

TOWN OF BOZRAH
TOWN HALL
1 RIVER ROAD
BOZRAH, CT 06334
Telephone 860.889.2689 Fax 860.887.5449

The Bozrah Board of Finance will hold a special meeting on Monday October 04, 2016 at 7:00 pm in the Meeting Room at the Bozrah Town Hall, 1 River Road

Agenda

- 1) Call to order / Attendance
- 2) Public Comment(s)
- 3) Additional appropriations of \$19,000.00, line item 190/55011, for F550 DPW vehicle. F/Y 16/17
Capital Budget.
- 4) Comment
- 5) Adjourn

Michael J. O'Connor
Chairman

TOWN OF BOZRAH

TOWN HALL

1 RIVER ROAD

BOZRAH, CT 06334

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The Bozrah Board of Finance will hold a regular quarterly meeting on Monday, 12 December 2016 at 7:00 pm in the meeting room of the Town Hall located at 1 River Road.

1. Call to order / Attendance
2. Public Comment(s)
3. Review and approve minutes from the 19 September 2016 quarterly meeting
4. Report from the Treasurer
5. Report from the Tax Collector
6. Board of Selectman and Board of Education: 16/17 budget status report.
7. Hear and act on a request from the Board of Selectman regarding the transfer of funds needed to outfit the new service pick up being delivered this year.
8. 2015/16 Audit presentation by Sandra Wellwood for acceptance by the board
9. Such other business as the board may vote to hear.
10. Final Public Comment
11. Adjourn

Michael J. O'Connor
Chairman

BOZRAH BOARD OF FINANCE
Special Meeting
Bozrah Town Hall
1 River Road, Bozrah, Ct 06334
March 28, 2016

Chairman Michael O'Connor called the special meeting of the Bozrah Board of Finance (BOF) to order at 7:00 p.m.

Members Present: Michael O'Connor Michel Leask, Raymond Barber, Steve Seder, Evan Gilman

Members Absent: Phil Lavallee

Others Present: Glenn Pianka (First Selectman), Bill Ballinger (Second Selectman), Carl Zorn (Selectman), Nancy Renshaw (Tax Collector), Diane Santo (Town Treasurer), Paul Gagliarducci (Superintendent), Deb Smith (BOE Chair), Chad Renshaw (Selectman's Assistant) Ryan Sholes (Fire Chief) and 7 members of the public.

Item 1: Review and approve the December 14, 2015 Quarterly meeting minutes

MOTION 1: R. Barber made a motion to approve the minutes for the December 14, 2015 Quarterly meeting as presented. M. Leask seconded the motion. S. Seder and E. Gilman abstained from voting on the motion because they were not at the meeting.

– **MOTION CARRIED**

Item 2: Report from the Treasurer [account status, income estimate, challenges]

Handouts were provided. (Treasurer's Report and Profit & Loss Budget vs. Actual).

There were no concerns regarding the Treasurer's Report handout.

It was noted that on the Profit & Loss handout the Town Clerk collected approximately \$30,000 more than anticipated.

Item 3: Report from the Tax Collector [collection report, challenges, pending actions]

Nancy Renshaw, Tax Collector, reported that 98% of everything owed on the 2014 Grand List has been collected for 2014. There are two delinquents, one who had paid off Wednesday March 23, 2016 with \$13,000 interest.

She also noted on the 314 Bozrah Street tax sale. There is a March 31, 2016 court date and she expects a settlement of \$162,000. The town would settle to receive

payments over 48 months on the back taxes of the property from 2007 to 2013. The federal court will ensure payments are being made. There is \$10,000 in legal fees, not paid yet from the town's legal account.

R. Barber requested that it be in writing that the federal court will ensure the payments will be made through 2013.

Item 4: Board of Selectmen and Board of Education: 15/16 status report. [budget challenges, pending actions]

Board of Selectmen

Glenn Pianka, First Selectman, noted that the payments for the Auditor for the 15/16 budget was \$3,875 more than originally budgeted and the Town Counsel account would be approximately \$750.00 more than originally budgeted. He also noted that the Town Clerk Assistant budget was over \$1,000 than originally budgeted due to training that was necessary. The pending legal fees on 314 Bozrah Street will \$10,083.

G. Pianka explained that many of the balances may not be accurate because the payroll accounts were not up to date. It was noted that the payroll accounts are now up to date.

G. Pianka put in for a human resource service through Paychex for \$24,000 in the budget request for 16/17.

M. O'Connor requested that G. Pianka prepare a transfer request for the next BOF meeting.

Board of Education

Paul Gagliarducci, Superintendent, presented the Board of Education's budget for 16/17. He noted that the full March expenditure report would be out next week. 2017 is the last year of the current contract.

Prior to receiving the budget requests for the Board of Selectman and the Board of Education, M. O'Connor handed out a Board of Finance guideline, a yearly cycle graph and an all accounts graph. He noted that the Grand List had increase 1% from the previous fiscal year.

Item 5: Receive 16/17 budget requests from Board of Selectmen and Board of Education

Board of Education

P. Gagliarducci noted that the BOE spent less than anticipated on Special Education. The budget request also includes the addition of an Intervention Specialist that would be a full time position with benefits.

P. Gagliarducci addressed the capital items; panel replacement, minor building repairs and a roof survey. He met with a safety committee regarding upgrading signage.

The budget proposal is .82% over last years budget.

Board of Selectmen

G. Pianka noted there would be \$5,800 in this years budget for an Assistant Town Clerk salary because of an anticipated absence of the Town Clerk.

The Auditor's budget increased 30% from \$16,000 to \$21,00 due to an increased workload.

The Building Official's salary budget has decreased to \$17,000 from \$27,690 because the anticipated workload for last year was less than expected. In addition to the regular salary the Building Official receives \$1,950 as the Zoning Enforcement Officer and receives \$1,950 as the Wetlands Enforcement Officer.

The Planning and Zoning SECCOG planner and the IWCC SECCOG planner will reduce because they were over budgeted for last year.

There was an increase to the Seasonal Grounds Keeper's budget from \$3,420 to \$7,500 so the regular highway crew can work on other projects, including the Wahconnah Drive catch basin replacement.

The Recreation Commission's budget has increased by \$3,000 due to Umpire payments and a seasonal ice rink development near Yantic River Walk.

G. Pianka proposed a salary for the senior coordinator, Christine Baker, of \$2,000. She would be supplying monthly reports on activities to the Board of Selectman.

G. Pianka also proposed an addition of a Paychex human resources service, adding \$29,000 to the budget.

The budget proposal is 8.2% over last years budget.

Prior to establishing meeting dates for the 2016 budget process, Fire Chief Ryan Sholes presented the Board of Selectmen and the Board of Finance with a cost

projection of capital expenditures for the next five years for the Bozrah Volunteer Fire Department.

Item 6: Establish meeting dates for 2016 budget process

Public hearing - Tuesday April 21, 2016 at 7:00 p.m. at Fields Memorial School

Board of Finance Regular meeting – Monday April 18, 2016 at 7:00 p.m. at the Bozrah Town Hall

MOTION 2: R. Barber made a motion to adjourn the meeting at 9:15 p.m. M. Leask seconded the motion.

Vote Unanimous – **MOTION CARRIED**

Respectfully submitted for the board,

Heather Barber
Recording Secretary

BOZRAH BOARD OF FINANCE
Special Meeting
Fields Memorial School
8 Bozrah St. Ext., Bozrah, Ct 06334
May 5, 2016

Chairman Michael O'Connor called the special meeting of the Bozrah Board of Finance (BOF) to order at 7:03 p.m.

Members Present: Michael O'Connor Michel Leask, Raymond Barber, Phil Lavallee,

Members Absent: Steve Seder, Evan Gilman

Others Present: Glenn Pianka (First Selectman), Bill Ballinger (Second Selectman), Carl Zorn (Selectman), Diane Santo (Town Treasurer), Paul Gagliarducci (Superintendent), Deb Smith (BOE Chair), Ryan Sholes (Fire Chief), Chad Renshaw (Selectman's Assistant), Nancy Renshaw (Tax Collector) and 3 members of the public.

Item 1: Discuss 2016/2017 budget request

G. Pianka noted changes to the Board of Selectmen's budget request:

The raises for elected positions will remain flat unless they are re-elected except for public works.

The human resources person requested budget was reduced in half from \$24,000.

An additional line was added for the Department of Public Works Foreman stipend.

The requested budget for the drainage projects was reduced in half from \$41,000 as the project won't be finished in one season.

The Department of Public Works equipment requested budget was reduced from \$30,000 to \$25,000.

The requested budget for the Rt. 82 water line was reduced from \$70,000 to \$60,000.

R. Barber questioned what percentage of the general highway account was for public works and the hourly rate for the four people on public works. G. Pianka explained 2% of the general highway account was for public works and the average

hourly rate over the 4 workers is \$27.34 although they all receive different amounts of pay.

P. Gagliarducci noted that the Board of Education's budget remains unchanged. It was noted that the fire panel needed is not on the Board of Education's budget that will be presented to the state. The fire panel budget will be moved from the Board of Education's budget to the Board of Selectmen's budget in order not to present a larger number to the state.

M. O'Connor discussed the Fiscal Year handout:

He noted that the 15/16 Board of Selectmen requested budget is close to the actual as well the 15/16 Board of Education budget. The 15/16 estimated income is within \$15,000 of the spreadsheet.

R. Sholes, fire chief, handed out the Fire Department's budget for 15/16 with an average of \$10,000 a month in expenditures.

MOTION 1: M. Leask made a motion to approve the budget request for Board of Selectman at \$1,544,387, the Board of Education at \$5,643,115 and the Capital at \$894,201 for a total budget of \$8,073,203. P. Lavalley seconded the motion.
Vote unanimous – **MOTION CARRIED**

Item 2: Budget Transfers for First Selectman

G. Pianka requested budget transfers for fiscal year 15/ 16 as follows: (see exhibit number 1 attached). The total transfers into and from total \$34,700.

MOTION 2: P. Lavalley made a motion to transfer \$34,700 from line items 190, 135 and 130 into line items 104, 109, 112, 113, 114, 152 and 134. R. Barber seconded the motion.
Vote unanimous – **MOTION CARRIED**

MOTION 3: P. Lavalley made a motion to adjourn the meeting at 8:31 p.m. M. Leask seconded the motion.
Vote unanimous – **MOTION CARRIED**

Respectfully submitted to the Board,

Heather Barber
Recording Secretary

TOWN OF BOZRAH
GENERAL AND CAPITAL BUDGET TANSFER REQUESTS -FY 15/16

Transfers Into General Government Line Items:

104/51052	Town Clerk Assistant	\$2,500.00
109/52001	Legal Fees	13,100.00
112/52002	Auditor Fees	3,900.00
113/52021	Equipment Lease	5,200.00
114/52100TH	Supplies	1,000.00
152/53016RC	General Maint and Materials	<u>2,500.00</u>
		\$28,200.00

Transfers From General Government Lines:

190/55007	Sewer Project	\$19,500.00
135/53010	Vehicle Gas & Diesel	<u>8,700.00</u>
		\$28,200.00

Transfers From General Fund:

1)	Reimbursement from insurance (Salt Shed)	\$6,000.00
2)	Allocation from ACO for dog pound	<u>500.00</u>
		\$6,500.00

Transfer Into:

130/53006PW	Public Works Garage Supplies	\$6,500.00
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Transfers Capital Line Items:

None requested at this time

EXHIBIT #1

BOF SPECIAL
MEETING

5 | 5 | 16

BOZRAH BOARD OF FINANCE
Special Meeting
Bozrah Town Hall
1 River Road, Bozrah, Ct 06334
June 7, 2016

Chairman Michael O'Connor called the special meeting of the Bozrah Board of Finance (BOF) to order at 6:00 p.m.

Members Present: Michael O'Connor Michel Leask, Raymond Barber, Phil Lavallee, Evan Gilman, Steve Seder

Members Absent: No members absent.

Others Present: Glenn Pianka (First Selectman), Bill Ballinger (Second Selectman), and two members of the public.

Item 1: Public Comments

M. O'Connor read aloud a letter sent to the Board by Ev Brown regarding the tax increase.

R. Barber read aloud an email sent to the Board by Kitty McCue regarding the tax increase.

Item 2: Discuss the results of the town meeting

M. O'Connor asked the board for their thoughts on the town meetings results. The members agreed that the lack of public comments made at the town meeting provide little guidance in understanding why the budget was voted down.

G. Pianka commented on the letters written by Ev Brown and Kitty McCue. He also commented on the confusion with several transfer station workers who thought they wouldn't be receiving raises. This misunderstanding may have been some of the votes against the budget.

G. Pianka also suggested that many people thought the budget was reasonable and didn't go to the town meeting. R. Barber agreed that people may think that they didn't need to vote.

Item 3: Recommend a mil rate to the Board of Selectmen to support future expenditures

R. Barber stated that he felt weary giving up the power to the Board of Selectmen to set the mil rate. M. O'Connor explained that he feels that the Board of Selectmen will make use of the Board's recommendations.

MOTION 1: E. Gilman made a motion to recommend to the Board of Selectmen to set the mil rate at 27.5.

P. Lavalley seconded the motion.

Vote unanimous - **MOTION CARRIED**

MOTION 2: P. Lavalley made a motion to adjourn the meeting at 6:45 p.m.

S. Seder seconded the motion.

Vote unanimous – **MOTION CARRIED**

Respectfully submitted for the board,

Heather Barber
Recording Secretary

BOZRAH BOARD OF FINANCE
Regular Meeting
Bozrah Town Hall
1 River Road, Bozrah, Ct 06334
September 19, 2016

Item 1: Chairman Michael O'Connor called the regular meeting of the Bozrah Board of Finance (BOF) to order at 7:00 p.m.

Members Present: Michael O'Connor Michel Leask, Raymond Barber, Phil Lavallee, Evan Gilman

Members Absent: Steve Seder

Others Present: Glenn Pianka (First Selectman), Carl Zorn (Selectman), Nancy Renshaw (Tax Collector), Diana Santo (Treasurer), Deb Smith (BOE Chair), Paul Gagliarducci (Superintendent), Ev Brown

Item 2: Public Comments

No public comments.

Item 3: Review and approve the minutes from the 18 July 2016 special meeting

MOTION 1: R. Barber made a motion to approve the minutes from the 18 July 2016 special meeting. E. Gilman seconded the motion.
Vote unanimous – **MOTION CARRIED**

Item 4: Report from the Treasurer

Town treasurer, Diane Santo, presented the board with the Treasurer's report. D. Santo noted some errors in the report that read 2015 but should read 2016.

Item 5: Report from the Tax Collector

Tax collector, Nancy Renshaw, noted for taxes that \$3,581,000 has been collected out of the total \$6,329,000.

N. Renshaw also commented on 314 Bozrah Street, the Bialowas property. The owner of the property has to pay the court fees for the town. If the owner misses a payment then the court will take over the property. The property is now current for the 14/15 grand list.

N. Renshaw noted that on July 21, 2016 Ransomware hit her computer. It is unknown whether information was taken, but the issue has been corrected now.

Item 6: Board of Selectman and Board of Education: 16/17 budget status report

Board of Selectman:

First Selectman, Glenn Pianka, noted that the salaries were not updated on the 16/17 budget. G. Pianka also noted that the grinding and resurfacing of Wawecus Hill has a \$132,000 distribution.

G. Pianka explained that an OSHA inspection was done and this will be discussed on Thursday September 22, 2016.

Board of Education:

Paul Gagliarducci, Superintendent, noted \$84,000 is going back to the town. A student that was the highest output placements moved to New London this giving New London the costs of the student.

Item 7: Hear and act on a request from the Board of Education regarding funding for fire alarm system upgrades

P. Gagliarducci explained electrical engineer Bob Banning showed him, First Selectman Glenn Pianka and Fire Marshal Tom Main the options for the FMS fire panel. It was suggested that instead of just replacing the fire panel that the whole system gets upgraded. The estimated price for the upgrades is about \$118,000. The Board of Education will save money due to the student moving, have a \$21,000 security grant and have \$50,000 capitol that they can put forth for these upgrades. M. Leask, R. Barber and E. Gilman expressed support for the whole project to be completed. M. O'Connor explained that the project will not have to go to a town meeting as long as the Board of Education uses the money out of their budget, when they need more then they will have to come back to the Board of Finance. M. O'Connor also suggested that this information goes in the TWIB so the town knows what the money is being used for.

Item 8: Hear and act on a request from the First Selectman regarding finding for FMS generator transfer switch upgrades

G. Pianka noted that H. O. Penn charged \$2,900 to analyze the issue with the generator transfer switch. A sub company to H. O. Penn came in and found that the circuitry was done incorrectly and the total to fix the issue is a total \$10,800. The Board of Selectman are requesting an addition \$8,300.

MOTION 2: E. Gilman made a motion to transfer \$8,300 to line item 54069 in the capital budget from the general fund. M. Leask seconded the motion.

Vote unanimous – **MOTION CARRIED**

Item 9: Hear and act on a request from the Board of Selectman regarding the purchase of surplus vehicles from the Town of Colchester

G. Pianka explained the town's current vehicles have many issues. Colchester is turning in two trucks for \$25,000 a piece to International. G. Pianka spoke to the foreman at Colchester and said the trucks could be sold for \$18,000 - \$25,000 per unit. The trucks have complete maintenance records and are fully equipped. If the town purchased the trucks the 2008 550 would be sold.

MOTION 3: P. Lavallee made a motion to approve the transfer of up to \$50,000 for the purchase of two trucks to go to a town meeting. M. Leask seconded the motion. Vote unanimous – **MOTION CARRIED**

Item 10: Such other business as the board may vote to hear

None.

Item 11: Final Public Comment

Jeanne Caplet commented on the Tax Collectors Ransomware issue.

Item 12: Adjourn

MOTION 4: R. Barber made a motion to adjourn the meeting at 8:00 p.m. E. Gilman seconded the motion. Vote unanimous **MOTION CARRIED**

Respectfully submitted for the board,

Heather Barber
Recording Secretary

BOZRAH BOARD OF FINANCE
Regular Meeting
Bozrah Town Hall
1 River Road, Bozrah, Ct 06334
December 12, 2016

Item 1: Chairman Michael O'Connor called the regular meeting of the Bozrah Board of Finance (BOF) to order at 7:00 p.m.

Members Present: Michael O'Connor Michel Leask, Raymond Barber, Steve Seder, Phil Lavallee

Members Absent: Evan Gilman

Others Present: Glenn Pianka (First Selectman), Bill Ballinger (Second Selectman). Carl Zorn (Selectman), Nancy Renshaw (Tax Collector), Diane Santo (Town Treasurer), Deb Smith (BOE Chair), and Sandra Wellwood (Auditor)

Item 2: Public Comments

No public comments.

Item 3: Review and approve the minutes from the 19 September 2016 quarterly meeting

M. Leask noted on page 2, item 6 should read, "A student that was the highest output placements moved to New London this giving New London the costs of the student." M. Leask also noted on page 2, item 8 "finding" should be "funding."

MOTION 1: M. Leask made a motion to approve the minutes as corrected. P. Lavallee seconded the motion. Steve Seder abstained.

MOTION CARRIED

Item 4: Report from the Treasurer

Town treasurer, D. Santo, presented the board with the fund balances and the profit and loss. D. Santo noted that building fees are higher than expected likely due to Hillendale. Line 42308 will be changed to 42315.

Item 5: Report from the Tax Collector

Tax collector, Nancy Renshaw, reported people are paying taxes and supplemental bills go out next week.

Item 6: Board of Selectman and Board of Education: 16/17 budget status report

Board of Selectman:

G. Pianka reported that the town changed companies for portable toilets due to poor service, this change created new fees and the Board of Selectmen budget will be over budget in this area. Under General Highway, item 1353011, has used \$18,000, ¾ of the budget. This is due to preparations for snow, fuel tank issues, and the purchase of new trucks. G. Pianka also noted under General Government item 19052081 is at 95% of the expenditure due to the reconstruction on Goldmine Road, Wawecus Hill Road and the removal of the circle on Rachel Drive for Collins and Jewel.

Board of Education:

Deb Smith reported there was a decline in the bottom line of the budget due to a change in special education programming. The estimated surplus is \$73,000. At the Board of Education meeting there was talk of adding on three special education students although the impact of these students is unknown. D. Smith also noted work on the fire panel has begun and has been going smoothly.

Item 7: Hear and act on request from the Board of Selectman regarding the transfer of funds needed to outfit the new service pick up being delivered this year

G. Pianka reported Chief Sholes requested the \$3,500 received for the sale of two previously owned vehicles into their budget to outfit the pick up.

MOTION 2: S. Seder made a motion to move \$3,500 from the general fund to line item 19054060. R. Barber seconded the motion.

Vote unanimous – **MOTION CARRIED**

Item 8: 2015/16 Audit presentation by Sandra Wellwood for acceptance by the board

Sandra Wellwood presented the board with 2015/16 audit.

MOTION 3: S. Seder made a motion to accept the Audit report as presented. M. Leask seconded the motion.

Vote unanimous – **MOTION CARRIED**

No other business.

Item 10: Final public comment

No public comments.

Item 11: Adjourn

MOTION 4: R. Barber made a motion to adjourn the meeting at 8:35 p.m. S. Seder seconded the motion.
Vote unanimous – **MOTION CARRIED**

Respectfully submitted for the Board,
Heather Barber
Recording Secretary