

**Board of Finance  
Regular Meeting  
Tuesday, October 9, 2012**

**Present:** Chairman Ben Witte, Members Reggie Smith, Kate Rieger, Maria Moore, Jim Fitzgerald, Dan Charest, Alternate Joe Gareis; Water Pollution Control Authority Chairman Bob Krzys, WPCA members Bill Michaud, Steve Hanright, Joe Nerney, Dave Rosengren, Ken Krohner; First Selectman Dan Jerram, , Selectman Alesia Kennerson, Town Treasurer Gordon Ross, Bookkeeper Annie Witte, Members of the Public Bud Butler, Dan Eddy, Marybeth Greenwood, Member of the Press Sarah Bagues (Register Citizen), New Hartford Plus videographer Bob Moore, Administrative Assistant Christine Hayward.

Chairman Witte called the meeting to order at 7:01 PM.

All regular members were present, therefore no seating of alternates was required.

The agenda was accepted as presented.

Chairman Witte noted that a portion of the meeting would be a joint meeting with the Water Pollution Control Authority and asked that the Chairman of the WPCA call his meeting to order.

**Joint Meeting discussion with WPCA:**

Chairman Bob Krzys called the Special Meeting of the WPCA to order at 7:03. Mr. Krzys noted that a quorum was present; identifying members Michaud, Rosengren, Hanright, Nerney, and Krohner in attendance.

Mr. Witte stated that the discussion with the WPCA would revolve around three key points as outlined on the agenda: a) update on 2011-2012 year end financials, b) revenue generating plans to offset treatment plant upgrade payments and c) any other WPCA key initiatives. At this point, Mr. Witte asked Mr. Krzys to begin the discussion.

WPCA Chairman Bob Krzys presented summary responses to each of the three key points specified on the agenda. Krzys stated that the 2011-2012 fiscal year had closed out with approximately a \$30,000 cash balance. There was a shortfall in collections for the year, which caused revenues to be lower than what had been projected. Collections were adversely affected by a bankruptcy and several foreclosures. The WPCA met their obligation of \$71,000 towards the USDA loan payment.

Regarding revenue generating plans, Krzys noted that one way to increase revenue is to raise rates; commenting that there have been steady increases to the rates for the past few years. A 6% rate increase took effect in July of 2012. Chairman Krzys indicated that the challenge that the WPCA faces is that there is a 400,000 gallon per day wastewater treatment plant that is currently processing on average 70,000 gallons of effluent per day. In order to generate revenue to help offset the costs of operation of the plant, an increase in the user base is desired. To this end, the WPCA has just issued "orders to connect" to 37 properties that abut, but are not connected, to the existing sewerlines. A Public Hearing regarding the matter is set for October 18. Mr. Krzys commented that many are 'not happy' to receive this order and they will have a chance to address the WPCA at the hearing. It is anticipated that the last quarter of Fiscal year 12-13 should see an increase in revenues due to new connections that occur as a result of this order. The WPCA has a change order pending review with the USDA to use excess funds from the plant construction to increase automation that would allow for less manpower to perform required functions at the plant. The plant is currently classified as a Class III plant (due to size) and as such is required to have 2 operators on site; however, it is the intent of the WPCA to seek special relief from the Dept of Energy and Environmental Protection (DEEP) of this requirement due to the low flows currently being processed. Additional excess funds will be used to make modifications needed in order to move forward with a septage acceptance policy at the plant. Both of these modifications would offer positive steps in reducing the financial burden of plant operations.

Chairman Krzys informed the Board of Finance that sewer extensions are a very costly initiative. The WPCA has been

placed on the DEEP priority list and has received funding from the state in the form of a 25% grant, 75% loan in the amount of \$1.2 million for line extensions along Cottage Street. The loan has an interest rate of 2% over 20 years. Krzys noted that the WPCA is currently carrying a heavy debt load and stated that the WPCA would look to the Board of Selectmen to seek support for a bonding initiative to ease the burden of the users. Krzys commented that the STEAP grant that the Town (through the First Selectman) has applied for 'piggybacks' the sewer line extension along Cottage Street. The 2012-13 STEAP Grant seeks funding for sewer extensions along Greenwood Road and the Industrial Park area. Another option being considered to increase revenues is the implementation of Benefit assessments to existing users. State Statutes allow for this type of assessment to those properties that benefit from having a sewer connection. An assessment of between \$4,000 - \$7,000 per user that can be paid in installments over a 10-15 year period is being discussed. Mr. Krzys noted that resident MaryBeth Greenwood has been assisting the WPCA in searching for grant options. Unfortunately, there is very little public funding left that leads to Grant funding.

Board of Finance Chairman Witte asked Mr. Krzys if he had any documentation, such as a revenue/expenditure summary that could be shared with the Board. Krzys replied that Member Michaud did have a powerpoint presentation that could be viewed by members at their convenience. Nothing was distributed at the meeting. Witte asked what the difference was between revenues and expenditures. Michaud replied that the year ended with \$80,000 under budget for expenditures and was \$90,000 under budget with expected revenues. Mr. Michaud claimed that revenues were affected mainly by accounts in arrears and a lack of collections. Mr. Witte asked if the WPCA would be able to cover the Wastewater Treatment Plant debt service payment due next September considering that it would be a larger payment as it would not be interest only as the first two were. Mr. Michaud replied that expenses have been lower with the new clean and wastewater operations contracts currently in place. He praised Chairman Krzys's 'negotiating skills' stating that the Chairman was able to get some good contracts in place. Michaud added that even with the savings, it will be necessary to get additional revenue to meet future obligations. It was noted that last year's audit report showed an increase in revenue over the prior year. Michaud also noted that the collection rate of this past year was not typical; it was a difficult year as far as collections went. Mr. Krzys added that the collections were down due to the economy, with customers having to choose between groceries and water/sewer bills. Board of Finance Member Charest asked Mr. Michaud how a benefit assessment would effect revenues. Michaud replied that an assessment would be paid out over several years; revenues would be spread out and be ongoing for a set number of years, depending on the actual plan. If a home sold before an assessment was paid off, the assessment would be paid in full at the time of the sale of the home. Board of Finance member Rieger asked what impact such an assessment might have on commercial businesses. Michaud replied that the WPCA was currently struggling with how to implement the assessments. There had been discussion of breaking down units by square feet and assessing by square footage, but it doesn't seem right, according to Michaud. They are open to suggestions and welcome input regarding this matter.

Mr. Witte questioned Mr. Michaud about sewer line extensions; specifically asking what cost assumptions were used when the plant was first built. Mr. Michaud replied that estimates for extensions were based on \$150.00 per linear foot at the time, and that costs are now estimated at between \$500 – \$600 per linear foot. Michaud noted that paying for extensions now looks almost impossible. Estimates for costs per EDU on Cottage Street are at \$30,000 each. First Selectman Jerram asked if the proposed extension will help offset the current debt. Krzys replied that there are 48 units on Cottage Street, 2 homes are currently in foreclosure (each with 4 units) and 1 home is abandoned. The property owners on Cottage Street will be burdened with a heavy debt load that they cannot pay. Mr. Krzys commented that "you can assess it, but you have to collect it." At this time, the anticipated revenues will not offset the costs of the extensions. The water side of the WPCA operations is covering the sewer costs right now. Mr. Jerram asked if the STEAP grant does not materialize and the Town needs to fund the extensions, would the revenue from the extensions cover the debt incurred? Mr. Witte commented that "it needs to do more than break even." Resident Bud Butler asked if the

\$1.2 million funding from the priority list (combination grant/loan) covers the entire cost of the proposed extension. Mr. Michaud replied that the \$1.2 million is for construction only and there would be an additional \$400,000 for engineering costs. Board of Finance member Smith asked when the revenues from the extension might begin to offset the expenses. Michaud answered that as the costs of operations continue to rise, the breaking even point of the investment may be farther out, but over the lifetime of the sewerline, the revenues will start to make a difference. Board of Finance member Moore interjected that it was her understanding that the once the lines were extended to Cottage Street, it could allow for the sewers to go into the Industrial Park. She noted that this could be a good source of revenues, if that were to happen. Mr. Jerram replied that the current grant was modified in content and that the Industrial Park sewer line extensions were secondary to an extension along Greenwoods Road and into the "Hurley property." The Economic Development Commission was supportive of this change as they felt that a line extension here would be a boost for the potential of the Hurley Property and the Town Garage property. Mr. Jerram added that the Greenwoods Road parcels of land are large attractive parcels of land, one of which currently has a community septic system on it, which would benefit greatly from being added to the sewerline, as it is along the river. Mr. Michaud stated that in order to get the sewer side of the WPCA operations to be self funding , extensions will be needed to help close the gap. Once the goal for being self funding is reached, the water side of the equation will be helped as it no longer needs to carry the burden and then water rates can be reduced. Mr. Smith commented that he did not feel it was right to have the water customers paying for the costs of the sewer operations. Mr. Jerram added that currently, the water only customers are being asked to pay a premium for something they get no benefit for. Mr. Witte asked how can the WPCA get the revenues they need to cover their costs. Mr. Jerram replied that the Economic Development Commission had discussed the revenue generating septage acceptance policy that has yet to be put in place by the WPCA. The EDC noted that this was billed as a "free service" to residents; Jerram noted that this representation will have to be modified. Chairman Krzys agreed that this will need to be clarified. WPCA member Rosengren interjected that the promise was made when the plant was originally proposed as \$3.16 million and adjustments to that original proposal have had to be made. Mr. Smith asked if the WPCA will be able to re-pay the \$135,000 loan that was given to them a few years back. Mr. Krzys replied that the WPCA may have a shortfall and would like to wait to discuss what can and cannot be done. Mr. Jerram noted that the most current audits have shown that there have been surplus funds in most recent years, therefore it may be do-able. Mr. Rosengren interjected that the current users of the water and sewer systems are paying some of the highest rates in the state. The people that are paying these rates also happen to be in the most economically depressed area of the town. He stated his concern that "these people cannot sustain these payments." Rosengren commented that the Town needs to share in some of the responsibility of supporting the new wastewater treatment plant. The 400,000 gallon per day plant was not requested by the residents; it was forced on them. These people are now being forced to subsidize the construction costs, even though they had no option as to what was built. Mr. Rosengren further stated that "it is time for the town to roll up its sleeves and see what the costs have done to the users and to the downtown commercial/businesses users." He noted that many small towns share the costs of this infrastructure among all of its residents. Mr. Smith replied that the town is already sharing in the costs at a percentage that was agreed to by the town – 61%-39%. Mr. Rosengren responded that he would like to have a discussion regarding adjusting the debt sharing. Mr. Smith stated that he has heard townspeople say that they would not be willing to carry on a larger portion of the debt service. Rosengren countered that the downtown belongs to everyone and that a better downtown leads to increased revenues for all. First Selectman Jerram interjected that he would be uneasy having a discussion regarding changing an arrangement that had been agreed to by the townspeople.

Resident MaryBeth Greenwood stated that she had supported the new Wastewater Treatment Plant when it was being considered because she was under the impression that lines would be extended in an effort to combat public health concerns. She is discouraged that new users are not on the system helping to lower overall costs. Board of Finance member Charest noted that water and sewer users are stuck with the major portion of the burden of paying for the

improvements to the treatment plant even if they, themselves, didn't support the project. He stated that "even if every single user on the system had voted 'no' on the project, they still got stuck with paying for it. With only 420 something users, it got stuck to everyone." Board of Finance member Fitzgerald commented that the treatment plant is currently a very unfortunate situation for everyone and as bankruptcies and foreclosures increase, the financial situation will get worse. He stated that no one wants to see it fail, but all need to remember that non-users have chipped in toward the cost in order to offer some relief to the users. However, those that are not on the water/sewer system have their own costs to bear with their septic systems and wells and no one helps them with those costs. Fitzgerald added that revenues will need to come from somewhere other than the non-users. Mr. Charest commented "let's not fool ourselves with hoping for economic development – that is not the answer; no one's coming."

Board of Finance Chairman Witte informed the WPCA members that he would like to see 'on paper' what the costs and revenues are and what they will be with the additional hook ups along the proposed sewer line extension. An analysis should be performed and the answer might be "if you don't get a good grant, it's not worth doing." He'd also like to see an analysis if what might happen if the "current split" were changed.

The First Selectman commented that the STEAP grants he has applied for during his tenure have had a sewer component to them. Maintenance projects have been done by the Town to aid the WPCA. Using STEAP grants in this manner does not afford the opportunity to have grant money for other projects. Mr. Jerram stated that the clean and wastewater study group has been reviewing data and discussing options. The unanswered questions are "does the quest for an independently run operation create a burden for the ratepayers? And Is there someone with expertise and the capital to back it that can help the situation?"

Board of Finance member Maria Moore reinforced WPCA member Rosengren's belief that the Wastewater Treatment Plant costs are a town-wide problem. She compared having to help pay for the treatment plant as having to pay for education costs even if the payor does not have children in the school system. Ms. Moore suggested that someone approach the businesses in the Industrial Park to see if they would help pay for line extensions.

WPCA Chairman Krzys summarized that the pressing issue at hand is to determine what course of action to take with respect to the sewerline extension on Cottage Street. The WPCA needs to know what funding will be available for this project. Mr. Witte replied that it is important to know how much the WPCA is considering asking the townspeople to pay. Krzys did not have an answer, but promised that the WPCA would try to have some figures together for the October 23 Board of Selectmen meeting.

Chairman Witte closed the discussion by stating that he commended the WPCA members for their service. He stated that it is always easy to sit on the outside and criticize the actions of others, but felt that the WPCA members were making improvements and heading in the right direction.

WPCA Chairman Krzys asked for a motion to adjourn the WPCA meeting at 8:21 PM. Motion was made by Michaud, seconded by Hanright. The meeting was adjourned. (Krzys, Michaud, Hanright, Krohner, Rosengren, Nerney exited the meeting room at 8:22 PM).

Board of Finance Chairman Witte asked for a motion to approve minutes.

**MOTION:** by Rieger, second Moore to approve the minutes of the joint meeting of the Board of Finance, Board of Education and Board of Selectmen held on September 4, 2012.

*Unanimous.*

**MOTION:** by Reiger, second Charest to approve the minutes dated September 11, 2012.

Board member Moore noted that the minutes did not include any mention of the consensus reached at the meeting that finance board members Smith and Moore would join the Capital Expenditures Committee and that Reggie Smith would act as chairman of the Committee.

**MOTION:** by Rieger, second Charest to approve the minutes as amended.

*Unanimous.*

**Opportunity for Public Comment:**

No comments made.

**Bookkeeper Report:**

Bookkeeper Annie Witte reported that it is early in the fiscal year and everything looks good thus far. There are no issues at this time. Mrs. Witte commented that it is “winter that drives the town budget” and that is when things happen that can have an effect on the budget. She noted that she would e-mail an update of the Capital Reserves to all Board members the next day for their review.

**Town Treasurer’s Report:**

Treasurer Gordon Ross presented his update to the Board, specifically noting that “the computer files that were not able to be accessed prior to the last BOF meeting had been restored. No data was missing, all is well and it only took a couple of minutes to remedy the situation.” Ross distributed his financial statement for review and comment. Mr. Ross informed the Board of Finance that 5 remaining accounts at Bank of America will be closed out shortly.

**First Selectman’s Report:**

First Selectman Jerram announced that FEMA revenue received stands at \$70,000.

New Hartford Day was a success once again and enjoyed by many.

Steele Road project costs are at \$224,600 – with only a couple of minor finishing touches to be completed – (i.e. 2 driveway aprons and some small areas of curbing.) The rebuild included adding stone base, reclamation and final paving. Additionally, extensive tree work (removal) was done along the road in order to add width in some narrow areas. One bid was received for the Main Street sewer repair. Repairs will be completed in the Post Office area of Route 44 (Main Street)

The Antolini Field Expansion project is moving along well. Stump removal should be completed next week, project remains under the \$25,000 budget for this year thus far. Need for blasting will be evaluated.

Mr. Jerram informed the Board that he had sent a letter to Regional Refuse Disposal District #1 regarding the excess capital funds being considered for the athletic field proposal at the RRDD Site. Winsted, which has a 51% share of the district had indicated that they would prefer to have these funds used in a manner that would assist them with their budget problems. Mr. Jerram echoed this sentiment stating that he would prefer a reduction in the assessments to the town. The athletic field proposal has several obstacles to overcome, one of them being the total cost of the project. Preliminary estimates have the project in excess of \$1,000,000. Participating towns would have to come up with additional funding if this project were to go ahead. Better use of the existing funds would be to return them to the towns in the form of a deferral of assessment.

The First Selectman moved on to discuss the financing of the new town truck that has been ordered. He asked that the Board give some thought to paying cash for this purchase. He stated that if there is a promise by RRDD to reduce the assessment, it would afford the opportunity to have excess funds in the budget which could be used to purchase the truck. Jerram reiterated that there would not need to be a Town Meeting for approval since this would still be within the

approved budget and not an additional appropriation outside of the budget. He just asked the Board to keep this in mind as he may present them with a request for this approval if RRDD votes to refund the existing capital funds to its member towns. Questions were posed to the First Selectman regarding these RRDD reserve capital funds. Mr. Witte commented that the funds are a large number that would indicate that there has been overcollection going on for years. Witte added that he was a former member of the RRDD Board and that since he is no longer on that board, he is not clear what they currently need to fund their operations. If the assessment is reduced due to their capital reserves, then that would be an appropriate adjustment to their budget – if not, then they are overcharging.

Mr. Jerram mentioned that he has received a formal request from the Board of Education to appoint a School Building Committee. He noted that there are Statutes that regulate School building projects and these need to be followed in order to be eligible for reimbursement for projects. Town Meeting approval of the process, project and committee is needed. Board member Rieger asked if this project will include the roof replacement or just the doors and windows. Mr. Jerram replied that the roof would appear to be more of a bonding issue. Jerram noted that prior to bringing a project to the town for approval, there needs to be a level of comfort and a probability of success. Mr. Witte asked if there is urgency to the doors and windows or the roof. Jerram responded that there have been several components proposed -- air handlers, roof, doors and windows. Board of Education Member Melissa Giaconia addressed the Board of Finance, stating that she has volunteered to serve on the school building committee. She said that she has already spent time gathering information (reports) and researching what was proposed when there was initial discussion of replacing the doors and windows. She was passionate in her view that this project is a priority and that a committee needs to be formed post haste in order to be able to have the project completed during the summer of 2013. She was adamant that the air handlers be included as part of this project, stating that there is an air quality issue in the school due to the fact that the air handlers have been reported to be 'non-functioning.' Ms. Giaconia added that the windows are often open when the heat is on due to poor circulation in the building. In some classrooms, the windows do not open properly. Reports indicate that there is asbestos in the caulk used for the windows. PCBs also exist. She is concerned about these potential health hazards.

Discussion ensued as to how this should be funded. The Board of Finance conceptually supported using surplus funds if the project cost estimate was in the \$400,000 range. Ms. Rieger agreed with Ms. Giaconia that the air handlers should be included with the doors and window replacement project. Ms. Rieger noted that she served on the indoor air quality committee when she was Principal at the school and can attest that this needs to be addressed. First Selectman Jerram reiterated his stance that if bonding is an option for funding the cost of the project, it would make sense to wait until the Bakerville School debt service is paid off. There is one last payment to make and it would seem reasonable that incurring new debt would be best at the time old debt rolls off. This would have less of an impact on taxpayers and would seem to be a logical approach to take before the voters for consideration. Jerram felt that a building committee should review the scope of the project(s) and make recommendations regarding the best way to proceed. Ms. Giaconia interjected that she was told that a Building Committee would not be formed until January and she stated that it cannot wait until then. She indicated that she, herself, would be very busy with her involvement on other matters –such as the budget and believed that now is the time for the building committee to get started. The First Selectman responded that any building committee that is formed should do a thorough review of the project so that an accurate estimate of costs can be presented. It will also be necessary to know what percentage of the project will be reimbursed so that informed decisions regarding funding can be made. Jerram stated that he has been in contact with members of the Building Committee that have been in charge of several town projects recently to see if they would consider taking on the challenge of this project. Board of Finance Member Fitzgerald asked for clarification as to whether this group of individuals was the "oversight committee" known as the BOC ( building oversight committee). Jerram replied that it was. There was additional discussion related to the process of forming a building committee. Mr. Jerram reiterated his point that it is important to follow the prescribed practices in order to not offer any opportunity to be rejected for

consideration of reimbursement.

**Other Items to Come Before the Board:**

Member Moore commented that “there always seems to be a surplus at the end of each budget year” – noting that for fiscal year 2011-2012, the surplus is estimated to be \$300,000 ( audit not complete yet). She asked if there was any way to “get closer to what the actual revenues and expenses are.” It was suggested by Mr. Jerram that the difference in expenses versus actual budget be viewed as a percentage in order to get the real picture of where things stood at the end of the year.

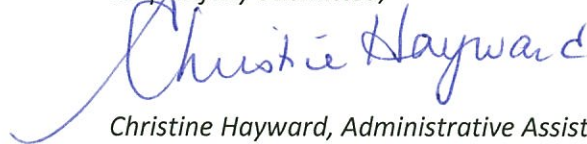
Chairman Witte noted that he had received e-mail correspondence from Board of Education Chairman Brian Keilty requesting that proper protocol be followed when requesting information from the Board of Ed regarding expenditures and revenues. Requests for information by should pass through the Chairmen of each of the Boards and not be directed to the Superintendent of Schools.

A general question was posed as to when the members of the Capital Expenditures Committee should begin. It was noted that the current members are Gordon Ross, Dan Jerram, Steve Tuxbury, Denton Butler, Reggie Smith and Maria Moore. It was mentioned that requests to various entities for capital expenditures should be distributed in December.

**MOTION:** by Smith, second Moore to adjourn at 9:18 PM.

*Unanimous*

*Respectfully Submitted,*



*Christine Hayward, Administrative Assistant*

*Substituting for Penny Miller, Recording Secretary*

BOF  
10/8/12

FROM: GORDON ROSS, TREASURER  
SUBJECT: ACCOUNT BALANCES

<u>DATE</u>	<u>CAPITAL RESERVE ACCOUNT #3503</u>	<u>INVESTMENT ACCOUNT #3561</u>	<u>SHORT TERM INTEREST ACCOUNT #8761</u>
10/14/08	\$408,573	\$77,999	\$6,178,311
11/12/08	\$273,077	\$78,228	\$4,986,192
12/9/08	\$228,420	\$132,574	\$3,423,623
2/6/09	\$137,892	\$107,892	\$6,390,636
4/13/09	\$109,012	\$179,633	\$4,000,204
5/12/09	\$108,563	\$179,675	\$4,911,742
6/9/09	\$94,547	\$179,720	\$4,370,818
7/8/09	\$74,583	\$179,762	\$1,804,793
8/11/09	\$400,357	\$179,807	\$5,530,205
9/8/09	\$397,462	\$179,851	\$4,628,920
10/12/09	\$390,007	\$179,894	\$3,876,225
11/8/09	\$396,177	\$179,938	\$4,097,454
12/7/09	\$419,872	\$179,981	\$3,802,483
1/11/10	\$403,347	\$180,025	\$1,675,582
2/8/10	\$398,998	\$180,070	\$6,156,097
3/8/10	\$396,845	\$180,110	\$6,003,548
4/13/10	\$363,070	\$180,154	\$3,541,818
5/11/10	\$355,390	\$180,197	\$4,281,436
6/8/10	\$349,361	\$180,241	\$3,737,758
7/28/10	\$254,280	\$180,284	\$4,774,057
9/13/10	\$503,051	\$110,361	\$8,102,394
10/12/10	\$445,492	\$110,388	\$5,022,844
11/8/10	\$347,188	\$110,411	\$5,066,477
12/14/10	\$346,081	\$110,434	\$2,776,121
1/11/11	\$283,710	\$110,457	\$1,871,813
3/8/11	\$279,802	\$110,501	\$6,494,490
4/12/11	\$272,646	\$110,525	\$3,714,982
5/10/11	\$264,102	\$110,548	\$4,665,812
6/14/11	\$256,270	\$100,571	\$4,191,705
9/13/11	\$123,432	\$110,641	\$44,695
			\$7,403,886
10/11/11	\$123,458	\$110,664	\$5,553,779
12/13/11	\$349,694	\$110,709	3,029,348
1/10/12	\$309,700	\$110,744	\$1,999,534
3/13/12	\$283,330	\$110,819	\$6,141,704
4/30/12	\$270,267	\$110,891	\$4,034,671
5/31/12	\$270,343	\$110,923	\$5,027,762
6/29/12	\$254,861	\$110,949	\$3,852,585
7/31/12	\$219,861	\$110,978	\$2,682,759
9/11/12	\$219,220	\$111,006	\$8,423,531
10/9/12	\$399,574	\$111,028	\$6,152,000

BOA  
NW



BOF 10/9/12

**FW: Board Protocol****FROM:** Witte, Ben

Hide Details

Tuesday, October 9, 2012 8:45 AM

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**From:** Bryan P. Keilty**Sent:** Friday, September 21, 2012 10:30 AM**To:** Witte, Ben**Subject:** Board Protocol

Good morning Ben,

In order to ensure proper transparency and equity, it is important that all requests from the BOF members of Dr. O'Reilly concerning BOE operations and expenditures be made by you as Chair of BOF through me as Chair of the BOE. My understanding is this is how it functions with regard to the Town.

If you have any questions or would like to discuss further, please do not hesitate to contact me.

Thank you

Bryan P. Keilty

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