

The Board of Finance held a regular meeting on **May 15, 2013 at 7:00 p.m.** in the **Meeting Room of Windham Town Hall, 979 Main Street, Willimantic, CT 06226**

Members Attending: Lynne Ide, Anita Sebestyen, Charles Pennewill, Anna Crawford, Thomas White, Paula Haney, and Nectalis Martinez.

1. Call to Order

Chairman Lynne Ide called the meeting to order at 7:00 p.m.

2. Public Comment

There was no public comment

3. Board of Finance Comment

Charles Pennewill commented the Board of Education and special master are planning to get rid of the human resources office. The office will then be renamed and funded with a grant for only 4 years.

4. Approval of meeting minutes

Upon a motion by Charles Pennewill, seconded by Paula Haney to approve the meeting minutes from April 17, 2013.

The motion passed unanimously.

5. Chair's Report

Lynne Ide commented the budgets passed on the first try. She thanked the voters for showing up.

6. Presentation and Special Reports

Presentation from McGladrey on Fiscal Year 2012 audit

Scott Bassett from McGladrey LLP presented an overview of the fiscal year ending June 30, 2012 audit. The notes in the audit were reviewed. The overall revenues and expenditures were reviewed. From a financial standpoint the town has done very well.

Lynne thanked the auditors for all their work and the weekly phone calls.

7. Discussion and possible action on appointment of Town Auditor for the Fiscal Year ending June 30, 2013

Upon a motion by Charles Pennewill, seconded by Anita Sebestyen to appoint McGladrey, LLP as the auditor for fiscal year ending June 30, 2013.

Paula Haney questioned if we get caught up can the audit be done on time.
Scott Bassett would like to meet before the year ends to set up a new PBC list and set dates.

The motion passed unanimously.

8. Discussion and possible action to Adopt Revenues for Fiscal Year 2013-2014

Thomas White commented since we don't know the final state revenues, we should wait 2 weeks for the revenues to come in. If the state revenues are higher than what we have, the mill rate could be lower. If the state revenues are lower than the mill rate could be higher. The appropriations committee could have the numbers out before June 1st.

Paula Haney questioned what has done in the past.

Thomas White commented in previous years the budgets were used with estimated numbers. This year, the Governor's budget is very different from previous years. We can set the numbers now and see what happens.

Anita Sebestyen commented since other towns are waiting maybe this will send a message to our legislators.

Anna Crawford questioned have we ever had to amend a mill rate?

Thomas White commented he can't remember having to change a mill rate.

Upon a motion by Thomas White, seconded by Anita Sebestyen to postpone adopting revenues for fiscal year 2013-2014 and setting the mill rates for mill rates for 2013-2014 until a special meeting can be called no later than June 1, 2013.

The motion passed unanimously.

9. Discussion and possible action to set the Mill Rates for Fiscal Year 2013-2014

No action was taken.

10 Discussion and possible action on the 2013-2014 Board of Education Budget

No action is necessary.

11. Discussion and possible action on the 2013-2014 General Government budget

No action is necessary.

12. Discussion and possible action on the 2013-2014 Willimantic Service District budget

No action is necessary.

13. Discussion and possible action on the Town Council's recommendation to purchase financial software for the Town and Board of Education

Lynne Ide presented a handout to the Board regarding the discussions than have taken place with the Town Council and Board of Education for the purchase of a new financial software system for the Town and Board of Education.

There is \$85,000 from the State for the purchase of the software that needs to be used by June 30, 2013.

Thomas White commented to give the authorization to the Town Council and Board of Education to determine if it is better to purchase or lease the software.

Upon a motion by Thomas White, seconded by Paula Haney to allow all boards to obtain software though a lease or outright purchase.

Anita Sebestyen would like to see the pros and cons of leasing and purchasing the software.

The motion passed unanimously

Upon a motion by Thomas White, seconded by Anita Sebestyen to add item 13a for discussion and possible action to combine finance departments and the hiring of a financial director.

The motion passed unanimously.

13a. Discussion and possible action to combine finance departments and the hiring of a financial director

Upon a motion by Paula Haney, seconded by Thomas White to support the Town Council's and Board of Education's recommendation to combine finance offices and hire a finance director.

The motion passed unanimously.

14. Controller's Report

The controller's report was presented by Tom Pesce.

The software package has been reviewed for Tyler technologies with the Munis software.

We have been working on catching up on bank statements, a part-time person has been working on the payroll reconciliation and another part-time person will be starting next week to work on the accounts payable reconciliation. We may reach out to another accounting firm to assist in any additional needs and setting up a new chart of accounts and policy and procedures manual.

The current year revenues and expenditures were reviewed. One area of concern is with the overtime lines in fire and police and the police special duty overtime line.

Charles Pennewill asked about the request for proposal for banking services.

Lynne Ide asked about the health insurance savings for the Town and Board of Education going to self insurance.

Tom Pesce reported the claims have come in less than anticipated so far this year. The conservative budgeting also helped. There should be a good reserve going into next year.

15. Discussion and possible action on any General Government 2012-2013 transfer requests

There were no transfer requests.
Thomas White commented he does not want to see any town departments going over their budget.

16. Discussion and possible action on any Willimantic Service District 2012-2013 transfer requests.

There were no transfer requests.
Thomas White commented he does not want to see any town departments going over their budget.

17. Old business

There was no old business

18. New business

Thomas White commented to send a message to the Town Council to do advertising for future budget referendums. Town has not done enough to let taxpayers know when there is a referendum.
Charles Pennewill commented there will be an investigation on the MBR and we need clarification.

19. Future agenda items

There were no future agenda items

11. Public Comment

Bernie Dauteuil commented the Town Council, Board of Education, and Board of Finance have had executive sessions that the public does not know about. The low turnout for the budget referendum shows who supports the Board of Education.
Thomas White commented the Board of Finance did not go into executive session regarding Blum Shapiro.

12. Adjournment

Upon a motion by Thomas White, seconded by Anita Sebestyen the meeting was adjourned at 8:35 p.m.

Attest: _____
Thomas Pesce