

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 regular quarterly meeting on Monday, 20 March 2017 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 12 December 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. Receive FY 2017/2018 budget requests from the Boards of Selectman and Education
8. Establish budget meeting schedule
9. Such other business as the board may vote to hear.
10. Final Public Comment
11. Adjourn

Michael J. O'Connor
Chairman

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The Bozrah Board of Finance will hold a special meeting on Wednesday, 5 April 2017 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 3March 2017 quarterly meeting
4. Receive FY 2017/2018 budget request from the Board of Selectman
5. Confirm budget meeting schedule
6. Final Public Comment
7. Adjourn

Michael J. O'Connor
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The **Bozrah Board of Finance** will hold a special meeting on **Monday, November 20, 2017** at 7:00 pm in the meeting room of the Town Hall located at 1 River Road.

1. Call to order / attendance
2. Review and approve minutes from the September 17, 2017 quarterly meeting
3. Review and accept the audit report
4. Hear and act of a request from the BOE for a planned roof maintenance project
5. Discussion on the 2017/2018 budget
6. Adjourn

Michael J. O'Connor
Chairman

BOZRAH BOARD OF FINANCE
Regular Meeting
Bozrah Town Hall
1 River Road, Bozrah, Ct 06334
March 20, 2017

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, Steve Seder

Members Absent: Evan Gilman

Others Present: Glenn Pianka (First Selectman), Bill Ballinger (Second Selectman), Carl Zorn (Selectman), Nancy Renshaw (Tax Collector), Diana Santo (Treasurer), Mark Westkott (Principle), Deb Smith (BOE Chair), Ev Brown

Item 2: Public Comments

No public comments.

Item 3: Review and Approve the minutes from the 12 December 2016 quarterly meeting

M. Leask noted under Item 3 "highest output placements" should be changed to "out placed".

MOTION 1: M. Leask made a motion to approve the corrected minutes for the meeting on December 12, 2016. R. Barber seconded the motion.
Vote unanimous – **MOTION CARRIED**

Item 4: Report from the Treasurer

Diane Santo noted there was an issue with payroll and account balances. D. Santo presented the board with the Budget vs. Actual. She noted under item 4211 there is a \$21,729.24 security grant. D. Santo also noted on item 44000 Miscellaneous Revenue.

Item 5: Report from the Tax Collector

Nancy Renshaw reported 98.7% of taxes have been collected so far. \$75,000 outstanding will come in. N. Renshaw also noted many people are forgetting to pay their taxes in January. She suggested they send out notices in December. This will

cost about \$280 for mailing. N. Renshaw also noted they could budget to receive a higher amount of supplemental motor vehicle taxes due to the current trend.

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

Board of Selectmen:

G. Pianka noted under item 134 DPW Town Garage reads 426% but it is likely due to coding issues. G. Pianka noted that for the Rec Field, the Transfer Station and Maples Farm Park the porta toilets expenses are running high because of a three year contract. G. Pianka stated the board will likely spend their full capital budget this year.

Board of Education:

Mark Westcott noted a student from the Norwich Public School system will be attending Fields Memorial School. Norwich Public Schools will pay \$11,000 for transportation and tuition.

Item 7: Receive FY 2017/2018 budget requests from the Boards of Selectman and Education

Board of Selectmen:

G. Pianka stated the Board of Selectmen will meet 3/21 to draft a budget.

Board of Education:

Mark Westcott presented the Board with the Board of Education's FY 2018 budget.

Item 8: Establish budget meeting schedule

Tuesday April 4, 2017 7:30 p.m.– Special meeting to receive Board of Selectmen's budget at Town Hall.

Wednesday April 19, 2017 7:00 p.m. – Public hearing at Fields Memorial School

Thursday April 25, 2017 7:00 p.m. – Board of Finance meeting workshop at the Town Hall.

Item 9: Such other business as the Board may vote to hear

MOTION 2: R. Barber made a motion to add the Pam and Scott Contino's stonewall accident to the agenda. S. Seder seconded the motion.

Vote unanimous – **MOTION CARRIED**

Item 10: Scott and Pam Contino stonewall

G. Pianka presented the Board with a transfer request of funds for Pam and Scott Contino. The town attorney reviewed the matter.

MOTION 3: R. Barber made a motion to receive and authorize a check for \$3,628.66 for the treasurer from the general fund. P. Lavallee seconded the motion.
Vote unanimous – **MOTION CARRIED**

Item 11: Final Public Comment

No public comments.

Item 12: Adjourn

MOTION 4: P. Lavallee made a motion to adjourn the meeting at 8:23 p.m. R. Barber seconded the motion.
Vote unanimous – **MOTION CARRIED**

Respectfully submitted for the board,

Heather Barber
Recording Secretary

BOZRAH BOARD OF FINANCE
Special Meeting
Bozrah Town Hall
1 River Road, Bozrah, Ct 06334
April 5, 2017

Item 1: 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, Phil Lavallee, Evan Gilman, Steve Seder

Members Absent: Raymond Barber

Others Present: Glenn Pianka (First Selectman), Bill Ballinger (Second Selectman), Diane Santo (Treasurer) and one member of the public.

Item 2: Public Comments

No public comments.

Item 3: Review and approve minutes from the 3 March 2017 quarterly meeting

P. Lavallee noted item 6 should read, "the porta toilets expenses are running high because of the contract." M. Leask noted a spelling error on item 4.

MOTION 1: M. Leask made a motion to approve the minutes of the 3 March 2017 quarterly meeting as amended. P. Lavallee seconded the motion. E. Gilam abstained. Vote 4 yes, 1 abstain - **MOTION CARRIED**

Item 4: Receive FY 2017/2018 budget request from the Board of Selectmen

G. Pianka highlighted some changes in this years budget from last years. G. Pianka noted that there is a 3% increase in pay for multiple employee lines.

Line item 101, the FMS Phone service has been eliminated. Line item 113 has decreased as the equipment lease has been paid off this year. Line item 11 was under budgeted last year so it has been increased for this year. Line item 127 has increased because the back side of the house needs to be painted. Line item 137 has increased as it is necessary to rebuild the transfer station. Line item 190, DPW Equipment has increased to build a pole barn for equipment, M. O' Connor noted this should be budgeted in the capital budget.

Item 5: Confirm budget meeting schedule

Wednesday April 19, 2017, 7:00 p.m. at Fields Memorial School: Public Hearing

Tuesday April 25, 2017, 7:00 p.m. at the Town Hall: Board of Finance Workshop

Item 6: Final Public Comment

Ev Brown commented on a meeting regarding the school roof.

Item 7: Adjourn

MOTION 2: P. Lavallee made a motion to adjourn the meeting at 7: 42 p.m. M. Leask seconded the motion.

Vote unanimous – **MOTION CARRIED**

Respectfully submitted for the board,

Recording Secretary
Heather Barber

BOZRAH BOARD OF FINANCE
Special Meeting
Bozrah Town Hall
1 River Road, Bozrah, Ct 06334
November 20, 2017

Item 1: 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, Phil Lavallee, Evan Gilman

Members Absent: Steve Seder

Others Present: Glenn Pianka (First Selectman), Diana Santo (Treasurer), Sue Lyons (BOE Chair), Jack Welch (Superintendent) and 3 members of the public.

Item 2: Review and approve minutes from the September 18, 2017 quarterly meeting

MOTION 1: R. Barber made a motion to accept the minutes as presented. P. Lavallee seconded the motion.
Vote unanimous – **MOTION CARRIED**

Item 3: Review and accept the audit report

Sandra Welwood presented the board with the audit report.

MOTION 2: R. Barber made a motion to accept the audit report as reported. P. Lavallee seconded the motion.
Vote unanimous – **MOTION CARRIED**

Item 4: Hear and act on request for the BOE for a planned roof maintenance project

Jack Welch, Superintendent, explained to the board the importance of replacing the roof. The current roof is 20 years old and leaks. The price of the new roof is subject to bidding.

MOTION 3: R. Barber made a motion to support the concept of the 2018 roof replacement project for Fields Memorial School. E. Gilman seconded the motion.
Vote unanimous – **MOTION CARRIED**

Item 5: Discussion on the 2017/2018 budget

M. O'Connor presented the board with the current budget for FY 17/18 and possible budgets for FY 18/18, FY 19/20 and FY 20/21.

Item 6: Adjourn

MOTION 4: R. Barber made a motion to adjourn the meeting at 8:38 p.m. M. Leask seconded the motion.

Vote unanimous – **MOTION CARRIED**

Respectfully submitted for the Board,

Recording Secretary
Heather Barber

BOZRAH BOARD OF FINANCE
Special Meeting
Bozrah Town Hall
1 River Road, Bozrah, Ct 06334
December 11, 2017

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, Anne Chambers

Members Absent: None

Others Present: Glenn Pianka (First Selectman), Bill Ballinger (Second Selectman), Carl Zorn (Selectman), Nancy Renshaw (Tax Collector), Diana Santo (Treasurer), Sue Lyons, Deb Smith, Jack Welch (Superintendent), Ryan Sholes (Fire Chief) and 3 members of the public.

Item 2: Public Comments

No public comments.

Item 3: Select board chair and secretary for the next two years

MOTION 1: R. Barber made a motion to select Michael O'Connor as chairman. P. Lavallee seconded the motion.

Vote unanimous – **MOTION CARRIED**

MOTION 2: R. Barber made a motion to select Michel Leask as secretary. P. Lavallee seconded the motion.

Vote unanimous – **MOTION CARRIED**

Item 4: Review and approve the minutes from the 20 November 2017 special meeting.

R. Barber noted Sue Lyons should be corrected from BOE Chair.

MOTION 3: R. Barber made a motion to accept the minutes as amended. M. Leask seconded the motion.

Vote unanimous – **MOTION CARRIED**

Item 5: Report from the Treasurer

Diane Santo reported all accounts are good and noted deposits and withdrawals made.

Item 6: Report from the Tax Collector

Nancy Renshaw reported 214 Bozrah Street has finishes payment for \$15,000 lawyer fees and are beginning to pay for taxes now. The payment was put in the General Fund. N. Renshaw also reported the supplemental car tax bills have been sent out.

Item 7: Report from Board of Education

a) FY 17/18 budget status report

Jack Welch reported on Special Education related services and transportation. He noted the current enrollment of Fields Memorial School is 201.

b) Facilities account discussion

J. Welch noted the management of the account could be improved. Sue Lyons noted the account is used as a repository account. The Board of Finance discussed the account be put on the Board of Education expenditures.

c) Hear and act on school roof project

The Board of Education needs a quote on the roof to bring to a Town Meeting to be voted on. Jack Welch noted a building committee will be appointed by the Board of Education. R. Barber and A. Chambers volunteered to be on the building committee.

Item 8: Report from Board of Selectmen

a) FY 17/18 budget status report

G. Pianka noted the 5 year mandated elevator inspection that will cost \$4,500. G. Pianka also reported on the transfer site's decrease of income.

b) Part-time/per diem firefighter/EMT agreement

B. Ballinger handed out the agreement to the Board. The agreement will have to go to a public hearing. B. Ballinger noted having part-time firefighters would be additional coverage for the senior living facility being built. The fire department and the Board of Selectmen approved the agreement. The agreement will be sent to the Town Attorney for review.

c) Replacement of DPW tractor/roadside mower

G. Pianka noted the current tractor is broken and not worth fixing for the price. For a new tractor the DPW will need \$75,000 - \$80,000.

d) Anticipated expanded work requirement of Town building official

B. Ballinger noted with the Optimus project there would be added requirements for the Town building official.

e) Budget development cuts FY 17/18 - Restoration of original requests status

Item 9: Fire Department Requests – Chief Sholes

Chief Sholes noted unexpected expenses for updates that will cost \$4,000 a piece. The tires on the Tanker need to be replaced which will cost \$8,000.

Item 10: Discuss current State budget

M. O'Connor reported they received \$992,000 more than expected.

Item 11: Select auditor for FY 17/18

MOTION 4: R. Barber made a motion to hire Sandra E. Welwood LLC as auditor for FY 17/18. P. Lavalley seconded the motion.

Vote unanimous – **MOTION CARRIED**

Item 12: Such other business as the board may vote to hear

None.

Item 13: Final Public Comment

Ev Brown, Fitchville Road, commented on the building inspections and the per-diem firefighter agreement.

Item 14: Adjourn

MOTION 5: M. O'Connor made a motion to adjourn the meeting at 8:55 p.m. R. Barber seconded the motion.

Vote unanimous – **MOTION CARRIED**

Respectfully submitted for the Board,
Heather Barber - Recording Secretary

