

From: SimsburyCT Postings February 15, 2012 9:35:04 AM
Subject: Board of Finance Minutes 09/20/2011
To: SimsburyCT_FinanceMin
Cc:

BOARD OF FINANCE
REGULAR MEETING
SEPTEMBER 20, 2011

CALL TO ORDER

Peter Askham, Acting Chairman in Paul Henault's absence, called the regular meeting of the Board of Finance to order on Tuesday, September 20th, at 6:00 p.m., in the Main Meeting Room at the Town Offices. The following members were also present: Nicholas Mason, Anita Mielert and Barbara Petitjean. Also present were Mary Ann Harris, Finance Director/Treasurer, Burke LaClair, Board of Education Business Manager, and other interested parties.

I. APPROVE MINUTES - August 16, 2011

Ms. Petitjean made a motion to approve the minutes of the August 16, 2011 meeting. Mr. Mason seconded the motion. A change was requested by Ms. Petitjean and then the motion was unanimously passed.

II. 2012/2013 BUDGET TIMELINE

Mr. Askham mentioned that as the beginning of budget season, they would have their Regular Meeting, on November 15, 2011 at 6:00PM with Public Audience on Budget matters immediately following at 7:00PM in the Board of Education Meeting Room. The future scheduling of meetings specifically pertaining to the Budget were discussed. Mr. Mason brought up the fact that, in years past, they had brought the three (3) Boards (Board of Finance, Board of Education and Board of Selectmen) together as lead-in meeting to the budget process. Mr. Mason reiterated that this meeting could act as a preliminary meeting in order to have some open discussion between the Boards. Objectives and topics of the potential meeting were discussed among the Board Members. It was suggested by Ms. Mielert and Ms. Harris that it might be more productive to schedule that type of meeting in December, after new Board Members are sworn in and once the budget process starts for department heads, rather than scheduling it in October. Mr. Mason then asked if they might consider having the Public Audience first

(6:00pm) and then the Regular Meeting immediately following. Ms. Mielert suggested that they keep it the way it is scheduled and have the public bring items/topics to the November 15th meeting that would then be discussed at the previously mentioned Three Board Meeting in December.

III. 2011 CLOSE-OUT AVAILABLE FUNDS UPDATE

Ms. Harris said they are currently working on this now and there is nothing to act on tonight.

IV. OLD BUSINESS

Radio Tower Status - Ms. Harris presented the Board with the previously requested letters from Zoning and the Superintendent indicating their support to erect the new tower. Mr. LaClair said the project is slated to begin within the next two (2) weeks. Mr. Askham asked how long the replacement would take and Mr. LaClair said he believes it to be a time frame of a couple of months. Mr. LaClair said there is a new location on-site that does not interfere with any utilities. The Board was satisfied with the letters presented. Mr. Mason asked about the final bid on the project and Ms. Harris quoted it to be \$118,490, so the originally authorized \$125,000 were sufficient funds. Mr. Mason then requested that the final contract be sent to Mr. Henault, pursuant to his request from the previous meeting.

V. OTHER BUSINESS

Audit Status - Ms. Harris said that she, Mr. LaClair, Mr. Askham and Chris Kelly, Board of Education, met with the auditors yesterday in order to go over the audit timeline. Ms. Harris said the BlumShapiro team will be coming in November to start their audit. Ms. Harris said they are planning on being here for two (2) weeks. Mr. Askham mentioned that the deadline to get the report in is December 31, 2011 and if they are not going to meet that deadline, they need to file for an extension.

Ms. Harris then spoke briefly about the reporting system they are working on, for which Ms. Harris recently attended training. She said the system needs to be modernized, which she is working on, but overall, the system will do what they need it do with regards to producing reports. She said there will be staff training and will hopefully make things more user friendly, so they are continuing to move forward.

Mr. Mason asked Ms. Harris if there is a full set of books on, or full tracking of, the PAC. Ms. Harris confirmed that yes, they will receive all of the financials. Mr. Mason was questioning whether or not the PAC would break even for this past season. Ms. Harris said they will be able to find

out, but she does not know right now.

Ms. Petitjean asked about the Joint Pension Advisory Meeting, originally scheduled for Wednesday, September 21st, and it was confirmed that it had been moved to October 19th at 6PM. Mr. Mason asked if it could be moved an hour later to 7PM. The formation of a new Pension Committee was discussed, but Mr. Mason was not sure about the status of the new committee.

Mr. Askham brought up the consultants, Hooker & Holcombe, that were hired to look at options for possible changes to the retirement benefits. Mr. LaClair gave a brief overview of the RFP process and how they were hired. Mr. Askham asked to see copies of what the charges would be for that study. Ms. Petitjean said it would be nice if the Board of Finance got notice of the next meeting regarding the study results.

Mr. Mason then said he was under the impression that the Town's contract with Connecticut Resources Recovery Authority (CRRA) was coming to an end shortly and asked Ms. Harris about that. Ms. Harris said she could discuss that with Department of Public Works. Mr. Mason asked if the Board of Finance should be looking into, or be involved in, this potential renewal/new contract. Ms. Mielert said she didn't see why Board of Finance would get involved in that and Ms. Harris said that the Board did not need to be involved at this point, but that they would hear about it moving forward.

Ms. Mielert announced she would not be in attendance of the October Regular Meeting.

ADJOURNMENT

Mr. Mason made a motion to adjourn the meeting at 6:42 p.m. This motion was seconded by Ms. Petitjean and was passed unanimously.

Respectfully submitted,

Peter Askham, Acting Chairman
Commissions Clerk

Leslie U. Faraci,