

The Board of Finance held a regular meeting on **December 21, 2011** in the Meeting Room of Windham Town Hall, 979 Main Street, Willimantic, CT 06226

Members Attending: Lynne Ide, Charles Pennewill, Anita Sebestyen, Anna Crawford, David Hemenway, Jeffrey Smith, and Thomas White

Mayor Ernest Eldridge called the meeting to order at 7:00 p.m.

### **Election of Officers**

Upon a motion by Jeffrey Smith, seconded by Anna Crawford to nominate Lynne Ide as Chair of the Board of Finance

The motion passed unanimously.

Upon a motion by Anna Crawford, seconded by Jeffrey Smith to nominate Thomas White as Vice Chair of the Board of Finance.

The motion passed unanimously.

The mayor turned the meeting over to Chairperson Lynne Ide.

### **Public Comment**

There was no public comment.

### **Discussion and possible action regarding Board of Finance Meeting Process**

Thomas White questioned if there were standing rules for the Board of Finance. If we can't find one, we should establish one.

There was discussion regarding the need to have two opportunities for public comment.

Lynne commented to research standing rules, public comment at the beginning and end of the meeting, and a time limit for public comment.

Thomas White questioned how board members are to get information from the controller. Do you want to go through the chair or directly to the controller? Lynne Ide replied to go directly to the controller.

It was suggested that the Controller obtain a copy of the standing rules previously used by the Board of Finance as well as rules recently adopted by the Town Council and distribute to the Board of Finance.

### **Approval of Meeting Minutes**

Upon a motion by Anita Sebestyen, seconded by Charles Pennewill to approve the meeting minutes from November 16, 2011.

The motion passed with 4 abstentions.

### **Update on audit for Fiscal Year 2010-2011**

The controller stated that the Town was targeting January 30<sup>th</sup> to complete the audit. It was suggested that on a long-term basis staffing levels and financial software be reviewed to insure timely filings. The Chair will follow up with the Town Manger.

### **Town Controller's Report**

The controller's report was presented by Tom Pesce.

The 2011-2012 Board of Education and Town budgets were handed out. The 2010-2011 revenue and expenditure reports that were handed out at the November meeting were presented to the members. The current year expenditure and revenue reports were handed out. A sample report of a report by object code was presented to the board as possible report at future meetings.

#### **Senior Services:**

It was reported that the Town Manager asked the Town Council to consider having the Town operate the Senior Center as a local center. Charles Pennewill would like to see a five year plan for the Senior Center.

#### **Shared Services:**

The Town and Board of Education met with our medical insurance agent. While costs are trending at 12%, we are considering alternatives such as self insurance as a method to lower final cost estimates. A presentation from the insurance agent will be scheduled within the next few months.

#### **Dispatch:**

The Request for Qualifications for Dispatch Services has been issued. The Town Manager after reviewing the responses will meet with the Town Council to review next steps. The Town Council Subcommittee on Public Safety, Recreation, and Public Works may discuss this at their next regular meeting which is on January 25, 2012.

#### **Ambulance Services:**

The Town has issued a Request for Qualifications for evaluating the cost allocation of ambulance services. The Town Manager after reviewing the responses will meet with the Town Council to review. The Town Council Subcommittee on Public Safety, Recreation, and Public Works may discuss this at their next regular meeting which is on the January 25, 2012.

The Town Manager sent out an email to the Board members to have a meeting with the Town Council, Board of Finance and Board of Education. He asked if all the board members received the email. The mayor commented the meeting is for the Town Manager to get an idea for where the boards would like to see the mill rate.

Tom White questioned how budget transfers are done. Tom Pesce replied that for last fiscal year transfers were done at year end. They were prepared by the controller and presented to the Board their approval.

**Discussion and possible action to approve meeting schedule for 2012**

Upon a motion by Thomas White, seconded by Charles Pennewill to approve the 2012 meeting schedule.

The motion passed unanimously.

**Any other business appropriate to come before the BOF**

Lynne Ide commented on the RFP for the switchboard. Tom Pesce replied a RFP went out for dispatch services and a few responses were received. There will be a public safety and administration meeting on Wednesday December 28<sup>th</sup>

Anita Sebestyen questioned if the State regional call center study results have come in? Tom Pesce replied no.

Anita Sebestyen also commented that the First Taxing District was issued a grant for parking tickets issued by State Police. Tom Pesce replied he is talking with the State on locating where the check was sent. There was a check issued to the Windham First Taxing District and they are researching the receipt of the check.

Thomas White is looking for documentation for where the funding for an ambulance has been in the past few years. He would like to have this on the agenda at a future meeting.

**Public Comment**

Ernest Eldridge commented the board was going to have a tough year with the budget. He welcomed the new members. The standing rules were not located back in 2009 when the former chair was looking for the voting. He likes the second public comment at meeting.

Upon a motion by Thomas White, seconded by Jeffrey Smith, the meeting was adjourned at 8:20 p.m.

Attest: \_\_\_\_\_

Thomas Pesce