process.

8. Board of Finance comments (45:59)

Rebecca Adams reported that she was unaware of the meet and greet for candidates involving Lucy Petrella when she scheduled tonight's special meeting.

Marianne Corona asked that the Board of Finance look at developing long term capital improvements committee to look at the big projects needed in the town.

Alice Malcolm noted that for all the transfer requests they are just rubber stamped, and questioned why they spend the time on them. She suggested that the Finance Director provide a notification of transfers that were done. Rebecca Adams noted the Board of Finance responsible for transfers, and it also provides public notice of what transfers were made. Board members discussed different ways transfers could be handled, as well as the need for the town not to commit the funds before the Board of Finance has approved. It was noted there are rules against town employees committing the funds. Alic Malcolm suggested rather than do individual transfer request the Finance Director could provide a monthly report of funds that were moved. Rebecca Adams stated she would look into whether they could make a change based on the statutes or the charter.

Jeremy Renninghoff noted he has been discussing different ways to reflect tax collections in the budget.

Frank St. John noted with the extension of the closing date on Powder Ridge they will need to look at the financing in place.

9. Adjourn

A motion was made to adjourn; the motion was seconded and approved by all voting members.

Middlefield Board of Finance

Regular meeting

September 15, 2011

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at 7:05 pm. Present are Lucy Petrella, Jeremy Renninghoff, Frank St. John and Alice Malcolm.

2. Agenda (:31)

A motion was made by Jeremy Renninghoff to approve the agenda as submitted. This motion was seconded by Alice Malcolm and approved by all voting members.

3. Approval of minutes (:50)

This item was tabled.

4. Public comment (1:24)

There were no members of the public present.

5. Purchase of police cruiser (1:31)

It was noted that they discussed this issue as there was information from a townsperson who was suggesting they purchase a specific car from a specific place. Jeremy Renninghoff stated they were not able to get any additional information yet. Lucy Petrella reported that Cliff's auto in Rockfall has offered to charge \$1,000 per year to keep Scott's car on the road until they can replace it. Other new cars have been looked and found not to be appropriate for Middlefield's use. It had been suggested by the Finance Director that the town 'piggyback' with the state when they go to purchase the police vehicle, which will be in the next fiscal year.

It was agreed they would continue to repair the vehicle and expect to piggyback with the state for a purchase in the next fiscal year.

6. Request for reinstatement of funding for animal control officer (7:53)

Lucy Petrella reported that ten years ago they gave the ACO \$500 allowance plus free gas, then they could not do free gas so they increased it to \$750, then about five years ago there were issues about using private vehicle. The Board of Finance okayed the purchase of a vehicle, but the ACO was not happy with the vehicles the board presented to him, so this year they reallocated the funds elsewhere. Lucy Petrella stated according to Joe Geruch it is not suitable to have animals in a vehicle without air condition or heat directly available to the animal. It was suggested to provide \$750 allowance to cover the ACO gas, insurance, etc. for his own vehicle.

Frank St. John supported the \$750 allowance, but by virtue of being the ACO he goes to property owners when there are wild animals needing removed and he can charge a fee for that service. Jeremy Renninghoff stated that any money collected should be

turned in to the town. Frank St. John stated the town has been treating this as a side business and has no knowledge of the fees being charged or collected. It was agreed this needed to be investigated, but the \$750 should still be provided. Board members questioned who would then be responsible for an injury sustained regarding a wild animal capture.

A motion was made by Jeremy Renninghoff to transfer \$750 from contingency 01-72-9000 to an account in dept 43 Animal Control the exp. Account number to be assigned by the finance director for a vehicle allowance for the Animal Control Officer.

7. Transfer request (19:29)

Board members discussed a need for a 9 cent transfer.

A motion was made by Frank St. John to authorize the chairman to direct the Finance Director to transfers from surplus into any account for an amount less than \$10. It was stated that they Board of Finance can not give up their power to transfer. Board members debated both sides of the issue referring to various printed references. It was suggested they have the attorney review the matter. Board members also discussed the illegality of town employees who commit the town to paying funds without prior approval of the Board of Finance.

A motion was made by Jeremy Renninghoff to transfer \$.09 into account 01-44-7903 from account 01-72-9000 for a minor adjustment. This motion was seconded by Alice Malcolm and approved by all voting members.

8. New Business (30:16)

Jeremy Renninghoff stated they are supposed to be transitioning to a new accounting system but he was unable to get details and was advised it would be done by the end of the fiscal year. Jeremy Renninghoff noted that was not acceptable and reminded the board that it is within their power to dictate how the financial records are kept. Board members discussed what was needed to make the transfer to the new system and the issues surrounding the computer system.

Frank St. John asked that Jeremy Renninghoff find out before the next meeting if the transition has begun and what the status is. If it has not been done they can pass a motion to have it done in 30 or 60 days. Board members discussed whether they wanted to make a formal motion now, or wait and discuss the issue with the Finance Director first to see if it can get done now. Board members were adamant that this was neither political or personal, and they were satisfied with the work done by the Finance Director but they want the new accounting system in place as soon as possible, within the next 60 to 90 days.

9. Adjourn

A motion was made to adjourn at 7:50; the motion was seconded and approved by all voting members.

Middlefield Board of Finance

Regular meeting

October 20, 2011

Minutes

(Not approved at time of filing)

1. Call to order

Rebecca Adams called the meeting to order at 7:13 pm; present are Bob Yamartino, Rebecca Adams, Frank St. John, Jeremy Renninghoff, Lucy Petrella and Alice Malcolm.

2. Agenda

A motion was made by Jeremy Renninghoff to approve the agenda as written; the motion was seconded and approved by all voting members.

3. Minutes (1:38)

A motion was made by Frank St. John to approve the minutes of the September 15, 2011 meeting as submitted; this motion was seconded and approved by all voting members.

4. Public comment (4:14)

There were no members of the public.

5. Contract review (4:18)

Board members reviewed a contract provided by the Board of Selectmen regarding a person who has been a long time consultant for the town. Rebecca Adams noted over the years they have not been very happy with the service provided by this person, but town hall employees recommend going with him due to his familiarity with the town programs.

One member recommended being able to roll over unused minutes/hours. Alice Malcolm suggested they hold off signing a new contract until they purchase the new equipment that is planned. It was noted that they will need someone to set up the new equipment.

Lucy Petrella reported that there has not been a consistent periodic scheduled maintenance over the past years and that has created only crisis calls.

It was noted there is no current contract. It was noted there had been enough budgeted to purchase new PCs for everyone and to upgrade the finance accounting system as well as the maintenance costs.

Lucy Petrella stated that according to Joe Geruch the only computers outdated enough for replace are in the police department, and that the problem are within the server. Board members stated that there is about \$21,000 available to spend- and this would cover a new service plus more.

Rebecca Adams stated that they purchased a used server from the same person whose contract they are reviewing, and the money set aside for maintenance has been used at a more rapid pace because they are emergency calls rather than maintenance.

Jeremy Renninghoff noted there are issues due to the backlog of updates that needed to be installed.

Bob Yamartino noted before they approve this contract they should consider companies that offer both equipment and service under one contract.

Board members reviewed the details of the contract which included a fee of \$840 per month for 10 hours, plus additional rates for emergencies and travel. Board members agreed that they need to get credit each month for hours not used. Board members reviewed the history of expenditures in this regard. It was suggested that they advise the Board of Selectmen to sign this, but to get the hours rolled over first and to request monthly payments rather than one annual payment. Board members agreed someone needs to look at other options for computer service.

Frank St. John suggested a motion to approve the contact with the condition that hourly allotments be rolled over if unused and that payment be made on a monthly basis.

It was noted that the Board of Finance can make recommendation but the Board of Selectmen can sign this with our without this board's approval.

Jeremy Renninghoff volunteered to discuss with Joe Geruch advising that they want the rollover. Board members debated possible costs using roll over hours and the base hourly rate options.

A motion was made by Jeremy Renninghoff to resolve that the selectmen enter into contract with Lightning PC under the terms and conditions proposed in the managed service agreement for the town of Middlefield from Lightning PC to the town with the following suggestions;

1: that the board negotiate for rollover of unused monthly minutes;

2: that they pay on a month by month basis.

This motion was seconded and approved by all voting members.

Frank St. John noted there is \$19,000 allocated for upgrade and purchase of new equipment and it appears they are getting nothing, no plan, no proposal, and he would like the Board of Selectmen to consider what they need to do to get moving on this. He noted they could freeze that account until a plan is brought forward. It was suggested they add that as a provision to the motion.

A motion was made by Jeremy Renninghoff to reopen the resolution. This motion was seconded and approved by all voting members.

It was agreed to add suggestion 3: the board of selectmen prepare a detailed plan for the long term purchase and/or replacement of IT equipment prior to the presentation of 2012-13 budget. Board members all approved this addition to the resolution.

6. Transfer requests (45:30)

There were no transfer requests.

7. Old/New Business (45:43)

Jeremy Renninghoff reported that he and Joe Geruch met with Sonitrol about a new telephone system for all the town buildings, and provided a proposal for \$23,000 –

the estimated savings is said to be \$107 per month. Jeremy Renninghoff reported that they are looking into this more. Jeremy Renninghoff provided information on some of the potential benefits of this upgrade. It was noted at that cost, it would take 20 years to see a savings.

Regarding the accounting software, Jeremy Renninghoff reported he had not found anything new. It was noted there was money in the budget for this item, but it has not been done. Jeremy Renninghoff stated he would follow up on this.

Regarding the police cruiser Rebecca Adams reported that the state thing they could have gotten in on is over and there will a new one coming up that includes a number of cars.

8. Adjourn

A motion was made to adjourn at 8:18pm; this motion was seconded and approved by all voting members.

Middlefield Board of Finance

Regular meeting

November 17, 2011

Minutes

(Not approved at time of filing)

1. Call to order

Rebecca Adams called the meeting to order 7:06 pm. present are Alice Malcolm, Frank St. John, Lucy Petrella, Bob Yamartino, Rebecca Adams and Jeremy Renninghoff.

2. Agenda (1:34)

Rebecca Adams noted Al Rusilowitz would be attending the next meeting on December 8-it was agreed they would table that item as it came up.

A motion was made by Jeremy Renninghoff to approve the agenda as presented; this motion was seconded and approved by all voting members.

3. Minutes (2:09)

August 25, 2011-no changes

October 21, 2011-the minutes were dated as October 20, 2011 and should have been dated October 21.

A motion was made to approve the minutes to the August 25, 2011 and October 21, 2011 meeting minutes as amended; this motion was seconded and approved by all voting members.

4. Emergency Management report (5:37)

Jon Brayshaw thanked the past and present members of the Board of Finance for their dedication and service to the town. Jon Brayshaw explained that storms Irene and Alfred were serious storms and there are expenses that will need to be paid whether or not they are in the budget as the storms were unexpected.

Terri Parmelee explained that they are working to get FEMA funds to reimburse the town for some of the expenses and it appears the town will be reimbursed for about 75 percent of the expenses. Terri Parmelee stated the expenses for Irene were about \$58,000-and hoped for 75% reimbursement on that. Regarding Storm Alfred the reimbursement rate is likely to be 50%. Terri Parmelee explained the various steps taken to obtain FEMA reimbursement. He explained much of the costs have to do with the brush pick up and noted that burning the brush is not a good option. The cost for managing the brush will be approximately \$168,000. Jon Brayshaw and Terri Parmelee discussed ways they are going to handle the brush.

It was noted the Water Pollution Control Authority will be requesting reimbursement as well from FEMA for their expenses.

The costs for the shelter provided by District 13 were \$1,300 per day, and for Storm Alfred it was open for six days. Terri Parmelee provided statistics on the usage of

the shelter as well as the staffing and volunteering. It was explained that the reimbursement level will be determined county by county, not town by town. The school district will also be asking for reimbursement for their own expenses. Terri Parmelee noted he would like to have better phone service during storms. Board members discussed the various activities that were managed during the storm events and thanked Terri Parmelee and Jon Brayshaw for their efforts. It was noted that the town needs to consider doing more tree cutting to avoid some of difficulties caused. Terri Parmelee was asked to keep the board and town updated on all that is involved with emergency management as well as the FEMA reimbursement. There will be a meeting in the future with Durham town officials as well to discuss the storms and the responses, and Terri Parmelee will provide an emergency management and fire department report.

Rebecca Adams noted for some of the bills regarding the storms they can not wait to pay them and so they can not save them and then have a town meeting. Rebecca Adams noted some expenses having to do directly with an existing line item have been paid from those line items. The off line item costs, such as the large signs on Route 66 are approximately \$1,900. It was suggested that bill be paid out of the contingency fund. She noted there will be funds needed with will require a town meeting to transfer from the undesignated fund. Board members discussed various costs that are expected and how they are could to manage them. Rebecca Adams provided draft motions for the board to consider.

A motion was made by Jeremy Renninghoff to pay costs related to Storm Irene not specifically attributable to or identified in an existing budget line item be paid from the Board of Finance contingency fund line item 01-72-9000. This motion was seconded by Lucy Petrella and approved by all voting members.

A motion was made by Jeremy Renninghoff that any town of Middlefield FEMA or other Storm Irene related reimbursement be reflected in the Board of Finance contingency fund line item 01-72-9000. This motion was seconded by Bob Yamartino and approved by all voting members.

Board members discussed how to manage Storm Alfred related expenses due to expectation of their higher costs, the depletion of the contingency fund, and the knowledge that they will need to transfer from the undesignated fund balance. The ability to track the funds in and out of the contingency funds was noted as a concern. Board members agreed they would like to have this resolved in December.

A motion was made by Jeremy Renninghoff that they establish an expenditure account under the general fund 01-48-8111 Storm related expenses. Board members discussed how they wanted to name this account so they are insured that the funds within are used for the expenses they are meant to. **This motion was seconded and approved by all voting members.**

A motion was made by Jeremy Renninghoff to pay costs related to Storm Alfred, aka the snow storm, not specifically attributable to or identified in an existing budget line item be paid from the Board of Finance contingency fund line item 01-72-9000. This motion was seconded and approved by all voting members.

A motion was made by Jeremy Renninghoff that any town of Middlefield FEMA or other Storm Alfred related reimbursement be reflected in the Board of Finance contingency fund line item 01-72-9000. This motion was seconded and approved by all voting members.

5. Audit presentation (1:34:02)

A motion was made to table this item; this motion was seconded and approved by all voting members.

6. Public comment (1:34:37)

Jon Brayshaw noted there is a joint meeting of the Board of Selectmen/Board of Finance/Board of Education. It is scheduled for the seventh, and its purpose is to discuss the up coming Board of Education budget with both towns. The meeting will be held at strong school at 7 pm.

Jon Brayshaw noted they are still working on Powder Ridge as there are interested groups still. It was noted the Board of Finance will have to review this for the upcoming budget as they were counting on receiving revenue which is now unlikely to happen.

7. Transfers (1:38:40)

There were no transfers

8. New business (1:38:53)

Rebecca Adams introduced Jim Irish who will be sworn into the Board of Finance over the weekend, as well as Mary Wolak the other new member.

Rebecca Adams thanked Jeremy Renninghoff and Frank St. John for their service on the Board of Finance and provided them with gifts, as well as treats for all the remaining members.

Frank St. John noted he grew to enjoy the job of being a board member and stated that serving with these Board of Finance members a real privilege and thanked them all.

Jeremy Renninghoff noted he has had a lot of fun and enjoyed the process and thanked Joe Geruch for his help, and wished the remaining Board of Finance members a lot of luck.

9. Adjourn

A motion was made by Frank St. John to adjourn at 8:56pm; this motion was seconded by Jeremy Renninghoff and approved by all voting members.

Middlefield Board of Finance

Regular Meeting

December 8, 2011

Minutes

(Not approved at time of filing)

1. Call to order

Rebecca Adams called the meeting to order at 7:05 pm. Present are Alice Malcolm, Jim Irish, Lucy Petrella, Mary Wolack, Rebecca Adams and Bob Yamartino. Also present is the auditor-Al Rusilowitz.

2. Presentation from Auditor (1:07)

Al Rusilowitz went over the audit process with the Board of Finance members, explaining why, and how it is done. He noted his responsibility is to the taxpayers of Connecticut and the boards of finance.

The auditor went over the town's audit with the board members starting with the summary, noting there were no compliance or internal control issues that needed to be reported. The auditor went over various pieces of the 70 page document and answered questions from the board members.

In response to questions regarding areas the town could improve upon, the auditor noted there is the Board of Finance who oversees the budget, the Board of Selectmen who establish the budget, then they have two people signing checks, and there is the Board of Finance reviewing monthly reports, and that is about as good as it can get for segregation of duties in a small town.

Board members discussed the need for the new accounting software and to have a back up plan in the even the Finance Director is suddenly unavailable. The auditor continued to discuss various components of Middlefield finances.

Board members discussed various other big ticket items they would like to consider and different ways they could be financed.

It was noted copies of the report will be available in the town clerk's office on the following Monday. The auditor noted this was the last year of his three-year contract with the town and provided a proposal for the board to review.

Donna Golub discussed how well this auditor went over issues with her in order to improve on the accounting in her office and recommended they stay with a smaller firm such as his to continue to get this sort of service.

3. Public comment (1:30:38)

There were no public comments.

4. Storm related costs (1:31:18)

Rebecca Adams reported that there will be reimbursements that will end up in the undesignated fund that does not have to be spent until the end of the year. She noted the

debris removal costs will be approximately \$90,000 and much of that will be costs of equipment and labor. Regarding Irene the only out of pocket expense so far is the two signs that were put up to provide information. At this point the amount needed from the contingency fund is estimated to be about \$1,900 for Storm Irene. It was suggested because they did not have the immediate need for funds out of contingency, they would have Joe Geruch come in and discuss how to manage and record the costs and funds relating to these storms. Board members agreed they wanted to be able to track the costs that were unique to these storms. Joe Geruch will be asked to attend a meeting to discuss this.

5. Monthly Reports (1:41:06)

Rebecca Adams went over the documents provided, noting there were no areas where funds needed to be transferred.

Board members discussed the Powder Ridge sale and the impact to the budget as the sale is not going to happen, and what if anything they should be doing now in anticipation of any shortfalls in revenue.

There was a question about line item 7802 under animal control – it was stated it was reduced in one lump sum.

Line item for private duty wages was fully expended- it was noted this may have been due to the storms, but this should be a pass through so there should be a revenue that matches. It was noted there are grants that can be received for some overtime for police wages.

6. Minutes to previous meetings (1:54:49)

A motion was made by Lucy Petrella to approve the minutes to the November 17, 2011 Board of Finance meeting. This motion was seconded by Alice Malcolm and approved by all voting members. Jim Irish and Mary Wolack abstained from the vote as they were not present.

7. Adoption of regular meeting dates for 2012 (1:56:01)

Board members reviewed a schedule including meetings on the third Thursday of each month.

A motion was made by Lucy Petrella adopt the 2012 regular meeting dates of the Board of Finance as the third Thursday of each month except for December, when they will meet on December 13, which is the second Thursday of that month. This motion was seconded by Alice Malcolm and approved by all voting members.

8. Contact list (1:59:58)

Lucy Petrella provided a copy of contact information for the Board of Finance members and asked all the members to confirm.

9. Miscellaneous (2:03:15)

Rebecca Adams apologized for some miscommunications about a previous meeting. Board members discussed what they may want on the agenda for the joint meeting to be held with Board of Education. Rebecca Adams explained that the previous nights evening with Laura Francis had to do with items they can work together between

the towns and the district that could be beneficial, items such as IT personnel, the IP phone system. One member suggested the meeting with the BoE could focus only on the items that are increasing. Board members agreed on the importance of education, and that more money does not equal a better education.

Donna Golub stated she would provide copies of the Board of Education agendas to the Board of Finance members as they came in so the finance members would be aware of what the topics were.

Bob Yamartino noted that each year the BoE budgets for 100% of the teacher's salaries based on any increase, as well as 100% of the substitutes needed to potentially cover any leave of absences. Based on that, they could cut \$300,000 from the salary line item without cutting any of the personnel.

Board members noted if they better understand the budget they can better explain it to Middlefield residents when the time comes. It was noted that there are stipends paid to the administrators as reimbursement for travel to various school activities that they have asked them to track to see if it makes more sense to pay mileage. Bob Yamartino stated he is supportive of education and the school system, and he wants to see not just the budgeted figures from year to year, but the actual expenditures. It was agreed they want to work with the Board of Education to better understand and to offer their financial expertise in going forward.

Rebecca Adams explained there would be another meeting set up with Durham to discuss the collaborative efforts. It was agreed they would reach out to the Board of Education and ask them when they would have information necessary to discuss the budget. Bob Yamartino asked if they could provide information on actual expenses against the budget line items, as well as to discuss the budget format. Rebecca Adams stated there is a new business manager who has agreed to come and talk to the finance boards.

10. Nominations for officers (2:37:22)

A nomination was made for Lucy Petrella as chairman, this was seconded. Rebecca Adams was nominated for chairman-but declined to accept. The motion for Lucy Petrella as chairman was approved by majority.

A nomination was made for Rebecca Adams as vice chairman, this was seconded and approved.

A nomination was made for Bob Yamartino as secretary, this was seconded and approved.

11. Adjourn

A motion was made to adjourn at 9:25 pm; this motion was seconded and approved by all voting members.