

The Board of Finance held a regular meeting on **October 19, 2011** in the Meeting Room of Windham Town Hall, 979 Main Street, Willimantic, CT 06226

Members Attending: Barbara McGrath, Charles Pennewill, Anita Sebestyen, Leo Santucci, and Jeffrey Smith

Chairman, Barbara McGrath called the meeting to order at 7:03 p.m.

Public Comment

Joe Marsalisi reminded the board of their earlier commitment to restore funding to the dispatch center.

Approval of Meeting Minutes

Upon a motion by Jeffrey Smith, seconded by Charles Pennewill, to approve meeting minutes from September 21, 2011 and September 27, 2011.

The chair corrected the spelling of Lourdes Montalvo and Murphy Sewall.

The motion passed unanimously.

Update on the audit for fiscal year 2010-11

The controller stated that the Town is targeting the first week of November to send the year end financials to the auditors. While this is aggressive given the delay in filing the previous audit, the goal is still to have the report filed by December 31st. Discussion continued regarding the need for additional staff, the quality of the financial software, and the opportunity to coordinate efforts with the Board of Education. Jeffrey Smith said to exercise caution when reducing and /or combing funds. The finance office will be keeping the Town manager advised of the status of the close out process on a weekly basis.

Town Controller's Report

The controller provided an update on five issues previously raised by the board.

Shared Services: The Town is working more closely with the Board of Education regarding shared services. An example is the Board of Education and the Town moving to self-insure the medical plan. The foundation was laid with self-insuring the dental plan last year.

It was reported that the Tri-board would like one policy concerning purchasing procedures that both the Board of Education and Town could follow. Charles Pennewill mentioned the importance of considering the joint purchase of a new financial software package which would make the audit process go more smoothly. We anticipate more collaboration with the Board of

Education on how to streamline our accounting activities.

Dispatch: The RFQ for Dispatch services has been issued. The Town Manger after reviewing the responses will meet with the town council to review. The Chair asked that the Board be notified of the meeting date.

PILOT: The Town Manager after reviewing the literature and issues concerning PILOT allocation made recommendations to the Town Council on PILOT distribution based in part on the type of services provided. The Town Council and Board of Finance agreed with the recommendations.

Ambulance Services: It was stated that the town has not made a thorough assessment of the cost allocation of ambulance services but intends to address the issue this fiscal year.

Capital Improvement Program: During this year's budget deliberations more attention was given to capital planning. The town has made energy saving improvements, completed the Town garage, the magnet school is underway, new solar collectors are being installed on various town buildings and at the water authority, and the public works department has acquired various vehicles and equipment. Anita Sebestyen mentioned that the Board of Education was concerned that their requests for capital improvements are not given adequate attention and that they would like to know what the process is to follow.

The controller distributed year to date revenue and expenditure reports and a statement of year end transfers made to date for the Town, and the Willimantic Service District. It was explained that final transfers to the RCIP funds have not yet been made. The Chair asked if the transfer needed to be approved as an action item and the controller stated that it was not required because the approval was given at a previous meeting.

Any other business appropriate to come before the BOF

None

Public Comment

Joe Marsalisi notified the board that the dispatch center now has an official website.

Upon a motion by Jeffrey Smith, seconded by Charles Pennewill the meeting was adjourned at 8:25p.m.

Attest: _____
Thomas Pesce