

**Town of New Hartford
Board of Finance Regular Meeting
Town Hall – 530 Main Street
Tuesday, February 14, 2012**

Present: Board of Finance members: Ben Witte, Jim Fitzgerald, Reggie Smith, Jr., Maria Moore, Dan Charest, Kate Rieger, BOF Alternate Joe Gareis, Bookkeeper Annie Witte, First Selectman Dan Jerram, Selectwoman Alesia Kennerson, Chris King (King, King, & Associates, CPAs), Member of the Public: Dan Eddy - Recreation Commission, and Recording Secretary Penny Miller.

Absent: Alternate Bill Coates

The meeting was called to order at 7:00 p.m. by Chairman Witte.

Seating of Alternates:

None

Adoption/Revision of Agenda:

No Changes

2010-11 Town audit report – King & King:

Chris King from King, King & Associates, CPAs presented the 2011 audit report. The two reports – Financial & Compliance Reports - are part of these minutes.

There are two findings. The first is certain bank accounts, such as the General Fund, are being reviewed by a person independent of the daily accounting. Other accounts are not undergoing the same review. There is more of a concern over the auxiliary accounts. It is recommended to complete the process and look at all the accounts. It is Mr. King's understanding that it will be taken care of.

Bookkeeper Witte is responsible for most of the accounts. The treasurer does not cut the checks. If there was an impropriety by the treasurer, then it would be noticed when the bookkeeper reconciles the books. Only Treasurer Ross and First Selectman Jerram can do the wire transfers. In order to complete the transfer approval is needed by two of the selectman and the treasurer.

According to First Selectman Jerram, this is fixed and we will not see this finding again next year.

The second finding is in the Department of Economic and Community Development (DECD) grant funding. The requirements for the 6 & 12 month financial statements were not fulfilled. It was determined whether or not you spend the money on this grant, you need to submit these statements. The DECD representative was not following through on this.

Selectman Jerram said the salt shed grant is closed but he will contact them to see if they need anything further. Chairman Witte said the intention is that this procedure is followed for future grants.

Approval of Minutes:

MOTION: by Charest, second Rieger to approve the minutes of the January 10, 2012 minutes.

The January minutes are amended as follows:

1. Change the word 'good' to 'well' in the first sentence of the First Selectman's Report.
2. On page two delete the sentence 'There are towns that have none.'
3. Member Moore would like to have added to the First Selectman's report: 'A suggestion was made to look into the cost of an emergency notification system town wide similar to the Alert Now system used by the schools.'

MOTION: by Smith, second Charest to make these changes.

Aye: all members present on the amendments, no opposition, Fitzgerald abstained

Aye: all members present on the minutes, no opposition, Fitzgerald abstained

Opportunity for the Public to Speak:

Member Rieger passed out a newspaper article from the *Republican American* on how the town of Thomaston reversed the decision to allow the Board of Education to bank surplus funds at the end of the fiscal year. (Article filed with these minutes)

MOTION: by Fitzgerald, second Rieger that the state statute – Sec 10-248a be discussed at the March meeting.

Aye: all members present, no opposition, no abstentions

Bookkeeper Report:

Bookkeeper Witte reported there is no concern with the tax collection as of February 1, 2012. The town received a Municipal Revenue Sharing check for \$27,509.82. It was placed under Other Income. (Revenue & Expenditure Reports filed with these minutes)

First Selectman's Report:

First Selectman Jerram reported the budget presentation is coming up. Because of the storm, no money will be coming from the RRDD. He has been to Region #7 with Chairman Witte to meet with Judy Palmer. All the other towns whose children attend Region #7 are reducing while New Hartford is gaining. The other towns will lose 20 students and we will gain 20 students. The budget will be a challenge.

Member Fitzgerald suggested that the Board of Finance should give some guidance to Region #7 as to what is acceptable for numbers.

We met with the USDA to go over monthly reporting. It was very time consuming as the spreadsheets were very difficult. They have been submitted for final approval to the USDA and at this point there is a slight discrepancy between their figures and ours. Selectman Jerram is sure it will be rectified.

The Board of Selectman was asked for input regarding where they thought the budget number should come in. They replied to keep it at 1-2%. They all agreed that keeping budgets at 0% is not always feasible because services & maintenance could be comprised without an increase in funding.

Member Fitzgerald said that last year Dr. O'Reilly used the Alert Now system to send out a message to the school families to support the budget. Those with no children in the system – were not notified. Member Fitzgerald thinks that First Selectman Jerram should have access to the Alert Now system and that it shouldn't be used for anything not related to school closings.

Chairman Witte asked would it be possible to have a presentation at the March meeting possibly on the capital.

Member Rieger passed out the Capital Expenditures Sub-Committee Report for the Board of Education. This will be placed on the agenda for the March meeting.

Other Items to Come Before the Board:

The Grand List shows 1.29% before appeals. Beth Paul is concerned about the appeals. Member Smith asked if the septic systems at Brodie Park were part of the capital. Selectman Jerram said that the water usage is being tracked at the camps. The Recreation Commission has come forward with their recommendations. Do we put in a septic system to service the smaller cabins or put in one to take care of the larger building? A capital request has come in with recommendations.

Member Moore asked will a study of the field house be done. Selectman Jerram responded the field house can be used for small gatherings with potable water and porta-potties. It needs safety doors, fire alarms, etc. Currently they are looking at the stage that might contain some asbestos.

MOTION: by Rieger, second Smith to adjourn at 8:36 p.m.

Aye: all members present, no opposition, no abstentions.

Respectfully submitted:

Penny Miller
Recording Secretary