

**TOWN OF BOZRAH**  
**QUARTERLY MEETING**  
**BOARD OF FINANCE**  
**ZOOM - VIDEO CONFERENCE**  
March 22, 2021

**Item 1:** Chairman Mike O'Connor called the Quarterly Meeting of the Bozrah Board of Finance(BOF) to order on the Video Conference Application Zoom on March 22, 2021 at 7:00p.m.

**Members Present:** Chairman Mike O'Connor, Raymond Barber, Michel Leask, Phil Lavallee, Evan Gilman

**Members Absent:** Steve Seder

**Item 2:** Public Comment

Sarah Orr commented on her support of the Board of Education's budget proposal.

Melissa Brady commented on her support of the Board of Education's budget proposal and its impact to middle school students.

Sharron Casavant commented on her support of the Board of Education's budget proposal.

**Item 3:** Approve minutes from the December 14, 2020 Quarterly Meeting and January 25, 2021 Special Meeting

R. Barber commented the minutes were not signed.

**MOTION 1:** M. Leask made a motion to approve the minutes from the December 14, 2020 Quarterly Meeting with the addition of the signature Heather Barber Recording Secretary P. Lavallee seconded the motion.

Vote unanimous - **MOTION CARRIED**

**MOTION 2:** P. Lavallee made a motion to approve the minutes from the January 25, 2021 Special Meeting. R. Barber seconded the motion.

Vote unanimous - **MOTION CARRIED**

**Item 4:** Report from the Treasurer

Attachment 1

Diana Santo, Town Treasurer, presented the Board with the bank balances and the Treasurer's Report.

D. Santo noted item 42111 is where all COVID-19 Relief funds are currently. Jeanne Goulart noted the information for the COVID-19 Relief reimbursement is required to be submitted by the end of the year. Dr. Bonner noted in September the BOE requested \$89,000 for COVID-19 Relief, in December the BOE requested \$411,900 for more COVID-19 Relief. Dr. Bonner noted they should have received two payments equaling \$230,570. Dr. Bonner also noted the roof replacement project is underway and they are expecting to receive funds for the town soon.

**Item 5:** Report from the Tax Collector

Attachment 2

Nancy Renshaw, Tax Collector, presented the Board with the Tax 5 Dashboard dated 3/18/21. N. Renshaw noted several properties that have received certified letters regarding their tax payments.

**Item 6:** Board of Selectmen Update on current budget status FY 2020-2021

C. Zorn noted the current budget is about 60% expended. C. Zorn noted they have spent 103% of the registrar's budget. Sue Vervis, Registrar of Voters, noted they had a primary election and a presidential election in one year so they over spent the registrars budget. C. Zorn also commented that the refinance of the renovation bond reduced the amount needed for items in the budget, allowing \$150,000 for other projects.

**Item 7:** Board of Education Update on current budget status FY 2020-2021

J. Goulart noted the BOE has expended \$3,708,281 of the budget and they are projecting a deficit of \$47,957. J. Goulart noted the deficit is due to the lunch program with many students not buying lunch. J. Goulart noted the BOE froze other items in the budget to offset that deficit. Dr. Bonner noted she would provide the BOF with an itemized list of items purchased with COVID-19 Relief funds.

**Item 8:** Board of Selectmen request additional funds to be approved for the LOTCIP Sidewalk Project.

- Transfer of \$6,500 requested to be transferred from the General Fund to Line 190-55012, Village Sidewalk

C. Zorn noted the LOTCIP Sidewalk Project is state funded through SCCOG. C. Zorn noted the project was presented to the state, the Board received comments and are requesting \$6,500 to resolve those comments and move the project forward. C. Zorn noted the money would be used to create and submit a final design of the project to the state to get the project approved.

R. Barber questioned if the town has spent money on the project to date and if that would be reimbursed. C. Zorn noted the town has spent money on the layout of the sidewalk and believed that money would be reimbursed.

E. Gilman noted the BOF should see what has been spent on the project already and other details before transferring more money to it. D. Santo noted they have spent about \$2,700 already on the project in previous years. C. Zorn noted the grant money is expected.

**MOTION 3:** S. Seder made a motion to transfer \$6,500 from the General Fund to Line 190-55012, Village Sidewalk. M. Leask seconded the motion.

Vote 6 opposed - **MOTION NOT CARRIED**

The BOF voted to wait for more information on the project and discuss at the next meeting.

**Item 9:** Board of Selectmen request additional funds to be approved for the replacement of the Fuelmaster Relay System

- Transfer of \$17,000 requested to be transferred from the General Fund to Line 135-53012, Tank Testing and Servicing

C. Zorn noted the Fuelmaster system at the Town Garage is broken and needs to be replaced. C. Zorn noted the new system will be able to record where the fuel is going and who is using it. C. Zorn noted through Service Station Equipment they received a quote for \$16,500. C. Zorn noted to fix the old system they would need to find a board for it, but the system is out of date.

R. Barber suggested they fix the old Fuelmaster and consider providing more money for the Fuelmaster in coming budgets. C. Zorn noted replacing the Fuelmaster would be the cheapest option in the long run. Bill Ballinger noted the current system never functioned well. B. Ballinger noted buses, town equipment, and fire company vehicles all use the fuel tanks at the Town Garage and it is important that it is recorded who used what fuel. B. Ballinger explained they should replace the Fuelmaster system now with the funds they have available. R. Barber also questioned if they looked at other options for systems, C. Zorn noted they did not.

M. Leask questioned what the \$17,000 would go to. C. Zorn noted the funds include hardware, software, testing and installation of the system. M. Leask also questioned the future updates. C. Zorn noted Service Station Equipment will update and fix the system in the future as necessary. M. Leask commented the importance of checking the software for the system and documenting that.

E. Gilman questioned the age of the current system. C. Zorn noted it was installed in 2008.

P. Lavallee questioned the research on the new system from Service Station Equipment. C. Zorn noted he could see how the system works long term. M. O'Connor noted Service Station Equipment would provide the latest system.

**MOTION 4:** M. Leask made a motion to transfer \$17,000 from the General Fund to Line 135-53012. Tank Testing and Servicing. P. Lavallee seconded the motion. R. Barber opposed.

Vote 1 opposed - 5 for - **MOTION CARRIED**

**Item 10:** Receive Budgets from the Board of Selectmen and the Board of Education for FY 2021-2022

N. Renshaw commented on an article in the newspaper regarding affordable housing and to call the state representatives and senators with any questions.

Board of Selectmen - Attachment 3

C. Zorn noted the total Capital Budget has been reduced by 12% due to the refinancing of the bonds, the total General Government Budget has been increased by 8% due to salary and benefit increases making the total combined increased by 2%. C. Zorn noted an increase in Transfer Site Repairs and DPW Equipment. C. Zorn noted the line for the School Oil Storage Tank represents the amount originally authorized with some money spent for engineering.

Board of Education - Attachment 4

J. Goulart noted the proposed BOE Budget totals to \$6,545,049 showing an increase of \$356,211 or 5.76% from last fiscal year. J. Goulart noted there was a lot of input from the school faculty, town, parents and Board members in creating this budget.

Dr. Bonner noted the increase to the BOE budget is due to fixed costs which make up 88% of the budget. Included in these fixed costs are transportation, salaries and benefits. Dr. Bonner noted the BOE priorities include replacing all retiring staff, increasing middle school math to full time, add on a special education teacher, regular maintenance projects and contractual raises for teachers, high school tuitions, transportation. Dr. Bonner also noted a \$52,710 savings in special education due to agreements with other towns.

S. Seder questioned how many teachers were retiring. Dr. Bonner noted two teachers at the middle school level are retiring.

M. O'Connor noted the public comment on the budget's impact on middle school students. Dr. Bonner noted a concern with middle school students receiving proper teaching even with a hybrid model of learning. Dr. Bonner noted the parents concerns with proper staffing. M. O'Connor requested the number of students from town enrolled in NFA in 2019 and 2020.

**Item 11:** Appoint Auditor for FY 2020-2021

M. O'Connor noted previously they have used Sandra Welwood LLC. He noted she has sent a cost estimate to the Board not to exceed \$38,000. R. Barber noted she does a good job.

**MOTION 5:** R. Barber made a motion to appoint Sandra Welwood LLC as auditor for fiscal year 2020-2021. M. Leask seconded the motion.

Vote unanimous - **MOTION CARRIED**

**Item 12: Establish Meeting Dates for FY 2021-2022 Budget Process**

M. O'Connor noted they should have an in person Public Hearing. C. Zorn noted he has been pushing for hybrid in person and zoom meetings. R. Barber suggested they use the school gymnasium so more people can be present in accordance with state COVID guidelines.

Board of Finance - Tuesday March 30, 2021 at 7 pm at the Fields Memorial School and via Zoom

Public Hearing - Tuesday, April 6, 2021 at 7pm at the Fields Memorial School and via Zoom

Board of Finance - Tuesday, April 20, 2021 at 7pm at the Fields Memorial School and via Zoom.

**Item 13: Such other Business as the Board may vote to hear**

R. Barber commented the Board of Finance should receive more completed information from the assessor. R. Barber noted between the Tax Assessor and the Tax Assessor Assistant they are paying about \$44,000 a year.

**Item 14: Public Comment**

Glenn Pianka commented on agenda item 8 LOTCIP Sidewalk Project.

Carl Zorn commented on the state's requirement that the minimum wage be \$15 an hour in FY 2022-2023.

Michel Leask commented they should consider the audio for in person and zoom meetings.

**Item 15: Adjourn**

**MOTION 6:** S. Seder made a motion to adjourn the meeting at 8:40 p.m. M. Leask seconded the motion. Vote unanimous - **MOTION CARRIED**

Respectfully Submitted for the Board,

Heather Barber  
Recording Secretary

