

Middlefield Board of Finance

Regular Meeting

January 17, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at 7:20 pm, noting there was no quorum. Present are Lucy Petrella, Jim Irish and Alice Malcolm.

2. Lake Beseck Environmental Committee (:35)

Lucy Petrella noted very little was decided, and to take sediment samples will cost \$5,000.

Jim Irish noted when the situation regarding the dam came along the committee noted this might be an opportunity to do some dredging. He reported there is a lot of rock and silt run off in the lake and described the areas they were considering, including the south end, the north end and at the beach. It was noted they are considering dredging from six inches to ten feet in order to affect the invasive plants.

There is \$20,000 in a budget line item 2259 for remediation - and there were discussions about the ability to use those funds for that project. It had been reported that DEEP would allow that, but it was not in writing.

Jim Irish reported the committee discussed the value of various types of sampling. A map of the lake was reviewed that indicated the invasive species of vegetation.

Lucy Petrella reported there are no plans of the new owner at Powder Ridge to address any issues with regard to the lake.

Jim Irish noted the committee had also discussed chemical treatments for the lake, noting that state/federal funds were used in other CT lakes to address the algae. Lucy Petrella noted there will be a need for specific data in order to apply a chemical treatment. Jim Irish reported the committee is also looking at whether the town crew can do some of the dredging of areas to clear out some of the silt and rocks.

Lucy Petrella noted they need to be sure they are doing the correct testing for the types of various solutions they are considering. It was noted that there is a consolidation of past surveys and information being done. She stated she would email the committee in this regard.

Jim Irish suggested the BOF anticipate the need for funding for activity at Lake Beseck in the next years, in amounts as high as \$100,000 so that they can take advantage of the extreme drawdown being done for the dam project.

3. Middlefield Building inspector hours (24:40)

Lucy Petrella provided copies of the letter the building inspector wrote on December 19, 2012, along with information from the first selectman indicating a planned subdivision on Ross Road, a 22 acre subdivision planned at Happy Acres.

Lucy Petrella noted there is no subdivision plan approved by P&Z for Happy Acres and there is only three or four lots on Ross Road with one already near completion.

Lucy Petrella noted that Jon Brayshaw had approved the addition of Friday hours until the building department could catch up, and that would start on November 16, but the request from the financial director was for every Friday for the remainder of the fiscal year - over \$7,000.

Lucy Petrella went over the list of items coming up that she received from Jon Brayshaw. Alice Malcolm noted not one of those items has yet begun, and the building official is still in the slack period. Lucy Petrella noted one particular case where the town had to hire outside building inspector because of the lack of certain expertise, and that is expected for some of the Powder Ridge work as well.

Alice Malcolm suggested they look into the feasibility of hiring out for all building inspections and not have an in house inspector. Board members discussed the pros and cons of this noting it was worth exploring, noting factors such as benefits required for in house, special expertise, fluctuating demands, new laws/regulations.

It was noted that the selectman has allowed the Friday hours to be used, and yet the BOF has not yet approved the funding for those as they were debating the length of time those additional Fridays would be required.

It was noted the addition of Friday to every week until the end of the fiscal year it would be approximately \$7,200 without counting the payroll expenses. Alice Malcolm noted that is a significant amount of money for the first selectman to have allocated on his own, and questioned if the additional hours were needed to catch up- it was a lot of time.

Lucy Petrella noted they could not make a motion, but they could provide a recommendation.

Jim Irish noted they have not seen adequate information to justify an increase of over 30% for this position. He noted that they also faced a similar increase for the Park and Rec director and that was put before the townspeople before a decision was made.

It was noted the permit run rate has been consistent over the past two years but they have not seen information regarding the complexities of the permits, and the needs for out sourcing.

It was noted this position has a high turn over rate, and the current inspector was allowed to create his own hours. Alice Malcolm noted this might support the idea of having only out sourced inspections. It was noted in the past the full time inspectors were also ZEO, IWWA and other positions - to justify the full time hours. Lucy Petrella provided details on previous inspectors.

Lucy Petrella noted if they do nothing before the next meeting, there will be another four or five Fridays which will be added. She suggested they could advise the selectmen that they will fund what has already been worked but no more after a certain date; or they can recommend that the BOF will fund a maximum amount of hour to be used at the discretion of the inspector, and if more is required he will have to appear before the BOF to justify those.

It was noted the first selectman did not have the authority to add those hours without BOF approval. Lucy Petrella asked why the BOF is here then and would like to have a consensus with the full BOF to address this.

Jim Irish stated it was not unreasonable due to the lack of information that the BOF make a recommendation that the building official work only 21 hours until the data can be provided.

Board members discussed just what the BOF and the selectman has authority to do in these regards. It was suggested the BOF not fund this any longer until they have the information they are asking for. It was noted without a BOF quorum there was little they could do other than make recommendations to have the inspector work according to the contract in place, 21 hours per week, until the BOF can make a determination.

Jim Irish suggested that while they can not make a motion, they should advise the selectman to stop allowing the additional hours as the permit run rate, the information that they have, does not justify the additional hours.

Board members discussed their frustration with the procedure that is followed when there is additional funding needed for items. It was suggested when an issue such as this first comes up, the BOF can ask for information in a certain time frame, and schedule a special meeting thereafter to make the decision - this would avoid allowing for the expense to accrue while the BOF has still not approved of it due to a lack of quorum.

Jim Irish, referencing the park and rec director salary, that the town made it clear an issue such as that needs discussion. While the amount of money is not large, the 30% increase to the position is long lasting and is deserving of attention.

Lucy Petrella suggested the BOF needs to send a message to the selectmen indicating their philosophy on expenditures such as this, including the need for information, that expenditures are not incurred unless they are emergencies without the prior approval of the BOF. She noted this is not an extenuating circumstance, nor is it an emergency. Board members agreed they are not dealing with items such as a snow storm requiring additional workers.

Alice Malcolm suggested they look into the ability of board members to make proxy votes in the event members can not be present.

It was noted if they go another four weeks without action, the inspector will have had 60 hours of additional time in which to catch up.

Lucy Petrella indicated this will be on the February agenda and she will request clear documentation to support the increase in hours.

Jim Irish noted there were two requests, one for a temporary request and one that appears to be for a permanent increase - and the BOF has not the data needed for the permanent increase, and would like to have data indicating whether or not the additional hours already used have been effective or not.

Lucy Petrella explained she would advise the selectman that the BOF has not approved that line item over expenditure and they will address it at the next meeting, and she will request that information is brought in to justify not only the temporary increase in hours but the increase in hours until the end of the fiscal year. She will send this letter to all BOF members as well as the building inspector, selectman and the financial director.

4. Budget workshop review (1:11:30)

Lucy Petrella reported that she has been in contact with all the town departments and will be creating schedules for workshops.

5. Adjourn

The meeting was adjourned at 8:30 pm.

Middlefield Board of Finance

Public Hearing and Special Meeting

February 28, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella opened the public hearing at 7:05. Present are Bob Yamartino, Alice Malcolm, Jim Irish and Lucy Petrella. Mary Wolack arrived shortly into Jon Brayshaw's presentation.

2. Presentation of the budget by Jon Brayshaw (1:49)

Jon Brayshaw described the time spent on the creation of this budget by the finance director Joe Geruch and himself, and provided copies.

He noted the current mil rate is 32.15 and with the new D13 budget the current proposal will be 34.26. He noted the State of Connecticut figures are based on the governors current budget proposal. Other revenue items were noted.

In response to a question it was noted this year it appears they will end breaking even as opposed to the usual surplus. Lucy Petrell noted a concern about removing so much from the fund balance in order to keep taxes lower. The effect on the loss of motor vehicle taxes was discussed noting the TAR funds will be increased. Bob Yamartino noted the fund balance should be approximately 10% to 12%.

Jon Brayshaw continued through the budget items including how the salary increases were determined. He noted various line items and briefly described the reason behind the increase/decrease. Town engineer and other consultants' fees were discussed.

Computer costs were discussed at length. The cost of legal notices was discussed noting the state statutes require it be in print not just on line. Use Steve Hodgetts as an IT person was suggested to reduce computer repair/service costs.

Jon Brayshaw continued through the budget, noting insurance costs and utility costs. Various other department budgets were quickly reviewed.

The land use department was discussed, noting there is a request to increase the building official's hours. Mary Wolack noted she had requested additional information to discuss this.

The public works department budget was reviewed. Bob Yamartino said the road crew did an outstanding job during the blizzard. The police and fire department budgets were skipped as they will be presented by their department heads.

Jon Brayshaw continued through the budget items briefly. He noted that there is a potential for a sale of property of \$300,000 which can be used on the Powder Ridge debt. Jon Brayshaw noted for the past 7-8 years in a row the costs of municipal operations has been steady at \$4.1 million.

Outside agencies were reviewed as were capital items. Jon Brayshaw noted the need for parking areas to be redone, including the town hall, community center and the library, costs each were provided. It was noted there will be a more detailed list of what is needed, when, costs estimates and budget requests when the BOF reviews this in workshop.

A new line item, Major Storm Contingency was discussed, noting the need for the selectmen to maintain a \$20,000 balance to be used in an emergency without having to get a transfer. It was suggested there be a document explaining why this was started and exactly what it is to be used for. The tree removal line was discussed, noting there is not enough to do what they want.

Jon Brayshaw provided information on plans the state has for the lake, noting they will be lowering the lake significantly to work on the dam, and this will be an opportune time for other tasks to be taken care of at the same time. Board members discussed with members of the audience various tasks to be done and their potential costs. Bonding for this work was debated in order to get the complete job done.

Jon Brayshaw noted there are vehicles for the public works department as well as the police department.

3. Public Comments (1:42:08)

Ellen Waff, town treasurer noted the \$100,000 from the sale of Powder Ridge and the payment out to Middlefield Holdings does not belong in the general fund budget because the town saw no money from the sale of the property. Lucy Petrella stated the funds do come to the town and then are paid out. Ellen Waff stated it does not show up on any financial records. Bob Yamartino noted it should be in the closing documents.

Ellen Waff noted item 7007 Site Specific Inspections- and asked why the town would be paying for that. Jon Brayshaw noted that the town collects fees. It was explained that for specialized inspections the town will be hiring specialized inspectors. Various ways of accounting for this were discussed as well as adjusting the fee schedules in the land use department to address these inspections. It was noted the land use department will be in to discuss during workshops.

Donna Golub noted line 2010 and 2020 which she believed are the same items, for code of ordinance book. She reported that she has arranged to have a representative attend a BOF workshop meeting to explain the process. She emphasized the need to have the code of ordinance completed.

Marianne Corona stated it is more important than ever to have a town website that works, and Middlefield's is non functioning.

Amy Poturnicki read a document for the board regarding line item 2258 Lake Beseck Environmental improvement fund.

Richard Boynton noted line item 2045, and asked if the building was ever insulated. He was told it was not. Richard Boynton noted he had several bids years ago to add insulation to the crawl space which would cut the heating bill by a significant amount, at the time would be a three year payback. He encouraged the board to put money in the budget for that.

Richard Boynton asked about the street light project, noting the excessive amounts of lights at Lake Beseck. It was said there was a reduction of more than 40 for each light, and there was a lot of complaints.

Richard Boynton noted his appreciation for the support for working with Lake Beseck and agreeing that this is a one time opportunity to manage some of the issues while the state draws the water down.

Marianne Corona noted that the town has to be very careful with their debt, and the taxes to the average taxpayer have increased significantly over the years. She encouraged the board to be as conservative as they can while still serving the town well.

Jon Brayshaw thanked Joe Geruch for his outstanding work performance and his care for this town.

The public hearing was closed at 9:20 pm.

4. Special meeting call to order (2:05:)

Lucy Petrella called the special meeting to order at 9:20 pm; present are Jim Irish, Mary Wolack, Alice Malcolm, Bob Yamartino and Lucy Petrella.

5. Fire Department transfer (2:09:40)

Chief Tyc requested a transfer of \$1,700 into account 8009 life insurance from account 8012 supplemental benefits.

A motion was made by Alice Malcolm to transfer of \$1,700 into account 8009 life insurance from account 8012 supplemental benefits. This motion was seconded by Mary Wolack and approved by all voting members.

Chief Tyc explained they had put out a bid for a new truck-and received the following three bids: \$415,233 and \$415,882 and \$448,929. After a committee review of specifications requested compared to bids specifications received it, as well as country of origin for the various trucks, it was agreed to accept the higher bid, and with needed add ons the total price of the truck is \$454,316. - Chief Tyc noted there may be change orders causing slight increase/decrease to prices. The current line item contains \$390,113 requiring an additional \$64,203 to cover the final cost. Chief Tyc stated he would like to enter into this contract as soon as possible as after July there may be price increases as well as new requirements needed. It was noted there are payment plans to be discussed with Joe Geruch, including a possible prepayment.

A motion was made by Bob Yamartino to authorize the first selectmen to enter into a contract to purchase a fire truck under line 2570 of the capital non recurring fund. This motion was seconded by Jim Irish and approved by all voting members.

6. Building inspector hours (2:26:56)

Board members reviewed the current budget, noting the current over-ages that have occurred since the additional hours were added by the first selectmen.

Bob Meyer, building inspector, noted there are some changes in the building codes, which causes more extensive testing/inspections. He noted there will be additional work concerning Powder Ridge as well as the 55 and over community being built at Lake Beseck.

Jon Brayshaw noted the building code is made up of several different codes and is an extensive amount of information. He also noted he was remiss in coming to the BOF as he thought it had been taken care of.

The board members reviewed the numbers of permits issued over the past year as well as fees collected. Re-inspection fees were discussed as a possibility, as well as making increases to the current fee schedule.

It was noted that below 35 hours is not full time for qualification of benefits.

Regarding the fees it was suggested to consider different fees for residential versus commercial in order to account for the more specific types of inspection needs for an industrial/commercial job, or to simply pass along the costs of the specialized inspection direct to the builder/owner.

It was agreed that it should be clear up front that if there is a potential for specialized inspectors that cost will be passed on to the builder/buyer/property owner, and the site specific inspection line item should stay, but it should be a pass through account.

There was a question about the amount of holidays and days off there would be if the hours are increased from 21 to 27 in the building inspector line.

Board members discussed the various different types of permits and the inspections that go with them. It was noted with the new codes of 2013 the complexity of the inspections is increasing.

The building inspector noted currently he has 19 hours of comp time, 1.5 of personal time, 100 hours of sick time and 56 hours of vacation.

Lucy Petrella provided some history on the building official position over the past decades as did Jon Brayshaw.

Bob Yamartino suggested they approve this, but to allow the first selectman to have discretion in making decreases to the hours.

The building official noted in the future he will be looking for full time, this request is to add Fridays to each work.

BOF asked that information regarding how other towns manage their building official needs be requested from CCM - Alice Malcolm stated she would gather that information.

A motion was made by Bob Yamartino to approve the selectman's request to increase the building officials hours from 21 and not to exceed 27 hours per week for the 2012-2013 budget year.

7. Miscellaneous (3:19:05)

Lucy Petrella noted this would have been Rebecca Adam's last meeting and without her they are short a vice chairman, and nominated Bob Yamartino as vice chairman. This was agreed by all.

Lucy Petrella provided a revised workshop list, noting the BOE was not yet included. Board members discussed the productivity of meeting with the BOE. Lucy Petrella agreed to try to have them attend a 9th of April meeting or to meet together with BOE and Durham BOF.

Lucy Petrella noted for quorum they can have a member attend on the phone as long as they can hear. It was noted they do not need a quorum for workshops, but will need one when they approve the tax collector's suspense list. She noted in an emergency she may also schedule special meetings.

8. Adjourn

A motion was made to adjourn at 10:04; This motion was seconded and approved by all voting members.

Middlefield Board of Finance

March 19, 2013

Workshop Meeting

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at 7:06 pm. Present are Lucy Petrella, Jim Irish, and Alice Malcolm.

2. Planning and Zoning (:33)

Chairman Bob Johnson noted there is a decrease in his budget of 15.5%. He noted that with the dissolution of Midstate Regional Planning Agency he has moved some of the administrative duties to Debbie Waz which creates a savings, as well as now only having one meeting per month. He went over the line items within his budget explaining what they covered, and what he is anticipating for the year ahead. He noted line 6060 and wanted it clarified that this is to cover the town planner working for the BOS not the P&Z and questioned why that is budgeted at that level. Bob Johnson noted with the new COG he is unaware of what services are provided by them to the P&Z.

In response to questions, Bob Johnson explained the occasions when Attorney Branse is involved, which is only on certain projects, and not more often because Geoff Colegrove is not present. He noted they are involved in the court system with a property on Peters Lane, a property on Route 66, and potentially a property on Jackson Hill Road due to Probate Court and one on Cherry Hill Road. Bob Johnson noted also that the ZEO is also made more busy by the P&Z, however, his hours are not directed by the commission.

Fees for town engineer were discussed, noting they are recouped in some form through the application fee, but they are difficult to track. Future projects were discussed including GIS services, building projects in town, and Plan of Conservation and Development review. The past years' budget was reviewed, noting the savings by moving from Midstate Regional Planning to Debbie Waz. The fee structure was discussed, noting it can not be fitted to the rare expensive application.

3. Fire Department budget (36:38)

Lucy Petrella praised the fire department in all they do with the budget.

Fire chief Peter Tyc and assistant chief Bill Konefal went over the department's operating budget and their capital budget noting where their increases and decreases were. It was noted at some point in the future there will need to be at least two paid staff members for coverage during the day. Currently there is one paid staff who is also a firefighter and EMT who does maintenance as well. Going over the capital budget items

Peter Tyc described some of the projects they are looking at including adding access to the Lake Beseck during the draw down period, as well as other sources of water. He noted with regard to communication they were going to work with Durham and D13 but they have not pursued that. He noted on the tower behind the town hall there is equipment owned by Durham and there is no formal agreement regarding the use of that. He noted there are no more licenses available with the FCC. The plan for the trucks and other vehicles was discussed. Peter Tyc noted there is a capital improvements committee and while they are awaiting news on a grant to fix the roof they are on hold for other building items. The committee is preparing a full list of wants and needs and will be working on costs and prioritizing. Lucy Petrella asked that the BOF be kept up to date on that committee. Peter Tyc noted the need for a computer upgrade as well. Lucy Petrella suggested that he contact Joe Geruch as they are looking at upgrades for the town hall as well. Currently the fire department has their own server and their own computer service contract. Peter Tyc noted they have confidentiality issues with regard to medical calls due to HIPPA regulations.

4. Inland Wetlands Budget review (1:35:50)

Darrin Overton went over his budget items noting they were likely to be under budget this year, as they usually are. He noted that approximately 50% of their costs are recouped through the fee structure. Their one big cost is membership dues. He noted they are looking at making changes to some of their fees. With being consistently under budget Darrin Overton suggested they could safely reduce the proposed budget. Potential new projects were discussed. He noted there were seven applications and they collected \$2,200 in fees. It was noted that legal fees are likely to be increased.

5. Future Meetings (1:52:52)

Lucy Petrella noted the upcoming schedule was for the board members to review. She has asked Sue Viccaro to come in as well as Ron Melnick and Kerry Flanagan.

6. Board of Finance Policy (1:56:18)

Lucy Petrella tabled this item.

7. Minutes to previous meeting (1:56:29)

As there was not a quorum this item was tabled.

8. Review (1:56:59)

Board members agreed the presentations were complete and they were satisfied. Lucy Petrella noted she would look into the computer issues with the fire department to see if better deals could be obtained by combining. Both IWWA and P&Z chairman agreed their budgets could be reduced.

9. Adjourn

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

Middlefield Board of Finance

Workshop meeting

March 20, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order, present are Lucy Petrella and Alice Malcolm.

2. Durham Middlefield Youth and Family Service presentation (:19)

Betsy Dean went over her budget noting it was for the same amount as last year. She stated they had a \$14,000 grant from CT state department of Education with a \$5,000 enhancement grant that goes with it. Last year's enhancement grant was said to be in jeopardy so they reduced it this year. She went over other grants received including one for \$25,000 per year for five years, and plans they have for projects this year. Board members praised the work now being done by DMYFS.

In response to questions Betsy Dean noted there had been a bit of an issue with accounting personnel which has been addressed. She noted there are two different insurances paid and one of them will be reduced slightly. Lucy Petrella noted areas where she would like some historical data including mileage. Betsy Dean noted the grant will cover some of the mileage charges, and will provide additional information. Office supplies also will be covered in part from the grant. Other lines with questions included payroll expenses, postage, internet, professional development and website costs.

3. Levi Coe Library (27:30)

Board members reviewed the library budget with Lauren Weber. She noted they are working to grow in every area of the library and the patron base has grown, adding 146 new patrons since July, and additional programs for adults and children. She explained they are working toward attracting community sponsors and described programs they offer and grants received. Lauren Weber described computer needs, explaining steps taken to keep those costs down.

Board members discussed the viability of the town purchasing computers in bulk with the fire department, library and town halls. Grant requesting through the town was discussed as well, however the building is not a town asset so the town can not. The history of the library building was discussed.

Lucy Petrella reviewed the quotes received for the paving of the library parking lot as well as the payroll budget. The salary history was discussed noting in 09-10 there were no raises, 10-11 there was a 1.5% and 11-12 there was no raise, and 12-13 there was a 3%, and the discussion has been for a 2% for 12-14. Basing the library salary increases

on the town hall salary increases was discussed - with the library board member not being in favor of that.

Changes were made to some of the figures regarding incoming funds. Lucy Petrella advised that the BOF would like to see historical actual expenditures per line items. The library representatives explained difficulties they have had in the past with the accounting methods, and noted that creates odd fluctuations in their budgets. Lucy Petrella explained they would just like a yearly total of the line items.

Regarding the capital items, it was noted the parking area is a priority and the roof should last another 30 years. Lucy Petrella asked that they make notes of life expectancy and possible replacement costs in the future. Lauren Weber noted that the carpeting in the children's area is going to need replacement soon. It was noted that the other speaker was Sue D'Orvilliers

4. Emergency Management (1:21:49)

Brian Dumas provided information to the board, and line were reviewed. Brian Dumas explained he would like to have portable lighting for use in shelter situations. The emergency notification system was discussed noting it was more expensive than originally anticipated. Lucy Petrella suggested putting a notice about signing up for the notification system in with the tax bills to ensure everyone has been advised. It was noted that residents can have more than one cell phone, and even if a household is part of the schools system notification, it does not mean they are already signed up for the town's emergency notification.

Brian Dumas explained the increase in sundry items had to do with the renting of three lighted emergency signs during hurricane Sandy, and a portion of that is expected to be reimbursed through FEMA.

Brian Dumas explained the need for communications when cell phones are not working, and he is looking into the costs of a portable repeater for use at the shelter at those times. The need for generators to run cell towers during storms was noted to be the responsibility of the carriers. Generators for the shelters were discussed.

Lucy Petrella noted a need for the list of the community center expenses.

5. Adjourn

The meeting was adjourned at 9 pm.

Middlefield Board of Finance

Regular Meeting

March 21, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order, present are Alice Malcolm and Lucy Petrella. Bob Yamartino and Mary Wolack arrived during Trooper Kelly's presentation.

2. Police Department budget presentation (:20)

Trooper Kelly reported the new vehicle was purchased and will be delivered shortly, and it is right on budget at \$28,623. The capital budget was reviewed, Trooper Kelly explained he went over on a capital item so Joe Geruch moved funds from an expense item to cover it, but now he is short on that expense item as it was allocated for something else and now he will need funds to cover that. It was explained that the current budget is down by \$400 in his equipment line item, and \$800 additional will be needed to cover for the radio installation in the next budget for a total of \$7800. It was suggested to bring that to \$8000 in order to start saving for the next ones in approximately 10 years.

The capital budget for the police department was discussed. After discussion it was agreed to set \$16,000 for the vehicle

Trooper Kelly noted the speed machines are getting older, and replacement is between \$3000 and \$5000. It was agreed this should be added to the capital. Radar and laser speed detectors were discussed, noting they need to begin funding for lasers.

Various types of cameras were discussed, Trooper Kelly noted he would like to have two that can be mounted in the car and then clipped onto the patrolman. Board members discussed whether to add separate line items. It was agreed to have a larger 'police enforcement equipment- surveillance and speed enforcement' line item.

A motion was made by Mary Wolack to create a line item in the capital non recurring funds for department 44 police department with item 2420 enforcement and equipment (MVR, Radar) This motion was seconded by Alice Malcolm and approved by all voting members.

In response to question Trooper Kelly explained they are all set with computers and other office equipment. The supplies line item was high due to the purchase of a new color printer.

Board members discussed the great job done by the road crew during the past snowstorm.

Private duty wages were reviewed, noting it is reimbursed, overtime is paid by the town. Trooper Kelly noted he is anticipating a raise in pay when the governor signs a new contract. He noted the costs for car washing the three cars will not be decreased with only two as they were doing the third at no additional costs.

3. Public Works (1:08:59)

Lucy Petrella explained that she was unable to confirm with the road foreman tonight's meeting and will contact Joe Geruch to reschedule.

4. Future meetings (1:10:07)

Lucy Petrella noted there were no BOF meetings the following week, followed by Town Clerk, Park and Rec, Lake Beseck Committee on April 2. She noted there are additional hours in the Park and Rec budget, and she is getting information from CCM. April 3 is the tax collector and they will need a quorum in order to vote on the suspense list, and then DMIAAB. On April 4 is Senior Social Services and WPCA. April 9, 10 and 11 do not have any presentation scheduled so that the board can go over the budget line by line. She noted the BOF has to present the budget to the town by April 29, and discussed when they need to publish the final figures, a minimum of 5 days prior to the hearing. Board members discussed the legal needs for noticing the budget. Lucy Petrella stated she would review the charter for the rules concerning notice.

It was agreed to hold a Public Hearing on the 18th in order to provide the board time to hear comments and consider and make changes if needed. Board members discussed D13 and when they may be available to meet with the BOF. It was noted that D13 budgets for 100% of the teachers to be there 100% of the time, and then they budget 100% of the coverage for vacancies; this causes a surplus of \$150,000 and more. Bob Yamartino asked that recommend cutting the salary line item by \$150,000 - which can be done without cutting a teacher. It was noted if they did go over budget, they can use the previous surplus or come to the towns and request a transfer. Bob Yamartino explained a situation regarding interns which indicated there had already been a surplus available in that line item.

Board members discussed historical school spending. Board members questioned how many sick days teacher may be allocated. Lucy Petrella noted she read an article about the removal of a science teacher and questioned how the budget should be reflecting that if she is not being replaced. The intern program was discussed.

Lucy Petrella said she would be sending a message to the BOE chairman and asked the board members what information they would like. It was agreed to request the actual expenditures over the past three years; estimated for this year, and the proposed budget.

5. Transfers (1:39:59)

There were no transfers discussed

6. Policy capital items (1:40:05)

Lucy Petrella described another town's capital budget noting the amount of information that was planned and suggested they request a similar format.

Board members discussed splitting the contingency fund to have a portion within the capital as suggested by Joe Geruch. Board members were not supportive of the idea.

Board members discussed a more detailed format for the capital account that will ultimately provide all the history of an item, what it was originally intended for and why, and how it was spent and funded and when names are changed.

7. Adjourn

A motion was made to adjourn at 9:05; this motion was seconded and approved by all voting members.

Middlefield Board of Finance

April 2, 2013

Special Meeting

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at 7:08. Present are Jim Irish, Lucy Petrella, Bob Yamartino and Alice Malcolm. Mary Wolack arrived during the town clerk's presentation.

2. Town Clerk presentation (1:12)

Donna Golub noted her budget is the same as last year except for the assistant town clerk and her salary. She noted the line item for book of ordinance is not necessary.

Pat Smith with General Code, explained that he works to help towns organize their ordinances by taking all the town legislation and putting it into a format which allows information to be found easily. This was last done in Middlefield in 1990. Mr. Smith noted they will provide the town with books as well as a link to the material for the town's website, but they will continue to maintain the information. He explained they will be sure the ordinances do not conflict with state statutes or conflict with other town regulations, and they will provide recommendations to correct. Mr. Smith continue through the steps they will take to create the book for the town, noting they do not provide legal advice and recommend the town's attorney review.

Donna Golub explained that currently new ordinances are filed into a note book but she is not able to determine if they are compatible with state law.

Board members reviewed the printed proposal. It was noted after the initial work the annual maintenance fee is \$1,195 per year and does not include additional ordinances. He explained that they are willing to offer estimates for upcoming projects and advice based on what other towns are doing.

In response to questions Mr. Smith indicated this will take over a year and can be invoiced in such a way to include more than one fiscal year, and they can invoice over time as well. Various ways to set up the contract were discussed including terms for length of time as well as how to charge for future ordinances.

Donna Golub noted there are not many other competitors and she has not spoken to other companies and indicated she was not impressed with the other companies.

It was noted they could budget according to this proposal and then request other bids prior to choosing a company if needed. It was noted they could go to CCM to see if there are other competitors.

3. Park and Recreation presentation (53:41)

Chris Hurlbert went over his budget, noting the only change is a request for an increase in the number of hours for the director. He provided a hand out showing current programs as well as anticipated programs and activities, and discussed the number of kids involved. Mr. Hurlbert also noted some maintenance needs at the park including the playscape, parking area and the walking path. Other line items were discussed.

Board members suggested that Mr. Hurlbert speak with Joe Geruch about computer needs. It was noted with the lake draw down they may not need lifeguards, but then there will not be beach passes revenue. There was an estimate of \$2,600 for a chemical treatment against weeds at the beach area which will need to be done this fiscal year.

Plans for the beach during the drawdown were discussed. Board members discussed where the expenses for the beach should be located within the budget.

Chris Hurlbert explained for the majority of the programs some of the fee is taken by Park and Rec to help cover the paperwork and the rest is utilized for the programs, scholarships, financial aid, etc. Those financial records are fully available through Joe Geruch.

4. Lake Beseck Committee (1:35:30)

Board members reviewed line item 2259, noting it is offset by another line item. Amy Poturnicki explained they need to hire a professional consultant as well as some permits, including a maintenance permit for sedimentation removal at the outfalls and the beach. Once this is in place the town can then do the work which will ultimately save funds. The material removed will need to be tested, then it can either be sold, or the town will have to spend money to have it disposed of.

Ed Bailey discussed some of the maintenance projects being considered, what permits are needed and what will be allowed. He went over some of the items, their potential costs and what funds are now available and provided written items. He noted a particular grant they had hoped for was not likely to materialize, and provided documents relating to this. Ed Bailey noted if they did not get the grant, this may allow them to have the work done at a slightly lower cost.

Board members reviewed the documents showing the work needed. In response to a suggestion, Ed Bailey explained the work done in the past by students was not adequate at this time. He noted a need for a lake manager, and described what qualifications would be required. He indicated a cost of \$10,000 would give them a starting point. Board members discussed how they would handle this position.

Ed Bailey went over the maintenance projects and how to manage them through the capital budget line items. He noted there are options regarding labor including the town crew and other sources that need places to train. He noted the need for engineering to get the permits is minimal. The rough cost estimate of the engineering alone for the big dredging project is \$40,000 which will cover engineering, testing and permitting.

Ed Bailey explained the \$50,000 request for funds for the monitoring project will allow them to be able to identify larger scale projects, and with the proper studies and tests done, they will be eligible to apply for additional grants.

Bob Yamartino suggested, as they looking at \$110,000 to spend in the first year of a project that has a 20 year life, they put together a bonding package. He emphasized the need to have the full and correct numbers.

Board members discussed all the pros and cons of various testings, dredging, what to pay for and how to pay for it. It was noted the BOS supported going for a bond, and they could funds in the budget to cover that.

Ed Bailey provided some history on the Lake Beseck Committee. It was recommended that they have the BOS officially create a committee with a stated goal, or this idea can be presented from the BOS having been advised by this committee.

Bob Yamartino suggested that Jon Brayshaw advise the BOF that he is supportive of the bonding issue and to include the \$40,000, and that the \$110,000 is sufficient then the BOF can act on it.

Board members discussed the history of the state's bonding decisions. Potential discoveries through testing were discussed.

5. Town Purchase of Paver (2:55:04)

Lucy Petrella explained the town has the option to purchase a new paver which can be used to do the parking areas in town. Board members discussed how much use they thought this would get, and how it would be funded. After review of the current balances and with the consideration of the value of asphalt, it was decided to split the costs between the town hall improvements line item and the Levi Coe library improvements. The BOF will add \$25,000 or \$30,000 to line item 2290 in the upcoming budget when they discuss with the road foreman.

Board members noted a desire to have additional information prior to making a vote.

6. Adjourn

A motion was made to adjourn at 10:40; this motion was seconded and approved by all voting members.

Middlefield Board of Finance

Special Meeting

April 3, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at . Present are Lucy Petrella, Mary Wolack, Jim Irish, and Bob Yamartino. Alice Malcolm arrived during the discussion of the paver.

2. Tax Collector (:21)

It was noted there were no changes to the tax collector budget other than what the DMV is charging for their service.

3. Suspense List (1:22)

Anne Olszewski went over the suspense list dated April 3, 2013, noting that she will continue to try to collect on these but it is not likely. She discussed various methods she could use to collect the funds. By state statute she charges 18% per year.

A motion was made to accept the suspense list as presented by the Middlefield Tax Collector in the amount of \$14,419.94 in auto and \$4,503.94 in personal property taxes from grand list year 2010. (as attached to the motion on file in the town clerk office) This motion was seconded and approved by all voting members.

4. DMIAAB (12:19)

Dom Delvecchio went over the DMIAAB budget by line noting the market variations with the recyclable prices have had an effect. Lucy Petrella indicated that a particular figure for Middlefield should be \$186,271-which is what it was for the past two years. He explained the tub grinder will cost about \$355,000, CT will contribute 30%, \$190,000 will be borrowed at 2.5% interest with payments of \$30,000 per year for seven years. They are considering a bump of \$5 per sticker if the recycling market does not pick up. Dom Delvecchio noted the capital information is available and will send a copy to Lucy Petrella who will distribute. Currently the capital budget has approx. \$77,000 and \$30,000 is earmarked for the initial payment on the tub grinder.

5. Paver (38:39)

In response to the previous meeting questions, Lucy Petrella noted there are no special maintenance requirements for the paver. The road crew will practice with the new paver, and there is a place within the bays to store this. It was explained that there is another paver possible available if they do not get this one.

Board members discussed the needs of the library parking area, if it can be paved over or if it needs intensive work first. Jason Wickham, road crew member provided information on the process and the differences between this one and the one they currently use.

Lucy Petrella provided information gathered regarding how to fund this. Board members discussed the many options.

A motion was made to approve the purchase of a Lee Boy Paver in an amount not to exceed \$25,000. The purchase is to be funded equally from the CNR fund line items 2040 Town Hall Improvements and line item 2803 Levi Coe building improvements. The current balances in these line items are earmarked for parking lot paving. The anticipated cost of paving these two parking lots is \$100,000 total. The purchase of the LeeBoy will allow the town to utilize the town road crew and complete both jobs for a total cost of \$85,000 resulting in a \$15,000 savings This motion was seconded and approved by all voting members.

6. Approval of minutes (Done while previous motion written up)

December 13, 2012

On page 2, item 3, building inspector, second paragraph, last sentence, the work Mechanical should be followed by the word permits.

A motion was made to approve the amended minutes to the December 13, 2012 meeting of the BOF. This motion was seconded and approved by all voting members.

A motion was made to approve the minutes of the February 28, 2013 and the January 17, 2013 Board of Finance meetings. This motion was seconded and approved by all voting members.

7. Bonding for Lake Beseck (1:38:25)

Lucy Petrella said in order to bond it is about \$17,000 fee through the attorney plus other clerk fees and interest. She determined for a loan of \$140,000 to \$150,000 its about 10%. She has asked Joe Geruch to attend a future meeting to further discuss. He

had also suggested borrowing the money from the undesignated fund. Bob Yamartino noted that ultimately the townspeople could make a change at the town meeting which would impact that. He suggested if the town auditor felt it was a good decision he would support it. Board members discussed the various scenarios regarding bonding.

Lucy Petrella noted concerns about paying the \$40,000 for testing the material from the bottom of the lake as it may not result in anything, and not be cost effective if the cost of dredging is \$600,000. Board members discussed the benefits, noting that some of the testing will allow the town to apply for grants for full dredging or even partial dredging to clear areas for swimming and boat access. It was noted if they do the testing now, the answers may not still be valid when they apply and then will have to do them again.

Lucy Petrella felt the costs of bonding for that money was high. Bob Yamartino stated he would contact the auditor to see if borrowing from the town capital is a good idea. Board members discussed having a limnologist to act as a lake manager. Other funding ideas were brought up. If the bonding were to go to referendum it was suggested that they consider splitting the questions on the referendum so that they can ask if they want the bonding, and individual questions asking if they want each item to be included in the bonding. Using the undesignated fund was considered as well as looking for other borrowing instruments rather than a bond.

Members agreed there were several items in the budget that they will be removing.

8. Miscellaneous

Lucy Petrella noted she has Rebecca Adam's letter of resignation.

With regard to the petition to cease membership in CCM, board members agreed that the services provided by CCM are valuable and should be maintained.

9. Adjourn

A motion was made to adjourn at 9:50; this motion was seconded and approved by all voting members.

Middlefield Board of Finance

Special Meeting

April 4, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order. Present are Bob Yamartino, Lucy Petrella, Jim Irish and Alice Malcolm.

2. Senior Social Services (:36)

Antoinette Astle discussed some of the programs she does and went over her budget items including the transportation. She noted the Dial A Ride is a fully reimbursed item. Middlesex country programs were discussed. In response to a question, Antoinette estimated she spends 30% of her time on social services and 70% on senior - however it varies during the year.

Board members discussed office supply items and the possibility to have a central line item rather than each department having their own.

3. WPCA (23:14)

Ed Bailey, chairman of the WPCA, went over his budget items, both revenues and expenses. He explained that foreclosures are decided on by the tax collector and the attorney. There are seven more years to pay on the assessment. It was noted that the users pay for the assessment, not the taxpayers, and they pay a user fee as well of over \$600 per year. There is a fee paid to the town of \$4,500 and \$16,000 for services provided by town employees. Ed Bailey noted that the WPCA picks up many of the hard costs and is billed by the finance director and the tax collector for their services. Ed Bailey noted the Zygo sewer system is paid for by the town and is going to need serious maintenance as it is over 40 years old. Ed Bailey recommended that they begin imposing a user fee of \$8,000 per year on that system as well. It was noted there are much fewer problems currently at that facility. Board members reviewed the budget items for the Zygo system, noting that there are still some hidden costs. It was noted there is nothing in capital to replace this if there was a catastrophic failure, and there is a question of fairness that they do not pay for their sewer.

It was suggested to realign some of the line items (not clear on tape which to where).

Ed Bailey noted the Zygo sewer system should be brought under the control of the WPCA, and they should be making the decisions regarding it, and the budget items should be under the WPCA lines.

It was noted lines 8638 and 8639 are expenses the town pays. Ed Bailey provided a listing of the items the WPCA pays including the \$4,500 to the town for the Route 66 system and \$16,000 for the Lake Beseck system, and the phone, computers, office, etc. To include the Brookside system (Zygo) they would have to determine how much to pay the town for services, such as \$500.

Ed Bailey indicated if they do this, the WPCA will approach the BOS and Zygo about paying a user fee, and those funds will be used toward repairs/maintenance that the WPCA will oversee. Ed Bailey noted if the costs for repairs/maintenance exceed what they charge Zygo, the WPCA will come to the town for funds.

It was suggested the town budget should include a capital item to be funded for this. Ed Bailey noted to set a rate will require a public hearing, a certain amount of notice, etc., and will take at least a few months to get underway.

Ed Bailey went over the Route 66 and Lake Beseck Budgets showing the anticipated expenses and revenues. He noted the WPCA is audited along with the town. The bonding is paid for through the town.

4. Lake Beseck environmental issues (1:25:23)

Lucy Petrella noted they discussed the bonding for the work requested at Lake Beseck. Ed Bailey reported that he spoke to Jon Brayshaw about the costs, and they agreed if they were going to do the dredging, they would put the \$40,000 study fees in as part of the costs of the dredging. What they need now is to study what is at the bottom of the lake. It was thought the costs needed at this time are \$80,000. = \$50,000 for full study, \$20,000 for maintenance, \$10,000 for sample study. The costs of a limnologist would be an expense and having that staff would reduce the costs of the study, and they can do the study less expensively if they do not have the requirements of the grant. It was stated the amount needed is only \$75,000.

5. Highway department (1:36:24)

John Wyskiel, road foreman, noted that they have purchased the paver, and he is now looking for a trailer to haul it. The highway department department vehicle replacement schedule was reviewed.

In response to questions, it was noted item 2294 mini excavator could be set at zero as this was not a necessary purchase at this time. John Wyskiel noted they need to replace the dump truck, the current line has \$81,000 and the replacement cost is approximately \$155,000. Board members agreed to adjust those figures to allow for the correct amounts. The next truck will need to be replaced in 2017 and they will need the line item to have \$155,000 by then.

It was agreed to put \$10,500 in the line item 2281 for the small dump truck.

Line 2283 Funnel Plow was discussed at setting to \$16,000.

Line 2285 Pickup replacement was discussed at setting to \$2,700.

Board members discussed paver, roller, trailer needs, John Wyskiel was asked to provide better figures for the cost of the trailer portion of this line item. John Wyskiel explained he needed a trailer before July and was looking for a used one and would use the road maintenance funds for it. Board members reviewed the budget to see where there were funds that could be used. It was suggested they could use the parking lot funds that were used for the paver.

Board members agreed to set 2290 Roller and trailer replacement at \$3,700.

Line item 2291 guard rail tractor replacement was set at \$12,000.

Line 2292 sweeper replacement was set at \$13,500.

Line item 2293 front end loader replacement set at \$14,000

Board members discussed the need to have reliable replacement costs.

Line item 2294 Mini excavator was set at zero.

Line item 2295 Backhoe replacement -Lucy Petrella was asked to find out from Joe Geruch if the \$90,000 represents the cost today, the future costs or the original cost. The line item was left at \$15,000.

Line 2296 Tractor mower replacement was discussed.

Board members agreed the need to have separate lines for each item, and they need to be better inventoried, and they will meet with Joe Geruch and John Wyskiel at the garage to create a comprehensive list of all the equipment so it is better identifiable on the budget items.

In response to a questions, John Wyskiel explained they will be doing paving in the Lake Beseck area. He noted that TAR can be used for a variety of items but not equipment, it can be used for materials and labor.

6. Adjourn

A motion was made to adjourn at 10:20 pm; this motion was seconded and approved by all voting members.

Middlefield Board of Finance
Special Meeting
April 9, 2013
Minutes
(not approved at time of filing)

Call to order

Lucy Petrella called the meeting to order. Present are Lucy Petrella, Jim Irish, Alice Malcolm, Mary Wolack and Bob Yamartino.

Budget review

Revenue and expense items were reviewed.

A motion was made to modify the first selectman's budget to reflect the following changes:

Increase item 4118 senior disabled bus service from \$10,059 to \$10,087;

Increase 7515 senior disabled bus service from \$10,059 to \$10,087;

Increase 8105 emergency notification from \$2,000 to \$2,184;

Increase 9705 911 valley Shore from \$49,800 to \$49,985;

Reduce 6070 Town Counsel from \$35,000 to \$33,000;

Reduce 6079 legal notice from \$10,500 to \$8,500;

Increase 6321 Town Hall expense from \$16,000 to \$17,000;

Reduce 6361 Street Lights from \$56,800 to \$54,000;

Reduce 6321 Lake Beseck Draw down from \$3,500 to \$0.

This motion was seconded and approved by all voting members.

Adjourn

The meeting was adjourned

Middlefield Board of Finance
April 10, 2013 meeting

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order. Present are Bob Yamartino, Lucy Petrella, Alice Malcolm, Jim Irish and Mary Wolack.

2. Budget Review

Board members reviewed and discussed various line items.

A motion was made to modify the first selectman's 2013-2014 budget to reflect the following changes:

reduce 6401 telephone/postage/copier from \$36,400 to \$32,000;

Reduce 6095 town website from \$2,000 to \$0 to reflect lack of plan and proper budget. Board of finance will fund upon presented plan.

Reduce 6712 Office expenses (Tax Collector) from \$1,000 to \$750;

Reduce 6902 election expenses from \$15,000 to \$12,000 (off election year);

Reduce 6907 conference and dues from \$1,250 to \$1,000;

Reduce 7047 conference and dues from \$1,750 to \$750 (current \$500 -historic \$750)

Reduce 7612 Sundry expenses from \$5,900 to \$4,900

Reduce 7812 Sundry expenses from \$1,675 to \$1,400.

This motion was seconded and approved by all voting members.

A motion was made to amend the first selectman's 2013-2014 budget to reflect the following changes:

Reduce 7906 Equipment from \$5,000 to \$2,500 (note CNR effect to purchase *unclear on motion*);

Reduce 7912 sundry expense from \$5,700 to \$5,000;

Reduce 8054 sundry expense from \$500 to \$200;

Reduce 8530 Planning and Zoning from \$38,000 to \$32,000

This motion was seconded and approved by all voting members.

A motion was made to establish in 54-Boards and Commissions line item 8595 Lake Beseck Commission and to provide \$11,000 funding in fiscal year 2013-2014. The funding is to provide \$1,000 for legal notices, minutes, etc and \$10,000 for hiring the services of a limnologist. This motion was seconded and approved by all voting members.

3. Adjourn

This meeting was adjourned.

Middlefield Board of Finance

April 11, 2013
Special Meeting
Minutes
(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order. Present are Lucy Petrella, Alice Malcolm, Bob Yarmartino and Jim Irish.

2. Budget Review

Board members reviewed the budget line by line.

A motion was made to amend the first selectman's 2013-2014 budget to reflect the following changes:

Item 4030 Grant in aid Lake Beseck monitoring from \$30K to \$0

Item 2010 Book of Ordinances from \$1,600 to \$0

Increase 2020 ordinance codification from \$0 to \$5,200

Reduce 2040 Town hall improvement from \$28,000 to \$20,000

Reduce 2045 Community Center Building from \$5,000 to \$0.

Reduce 2065 revaluation from \$2,750 to \$0

Reduce 2219 Major storm contingency from \$20,000 to \$0

Reduce 2241 Road improvements from \$40,000 to \$10,000.

Change item 2258 title to Lake Beseck Remediation

Increase item 2258 Lake Beseck Remediation from \$50K to \$80K

This motion was seconded and approved by all voting members.

A motion was made to amend the first selectman's 2013-2014 budget to reflect the following changes:

Line item 7007 change title to Non Town official site inspections

Reduce line item 7007 from \$13,225 to \$2,000

Reduce line item 8053 conference dues from \$1,500 to \$500

Change line item 8595 title from Lake Beseck Commission to Lake Beseck Committee

In department 72 reserve for contingencies assure line item 900 operational (Board of Finance) is called out

Restore 9000 Operational (board of finance) from \$35,000 to \$90,000

This motion was seconded and approved by all voting members.

A motion was made to amend the first selectman's budget 2013-2014 to reflect the following changes consistent with our recommended (Unknown word) capital plans for public works:

Line item 2280 from \$68,600 to \$137,000

Reduce item 2281 from \$28,500 to \$0

Reduce line item 2285 from \$4,000 to \$300

Reduce line item 2290 from \$5,000 to \$0
Reduce line item 2291 from \$13,850 to \$2,400.
Reduce line item 2292 from \$25,500 to \$0
Reduce line item 2293 from \$10,000 to \$0
Reduce line item 2294 from \$50,000 to \$0
Reduce line item 2295 from \$15,000 to \$0
Increase line item 2296 from \$4,250 to \$16,500.

This motion was seconded and approved by all voting members.

3. Adjourn

The meeting was adjourned.

Middlefield Board of Finance

Special Meeting

April 14, 2013

Minutes

(not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order. Present are Jim Irish, Alice Malcolm, Lucy Petrella and Bob Yamartino.

2. Budget changes

Motions were made to make the following changes to the budget:

Line 2537 change from \$2,500 to \$3,200 to fund camera replacement in 2014

Line 2539 change from \$2,500 to \$1,300 sufficient for planned upgrade

Line 2542 change from \$32,500 to \$0 delay incremental funding for one year

Line 2543 change from \$7,000 to \$12,300 needs more funding for replacement

Line 2545 change from \$5,000 to \$0 replacement not needed for six years

Line 2241 change \$10,000 to minus \$30,000 because of no explicit plan and availability of TAR funds.

Line 2720 from 0 to minus \$30,000 because of lack of explicit plan and expenditure

Line 2065 from 0 to minus \$25,000 -five year revaluation is fully funded and ten year revaluation is mostly funded

Line 2546 change from \$40,000 to \$59,000 to accelerate funding for 2016 replacement

Line 2570 change from \$85,000 to \$115,000 for balanced funding for pumper replacements.

These changes were seconded and approved by all voting members.

3. Adjourn

The meeting was adjourned.

Middlefield Board of Finance

Regular Meeting

April 18, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at 7:10. Present are Bob Yamartino, Alice Malcolm, Lucy Petrella and Jim Irish. Also present is new member Dave Lowry, who was not yet sworn in so he was not seated, Jon Brayshaw first selectman and Joe Geruch finance director.

2. Budget Review (:58)

Board members reviewed the budget. Joe Geruch noted, including FEMA funds he is anticipating a \$1.6M fund balance at the end of the year.

If the sale of the Powder Hill Road goes through before end of this fiscal year, it will increase that by \$300,000. Jon Brayshaw stated that \$300,000 has to be put on the principle. Board members suggested they could ask when the sale is voted on at town meeting how they want the funds applied, either to the principle or the fund balance.

Board members discussed the differences between long term and short term bonding for the Powder Ridge deal, and the effects on the town if they put the money on that principle.

Board members discussed with a speaker what their expectations are for the public hearing and town meeting.

Board members continued through their budget review focusing on the LOCIP and TAR funds. The purchase of a trailer for the new paving equipment was discussed as well as the prioritizing of various building projects.

Insurances costs were discussed as Joe Geruch noted the increases in other towns is approximately 8%. Board members discussed the web site, noting they will fund actual plans. General capital budget philosophy was discussed

Other various line items were discussed, including staffing in the land use department. Board members asked that CCM provide information on how other towns charge for specialized permits/inspections.

A motion was made to modify the first selectman's 2013-2014 budget to reflect:

2420 to item 2419 Enforcement Equipment

2241 title change to LOCIP qualifying projects

2241 town hall budget change from -30K to 21K

2251 change from \$0 to \$16K

2040 building improvements from \$20,000 to \$25,000

4700 fund balance transfer from \$275,000 to \$230,000

7612 Sundry expenses from \$4,900 t \$5,200

This motion was seconded and approved by all voting members.

3. Presentation (3:26:01)

Lucy Petrella went over how she would like to present the budget at the public hearing. It was recommended to explain the need to continually fund the capital items in order to avoid shortages in the future.

4. Adjourn

A motion was made to adjourn at 10:40. This motion was seconded and approved by all voting members.

Middlefield Board of finance

Public hearing/ Meeting

April 23, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella opened the public hearing. Present are Lucy Petrella, Dave Lowry, Bob Yamartino and Jim Irish. Mary Wolack arrived during the budget presentation.

2. Presentation and public comment (:53)

Lucy Petrella provided some history on the Board of Finance's workshops to create the budget being presented. She then went over the budget page by page noting the changes made by the board and giving some explanation. There were changes made after the printing of the budget which will be noted.

Ann Olszewski explained the tax collector office supplies were cut and those funds are to buy envelopes and validator tape. She was advised if she needs additional funds the BOF will transfer the funds.

Lucy Petrella noted that line 7612 on the printed budget should be \$5,200.

Ann Olszewski had concerns about putting so much money into Lake Beseck when the state owns it.

Lucy Petrella went over the capital budget items explaining changes made. Line item 2040 of the printed budget should be \$25,000.

Potential work at the lake was discussed, noting the state will be working on the dam creating a rare opportunity to do other work during the deep drawdown. The funds being allocated will allow for the required studies to be done to determine what other projects could be considered.

Lucy Petrella and Bob Yamartino went over the public works and fire department capital budgets, explaining the changes made and the reasoning behind them, and provided information about the inventory of equipment and their replacement schedules.

Ann Olszewski noted if the police department requests a license plate reader that can work hand in hand with the tax collector department.

A speaker noted a particular grant available to fire departments. It was noted that there was a particular line item 2803 should equal \$30,000 the cost of replacing the parking lot.

It was noted the mil rate will be 33.21 with the budget as adjusted so far by the BOF, and the current D13 budget.

Chris Hurlbert asked the BOF to consider adding hours to his position and suggested that the Park and Rec could reimburse the town for a portion of those additional hours with funds raised by their programs.

Donna Golub noted that Mr Hurlbert does a very good job and to add hours would be worth while.

John Manning noted that Mr. Hurlbert puts in more time than he should and does a fantastic job for the town and he is well worth the money.

Another speaker noted it may be worth it based on the return benefits.

Jon Brayshaw noted a reluctance to enter into any unusual deal as there are other departments in town that may be interested in doing this, and he had reservations about tying it in with profitability.

Joe Geruch noted that any employee who works in excess of 20 is eligible for medical benefits.

Amy Poturnicki noted that Chris Hurlbert works very hard and supports the additional five hours.

Rob Poturnicki suggested Mr. Hurlbert would be a difficult person to replace.

Another speaker said adding programs is a benefit, and was in favor of adding the five hours.

Donna Golub noted with Powder Ridge opening there will be more activities opening up.

Rebecca Adams stated her support for adding the five hours, but did not support having his salary tied in with making money.

Rob Poturnicki suggested they hire a contractor to do the paving rather than purchase equipment and have town employees do it. It was explained it was more cost effective to buy the equipment as there are other uses for it as well.

A speaker asked if the materials dredged out of the lake will be used for road sand in the winter. It was explained they will need to determine what the material is before they can determine what it can be used for.

Jon Brayshaw thanked the BOF for an outstanding job.

The public hearing was closed at 8:55 pm.

3. BOF meeting (1:44:45)

The BOF special meeting was called to order, present are Lucy Petrella, Mary Wolack, Jim Irish, Bob Yamartino and Dave Lowry.

4. Budget revisions (1:45:16)

Lucy Petrella thanked the board members for their work.

Board members considered public comments and discussed various line items.

A motion was made by Lucy Petrella to reduce item 7000 building official from \$51,263 to \$39,936 to reflect maintaining current hours and to increase 9000 contingency from \$50,000 to \$60,000 in the event on contract negotiations resulting in an increase. This motion was seconded by Mary Wolack. Lucy Petrella and Mary Wolack voted in favor; Bob Yamartino, Dave Lowry and Jim Irish voted in opposition. This motion was not approved.

**A motion was made to amend the budget to reflect the following changes
Item 2803 building improvements from \$15,000 to \$22,500
Item 7700 Director Salary from \$33,194 to \$39,833
Item 6582 Health/life insurance from \$329,320 to \$345,940
to reflect changes in health care cost reflected on compensation worksheet.
In CNR item 2020 ordinance codification change estimated cost \$12,000 to \$20,800
This motion was seconded and approved by all voting members.**

A motion was made by Lucy Petrella to send the town of Middlefield 2013-2014 annual budget to town meeting reflecting total budget of \$16,605,630. This budget requires amount to be raised through tax collections \$13,351,877 (Current levy) resulting in a mil rate of 33.24. This motion was seconded and approved by all.

5. Adjourn

A motion was made to adjourn at 9:51pm; this motion was seconded and approved by all voting members.

Middlefield Board of Finance

Regular meeting

May 16, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at 7:11. Present are Lucy Petrella, Jim Irish, Bob Yamartino and David Lowery. Alice Malcolm arrived during the discussion under Transfers.

2. Agenda (:31)

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

3. Public comment (1:14)

There were no members of the public present.

4. Transfers (1:29)

There were no transfers to discuss.

Bob Yamartino reported that a trailer had been purchased and was going to be covered from the contingency line item. He reported there was also a \$6,000 repair bill for a fire truck which will also come from the contingency. He suggested that a line item in capital be changed to reflect "fire truck replacement/major repair" which would allow the use of those funds in a similar event.

Board members reviewed the contingency fund and the expected activity.

A motion was made by Bob Yamartino to authorize the first selectman to purchase a trailer suitable for transport of the pave and roller; price not to exceed \$6,000. This motion was seconded and approved by all voting members.

5. Discussion of 2013-2014 Budget (15:19)

Lucy Petrella thanked all the board members for their time and service to the Budget. Board members noted the budget passed by unanimous vote, and gave credit to Lucy Petrella for the explanations offered. It was also noted that Joe Geruch should be given credit as well for the good job he does.

Lucy Petrella noted the LOCIP funds- Bob Yamartino noted the last time the BOF adjusted the LOCIP line, and indicated that the amount to be received will be cut by the state, and they may want to reduce the amount in the budget under LOCIP expenses. It was noted that what can be spent using LOCIP funds has been changed to allow for more uses.

Board members reviewed a document showing the wider uses that LOCIP funds can now be utilized for, and agreed that they need to be sure to use all available funds. Various ideas were discussed, with the emphasis on needing solid plans, and to use every penny offered.

Board members discussed the value of CCM, noting that aside from the gun control issue, the services they provide the town are invaluable. The public hearing regarding gun control/CCM was discussed.

6. Policies and recommendations (45:43)

Lucy Petrella noted several areas they had discussed during the budget workshops. This areas included the website, WPCA sewer system and Zygo, building permit fees including outside vendor inspection costs, 20 year plan for road improvements, funds from the sale of the Powder Hill Road property.

Regarding the allocation of the funds from the sale of property, it was said to be under the control of the BOF. It was noted to do anything with it during the fiscal year it may hit the threshold to require a public hearing, which members agreed they would have even if it does not. Or the BOF can wait until the next budget and direct it through the budget process.

Board members discussed how they want to address this issue, including making recommendations via motions to the BOS or presenting to the BOS during a meeting.

Bob Yamartino agreed to write the recommendation regarding how to handle the \$300,000 from the sale of the property. Jim Irish agreed to draft the recommendation regarding the WPCA and the Zygo sewer.

Alice Malcolm agreed to work on the website being covered under LOCIP funds and also to have a plan to create and maintain a working website. Board members discussed what they would like in a website.

Dave Lowery agreed to work on the building permit fees issue, and Lucy Petrella will work on the road improvement plans. It was noted that Jon Brayshaw has information regarding what is needed in terms of road work in the town, and the BOF members would like access to this information.

Board members discussed the need to have specialty inspections for permits to be paid for by the applicant.

With regard to the sewers, it was noted that the other sewer users in town pay for their own sewer use, and they need to look at whether or not to begin charging Zygo, and if so, how much. Board members debated whether or not Zygo should be charged. It was noted also that the equipment at the Zygo sewer system is going to need repairs/replacement.

7. Minutes to previous meetings (1:25:20)

A motion was made to approve the minutes of the BOF meetings as presented for the following meeting dates: March 19, March 20, March 21, April 2, April 3, April 4, April 9, April 10, April 11, April 14, April 18 and April 23. This motion was seconded by Jim Irish and approved by all voting members.

8. Adjourn

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

Middlefield Board of Finance

Regular meeting

June 20, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at 7:07pm Present are Alice Malcolm, Jim Irish and Lucy Petrella. Also present is finance director Joe Geruch. Bob Yamartino arrived during Joe Geruch's report as did Dave Lowry.

2. Agenda (:32)

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

3. Public comment (:54)

There were no members of the public present.

4. Joe Geruch report (1:13)

Joe Geruch reported on his findings after comparing insurance companies and options.

He reported that the fund balance will be approximately \$1.5 million, and if the sale of the Powder Ridge property goes through the funds will be used to pay down the borrowing based on recommendation from bond counsel and town attorney.

Board members discussed how the bonding was done with members of board indicating they would have preferred other options, and would have liked to have been part of the discussions. Board members discussed attending the next BOS meeting to address this. It was noted the referendum includes a decision on how the funds need to be used to reduce that debt and therefor it is too late to make any changes. It was noted that both town attorney Antin and bond counsel Fasi assisted in the wording of the referendum. Board members questioned the role of the BOF in the town beyond the budget if not to advise the BOS on financial matters.

Joe Geruch stated he would relay the message to Jon Brayshaw that the BOF has a skillset and would like to be used for advice in these matters. He noted that the original bond resolution gives the first selectman the authority. Board members stated they are not questioning the authority, only that they had information and opinions to offer in assisting with making the right financial decision.

Board members discussed the various different ways the finances of the sale of this property could have been managed and different ways they can address the issues with the first selectman.

Lucy Petrella stated she would like to write a letter to the selectmen, with the full consent of the BOF to address the issue of their not being involved in this decision. Board members suggested providing a listing of issues the BOF would like to be involved in in the future. It was noted that by working together to make the decision they can work together on supporting those decisions as well. They also would like a better notification process for items. Jim Irish agreed to write a draft and share with the other board members.

5. LOCIP (57:53)

Board members noted they could use LOCIP monies for the web site or road improvements.

Joe Geruch explained the town must spend the money and then get reimbursed with LOCIP funds so there has to be an expenditure line item that is reimbursable.

Board members discussed possible uses and how that is managed.

6. Transfer Requests (1:02:42)

Joe Geruch noted there will be more transfer requests to be submitted. Board members reviewed the requests that were presented and discussed the FEMA reimbursements. Budget lines items going over budget included legal counsel for commissions, and Zoning Enforcement officer due to issues on Peter's Lane. Joe Geruch noted the town was served with a lawsuit regarding Lake Shore Drive property. It was noted many of the overruns were the result of several major storms for which FEMA will be providing some reimbursement.

A motion was made to authorize the Financial Director to direct all FEMA reimbursements for storm related expenses to be credited to account 9000 operational contingency in order to cover budget overruns.

Other over run budget items were discussed including the pond dredging at Powder Ridge. It was noted that this should have been covered by the fees paid for by the applicant through IWWA. Brookside sewer was over budgeted due to four service calls. Jim Irish noted he will be looking into changes to have Zygo contribute to the sewer costs. Joe Geruch noted that Zygo does pay to Middletown for sewer use. Board members discussed the fairness of not charging Zygo for sewer when residents in Middlefield with sewers do pay fees.

7. Policy and recommendations (1:33:54)

Dave Lowry reported that he has gathered information regarding specialty fees needed within land use fees, noting changes need to be may by ordinance. it was stated they need to determine what they getting now, what other towns do, and the fees need to remain competitive with other towns.

It was noted that Alice Malcolm is working on the website and Bob Yamartino was working on how to manage the receipt of the \$300,000 if the property on Powder Hill Road is sold

8. LOCIP (1:42:51)

Joe Geruch provided information on what LOCIP funds are, noting what is not used stays in the account. In the past LOCIP funds were for infrastructure, and currently there is about \$100,000. The uses have been expanded and so Joe Geruch is going to try to use it. Joe Geruch explained how the LOCIP funds move into/through the budget.

Board members discussed how the budget needs to be funded in order to best utilize these funds without losing control over the funds. It was questioned if the balance was high because the highway department did not complete qualifying projects.

It was suggested to take all the available LOCIP funds by applying them to the already purchased fire truck- this will alleviate the possibility for abuse as the funds will be gone. Board members agreed they had to be able to track these funds. Joe Geruch left the meeting while the discussion continued on all the possible ways the accounting can be done in order to maintain control.

Board members agreed they could leave the title of the line items alone, and to request reimbursement from the state for funds spent on the fire truck.

It was agreed to collect the \$140,000 this year. Using the Mattabeseck Bridge expense was suggested to be used to cover it.

9. Adjourn

A motion was made to adjourn at 9:45 pm. This motion was seconded and approved by all voting members.

Middlefield Board of Finance

Regular Meeting

July 18, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at 7:20 pm. Present are Lucy Petrella, Jim Irish and Bob Yamartino. It was noted there was no quorum and there would be no votes taken.

2. Transfers (:33)

Lucy Petrella noted there were no members of the public, and the only transfers they had were from previous meetings and Joe Geruch had indicated they were not pressing. It was agreed there were some that need to be taken care of to close 2012.

It was stated there is an August meeting and they need to be sure there is a quorum or to hold a special meeting to address issues including transfers. Board members discussed schedules to determine a date for a future meeting to ensure a quorum.

3. Updates/miscellaneous (10:33)

Jim Irish noted the Lake Beseck dam project has not yet been approved, still waiting for one permit which is expected. Work is not expected to begin prior to November. It was noted that a \$250,000 STEAP grant was given to Bolton to study their lake.

Board members discussed the sale of property on Powder Hill Road and the public hearing held earlier in the week.

Lucy Petrella noted her thanks to Jim for putting together a letter, but she had concerns about the tone noting the BOF should be a resource. She noted the town has a million dollar salary budget plus capital funds for public works. She stated that the town is not going to be doing the paving for the library and town hall as it has gone out to bid. Bob Yamartino questioned why they recently purchased equipment for paving. Lucy Petrella recommended a meeting between the BOS and the BOF to discuss issues in order to come to concensus about procedures for some of the major financial decisions.

Bob Yamartino supported a meeting with BOS and BOF but would also like to have a letter sent to the BOS indicating the position of the BOF on certain items so that it is in writing.

4. Adjourn

The meeting was adjourned at 8 pm

Middlefield Board of Finance

Special Meeting

August 20, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Lucy Petrella called the meeting to order at 7:15pm. Present are Lucy Petrella, Bob Yamartino, Dave Lowry, Jim Irish, Alice Malcolm and Mary Wolack.

2. Agenda (:32)

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

3. Public Comment (1:07)

There were no public comments.

4. Transfer requests (2:44)

Board members noted it was unclear if all the FEMA funds had been received, and if so, where they were indicated in the budget. Board members reviewed the transfer requests.

Board members had concerns about why they did not know of the need to transfer the \$11,069 for town counsel.

A motion was made by Bob Yamartino to transfer \$16,069 into 01-12-6070 Town Counsel from account 6050 town engineer \$11,069 and from 6072 Labor Counsel \$5,000. Due to over budget resulting from the sale of Powder Ridge Property (Brownstone Sale \$23,000 and Vogel Sale \$12,500). This motion was seconded by Jim Irish and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$353 into account 01-15-6201 LAP insurance from account 6202 insurance deductibles as the town experienced a substantial increase in its LAP insurance. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$679 into account 01-16-6321 town hall expenses from account 9000 contingency for various electrical and heating repairs resulting in an over budget situation. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$84 into account 01-16-6361 Street lighting from account 9000 contingency for minor budget overrun. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$235 into account 01-16-6382 annual town report from account 9000 contingency for cost of printing the annual report exceeded the anticipated budgeted cost. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$2,482 into account 01-16-6401 telephone/internet from 9000 contingency as the rate increased and conversion to Comcast internet service caused this line item to exceed the budget. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$1,167 into account 01-16-6402 copier expenses from 9000 contingency due to over budget situation resulting from the need to replace the community center's copier. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$15 into account 01-16-6412 custodial supplies from account 9000 contingency to cover minor budget overrun. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$3,378 into account 01-16-6422 Town vehicle fuel from account 9000 contingency as a result of the two major storms this year. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$363 into account 01-19-6580 Social Security from account 9000 contingency resulting from the additional private duty work done by the constable. This motion was seconded and approved by all voting members. Lucy Petrella stated she would look into whether or not this item is reimbursed.

A motion was made by Bob Yamartino to transfer \$2,401 into account 01-19-6586 employee pensions from 9000 contingency due to under budgeted increase in the state run MERS rate. This motion was seconded and approved by all voting members. It was suggested that they determine if the next year's budget will be affected by the rate increase.

A motion was made by Bob Yamartino to transfer \$48 into account 01-20- 6612 office expense from account 9000 contingency for minor budget overrun. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$6,800 into account 01-30-7000 building official from 9000 contingency resulting in from additional work hours as authorized by the first selectman. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$2,803 into account 01-30-7002 zoning officer from account 9000 contingency due to additional work hours as authorized by the first selectman. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$1 into account 01-30-7003 sanitarian from account 9000 contingency for budget rounding error. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$511 into account 01-30-7011 DEEP/ Education fees from account 9000 contingency due to the state application fees exceeding budgeted levels. These fees are paid by applicants via land use revenues. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$20 into account 01-38-7517 conference and dues from account 9000 contingency for minor increase in CASC association dues and conferences. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$12,532 into account 01- 40-7601 snow removal from account 9000 contingency due to overage situation caused by storm Charlotte. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$2,611 into account 01-40-7602 Equipment maintenance from 9000 contingency for overage caused by repairs to needed equipment during storm Charlotte. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$3,171 into account 01-44-7900 resident trooper from account 9000 contingency due to higher than expected overtime caused by storms Sandy and Charlotte. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$11,872 into account 01-44-7903 Private Duty Wages from account 9000 contingency due to CL&P, AT&T and 147 Bridge work was greater than expected, resulting in this line item exceeding its budget. Those expenses are reimbursed by the contractors. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$16 into account 01-44-7906 equipment from 9000 contingency due to minor budget overrun. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$132 into account 01-46-8000 fire house operations from account 9000 contingency for minor budget overrun resulting from computer server issues at the fire house. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$5,652 into account 01-46-8001 truck operations from account 9000 contingency for needed repairs to keep engine three operational, authorized by the first selectman. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$9 into account 01-46-8002 communications from account 9000 contingency for minor budget overruns. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$16 into account 01-46-8003 equipment and supplies from account 9000 contingency for minor budget overruns. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$787 into account 01-46-8006 physicals and wellness from account 9000 contingency for additional physicals authorized by the first selectman, so as not to discourage prospective new members. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$50 into account 01-47-8052 vehicle allowance from account 9000 contingency for minor budget overrun. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$509 into account 01-48-8103 communications from account 9000 contingency due to upgrading the office, majority of such costs were grant reimbursed. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$178 into account 01-48-8104 generator expenses from account 9000 contingency for maintenance in preparation of storm Sandy exceeded budgeted levels. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$184 into account 01-48-8105 emergency notification from account 9000 contingency as the cost of Everbridge system was greater than amount budgeted. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$1,845 into account 01-48-8109 sundry expenses from account 9000 contingency for rental of solar powered warning signs in connection with storm Sandy. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$669 into account 01-54-8530 Planning and Zoning Commission from account 9000 contingency due to the analysis of the Lakeview Estates development caused this budget overrun. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$2,376 into account 01-54-8550 inland/wetlands from account 9000 contingency due to the Powder Ridge pond dredging issue has caused this line item to exceed its budgeted level. This motion was seconded and approved by all voting members.

A motion was made by Bob Yamartino to transfer \$1,574 into account 01-54-8560 ZBA from account 9000 contingency as over budget situation caused by extensive legal analysis of the 86 Lake Shore Drive appeal. This motion was seconded and approved by all voting members.

A motion was made by Alice Malcolm to transfer \$3,691 into account 01-64-8630 Brookside Sewers from account 9000 contingency for two service calls had been budgeted for the year. Four service calls were made during the course of the year.

Bob Yamartino had objections to this as the Board of Selectmen has not yet approached Zygo to request that they handle their share of the sewer system. Board members discussed the history of this situation and possible changes.

This motion was seconded and approved by Dave Lowry, Jim Irish, Alice Malcolm, Mary Wolack, Lucy Petrella and opposed by Bob Yamartino.

5. Discussion of budget policy recommendations (1:03)

Lucy Petrella noted she had provided a copy of a letter regarding items to discuss with the selectmen, to all the board members who provided input prior to giving to the first selectman. She stated the Board of Selectmen will be meeting on the first Tuesday in September as well as Tuesday, September 17. It was agreed to meet with the Board of Selectmen on September 17.

Dave Lowry suggested they need to focus on better communication, including the finance director. Board members discussed the desire to be participants in financial decision making by the Board of Selectmen, not just advised of them after. It was agreed Board of Finance members should always be advised of meetings with bond counsel before they happen. Charter revision ideas were discussed to address that, and also to include a Board of Finance member for labor negotiation meetings. How to address overages, and what thresholds could be determined were discussed, as well as policy changes they can make until charter changes could be effected.

Lucy Petrella noted these areas to address: Inclusion of Board of Finance on major financial decisions including land deals, labor contracts, borrowing situations, buy versus lease decision, and updates regarding potential line item overages.

Board members discussed standardized practices for the various departments during budget season. Various ways to address the Board of Finance / Board of Selectmen meeting were discussed.

Board members discussed Zygo and the sewer system, as the agreement between the town and Zygo with regard to the costs of the sewer system has expired. Jim Irish offered to determine the amount of taxes paid by all those in town that also pay for their own sewers as a way to compare how much are paid in taxes by Zygo who does not contribute toward the costs of their sewer. Lucy Petrella suggested that Ed Bailey manage this through the Water Pollution Control Authority.. It was suggested the Board of Finance should provide a letter stating a position that they will not want to approve those funds for the next budget to encourage a discussion between the town and Zygo and the Water Pollution Control Authority. Not all members agreed on a final position, but it was agreed there should be a discussion with Zygo. Jim Irish agreed to draft a letter for the Board of Finance members to review.

6. Discussion of Powder Ridge (1:48:00)

Lucy Petrella questioned if the Board of Finance members would like to take a tour of the site to see what is going on. Board members discussed the success of the job fair, noting there were hundreds of people in attendance. The problems of the electrical supply were discussed. Board members did not have a consensus to visit the property as a group. Dave Lowry will check with Sean Hayes about a visit to the site. There was a question about emergency service needs. Bob Yamartino agreed to discuss the interest rates and long term bonding with Joe Geruch.

7. Approval of minutes (1:56:45)

A motion was made to approve the minutes of the May 16, 2013 minutes as submitted. And to approve the minutes of the June 20, 2013 minutes as submitted. This motion was seconded and approved by all voting members.

8. Adjourn

A motion was made to adjourn at 9:15; this motion was seconded and approved by all voting members.

Middlefield Board of Finance

Regular Meeting

November 11, 2013

Minutes

(Not approved at time of filing)

1. Call to order

Bob Yamartino called the meeting to order at 7:24 pm. Present are Dave Lowry, Bob Yamartino, Mary Wolack, Alice Malcolm, Joel Nick and Jim Irish.

2. Agenda (:29)

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

3. Public Comment (1:50)

Bob Yamartino thanked Lucy Petrella for all the work she has given to the Board of Finance over the past years on the Board of Finance.

Jon Brayshaw thanked Lucy Petrella as well on behalf of himself and the citizens of Middlefield.

Lucy Petrella congratulated the members on the board recently voted in and offered assistance if needed. She asked that the Board of Finance not drop the use of the liaisons as it is a good way to keep communication open between boards and the Finance Director. Lucy Petrella stated she will still be a part of the Lake Beseck ad hoc committee. She noted the BOE is meeting with the teachers for mediation on December 12. There had been discussions about having budget talks on March 5.

Jim Irish also thank Lucy Petrella for all she did both for the Board of Finance members and presented her with a gift.

Jon Brayshaw noted the importance of having things properly noticed and encouraged the board to stay on track and to be mindful of the charter. He provided the Board of Selectmen calendar for 2014 and suggested that the Board of Finance have some of their meetings on the same date. Jon Brayshaw noted the FOI laws and their importance and provided some documents to the board members and thanked them all for their service.

4. Election of Officers (18:32)

Bob Yamartino was nominated as chairman- this was seconded. This motion was approved by all voting members.

Jim Irish was nominated as vice chairman-this was seconded. This motion was approved by all voting members.

Dave Lowry was nominated as secretary-this was seconded. This motion was approved by all voting members.

5. Meeting dates for 2014 (21:24)

Board members discussed possible dates for the year as well as scheduling meetings with the Board of Selectmen or having one member from finance attend the selectman meetings, not necessarily the same person. It was noted that there are other areas that may need more of the finance board's input such as the library board.

It was noted that agendas for various boards and commissions are posted. Commission members discussed the appropriateness of attending other board meetings.

It was agreed to meet on the third Thursday of each month, with a few exceptions. The dates are; Jan. 16, Feb. 20, Mar 20, Apr. 10, May 15, June 19, July 17, Aug. 21, Sept. 18, Oct. 16, Nov. 20, and Dec. 11.

6. Fiscal year 2013-14 update (37:20)

Joe Geruch stated there are approximately 6 line items that have exceeded, or will exceed their budget, however none are significant. One of which is computer consultant due to a problem with the server and reoccurring virus/worms caused by a downloaded file on a flash drive. It was stated that there is now a policy against using flash drives. Joe Geruch stated that the insurance line item will go over budget as well. He is currently projecting a 15% increase in medical and discussed available options.

Joe Geruch noted that in the first weeks of December, Sean Hayes will pay off the \$500,000 mortgage on the Powder Ridge property. This will create an opportunity to reexamine how the town may want to refinance their mortgage. Joe Geruch provided the history of the Powder Ridge borrowing and went over it with the board members.

Joe Geruch explained about the taxable versus non taxable with regard to the bond issues and explained how it's relevance to the Powder Ridge property.

Bob Yamartino provided written information to the board members regarding the bond issues and reviewed various options with the members. Board members agreed they would like additional information from bond counsel Joe Fasi. It was suggested that the Board of Finance should advise the Board of Finance of their recommendations.

Joe Geruch noted with the \$500,000 Joe Fasi has indicated it should be used to pay the bill down otherwise they are violating the original bond resolution.

Board members discussed various ways they can make recommendations to the Board of Selectmen regarding the \$500,000 or manage it during the budget process.

Joe Geruch provided additional documents regarding insurance scenarios and what would be covered or not covered.

Jim Irish asked that the budget include certain information regarding a five year context setting information, department proposal with a rationale, an explanation of what each line item is to be used for and the reason for the change. It was noted having the information before the workshops makes it easier for everyone to review the budget.

Joe Geruch noted the five year history is available on line. Board members were encouraged to view the history on that program.

It was noted the next meeting is on December 12, and there will be more discussion regarding Powder Ridge funding.

7. Board of Finance Liaisons (1:36:06)

Bob Yamartino stated he will set up a once a week meeting with Joe Geruch and or Jon Brayshaw to discuss whatever needs to be discussed as a liaison. They will look at the options for the Powder Ridge payment, and have the information documented. With regard to selectman

meetings, Bob Yamartino stated he would like to attend some, not all. Alice Malcolm and Jim Irish stated they would go when needed to Board of Selectmen meeting.

For BOE Dave Lowry and Joel Nick agreed to be liaisons. It was noted that Jeremy Renninghoff may also be willing to be a liaison between BOE and the Board of Finance, and Kerry Flanigan is also very interested in keeping this board included. It was suggested they meet with the BOE finance committee. Board members discussed how they want to be able to support the BOE budget, or understand it enough to offer recommendations. Bob Yamartino stated he would contact the BOE chairwoman and Dave Lowry will discuss with Jeremy Renninghoff.

It was suggested there should be a liaison for the library. Alice Malcolm indicated the board needs to have a purpose, noting the library is a private entity in the town with 80-90% funding by the town. Alice Malcolm asked if they mean to have more authority or to have the town take more responsibility. It was noted the town can impose nothing on the library- they can only decide to continue funding or not to. Board members discussed different scenarios with regard to the library and provided the history for the new bof members. It was noted with the library buildings not owned by the town there is grant money they can not access, and this should be reviewed. Alice Malcolm agreed to be the liaison and as a board they will continue to review the situation.

It was agreed they need a liaison for Park and Rec. Mary Wolack and Jim Irish will work as the liaison for Park and Rec.

Alice Malcolm noted there needs to be an invoice system within the town for all departments to follow. Jim Irish noted there is a whole source of revenue and expense that is not documented with the summer time program. Bob Yamartino indicated it is documented and audited just not through the towns purchasing/payroll system. Alice Malcolm said it should be. There were questions about who tracks the director's hours and other questions. It was suggested the liaison should be able to establish a relationship to allow for the Board of Finance to answer these questions.

Alice Malcolm suggested they consider providing a commission to anyone who can write and then receive a grant for the town, with the exception of the Finance Director. It was agreed they will consider this for a future meeting.

There was a question about Zygo and the costs of the sewer system. It was noted that the Water Pollution Control Authority may be working on making a recommendation regarding that.

8. Budget workshop schedule (2:14:15)

Bob Yamartino stated he would work with Lucy Petrella to create a draft schedule and bring it to the board for review.

9. Approval of minutes (21:14:39)

A motion was made to approve the August 20, 2013 meeting minutes. This motion was seconded and approved by all voting members.

10. Adjourn

A motion was made to adjourn at 9:40 pm; this motion was seconded and approved by all voting members.