

**Board of Finance
Regular Meeting
Tuesday, November 12, 2019**

MINUTES

Present: Regina Wexler, Chairman; Members- Dan Charest, Kerry Guilfoyle, Reggie Smith, Steve Tuxbury; First Selectman Dan Jerram; Administrative Assistant Christine Hayward.

Chairman Wexler called the meeting to order at 7:00 PM.

Seating of Alternates:

There were no alternates present to seat for absent regular members; however a quorum of members was present.

Adoption/Revision of Agenda:

Chairman Wexler asked if there were any changes that needed to be made to the agenda. No changes suggested; therefore, the Chairman ruled the agenda adopted as presented.

Approval of Minutes: October 8, 2019 meeting:

MOTION: by Tuxbury to add the word “stupid” to the following sentence at the bottom of page 3: “Bookkeeper Witte commented that line item transfers are an accounting procedure used to zero out line items and the auditors are following Government Accounting Principles;” editing the sentence to read as follows: “Bookkeeper Witte commented that line item transfers are a stupid accounting procedure used to zero out line items and the auditors are following Government Accounting Principles,” seconded by Smith.

Tuxbury stated that since the comment was reported in the newspaper, the minutes should include it as well.

In favor: Tuxbury, Smith, Guilfoyle

Opposed: Wexler

Abstain: Charest

Motion passes.

MOTION: by Tuxbury to adopt the minutes as amended; seconded by Smith.

Chairman Wexler pointed out a typographical error at the bottom of page 3 of the Minutes; noting that the last name of the Bookkeeper should be “Witte” not “Witter.”

In favor: Tuxbury, Smith, Guilfoyle, Wexler

Abstain: Charest

Reports:

Bookkeeper: Revenue & Expenditures Fiscal YTD and previous Fiscal YTD:

Bookkeeper Witte was not present at the meeting to personally deliver the reports, but did

leave copies of the reports for the Board to review. Member Guilfoyle asked the First Selectman why the pension line item showed a zero for fiscal year 2018 on the five year comparison report. Mr. Jerram explained that it is a matter of timing. The comparison report illustrates activity for a certain period of time. The pension contribution was most likely made at a later date that particular year than the other years and therefore would not be reflected in the report at this time; but will appear in a future report.

Member Charest questioned the merit of the comparison report. He asked why this report needs to be part of the reporting as he saw no need for this kind of information since it is a snapshot of a particular timeframe.

First Selectman's Report:

First Selectman Jerram gave a brief report on some operational matters. He stated that a second payment requisition has been received from LaRosa Construction for services related to the Carpenter Road Bridge project. He has written a second letter to LaRosa informing them that this requested payment will also be applied to the late charges incurred and therefore no payment will be issued.

Mr. Jerram stated that West Road Paving has been completed; including aprons. This project was quoted at \$111,000 and actual costs were \$110,000.

Jerram informed the Board that there are two oil tanks at the Town Garage that need to be replaced. A quote has been obtained and work will begin to replace the above ground storage tanks. Jerram informed the Board that he plans to include funding in his capital plan to address some underground storage tanks.

The First Selectman indicated that he is continuing to work with an independent vendor regarding cyber security.

Mr. Jerram reminded the Board that all 3 Town bargaining units will be entering negotiations this year.

Discussion re: ongoing NH Board of Education and NW Regional 7 contract negotiations:

Member Tuxbury was asked to report on the status of local teacher contract negotiations. He stated that a proposal is being presented to the Board of Education to vote on at the Board of Education meeting currently being held at this time.

Member Guilfoyle informed the Board that Regional 7 negotiations are continuing. There has been no agreement reached yet.

Discussion re: 2020 Board of Finance Calendar:

Chairman Wexler asked the Board of Finance members if they would be agreeable to consider meetings being held on a different night. She recognizes that the Board of Finance meetings have been the 2nd Tuesday for many years; however, the Board of Education has changed their regular meeting schedule this past year and there is now a conflict as both groups meet on the

same night. This makes it impossible for Board of Finance members to attend Board of Ed meetings and vice-versa. She asked that the members of the BOF think about options and she suggested the 2nd Thursday of each month as a possible alternative to the current 2nd Tuesday. She will reach out to the Superintendent or Chairman of the BOE to see when they plan to hold their meetings and a decision can be made next meeting.

Other Business:

Chairman Wexler stated that any newly elected officials need to be sworn in prior to the start of their term so that they can be official members of the Board.

Chairman Wexler informed the Board members that the agenda of the next regular Board of Finance meeting December will include the election of officers.

MOTION: by Smith to adjourn at 7:30 PM; seconded by Guilfoyle.

Unanimous

Respectfully Submitted,

*Christine Hayward, Administrative Assistant
Substitute for Recording Secretary Penny Miller*

Attachments:

None filed with the Town Clerk

October Revenue and Expenditure reports available upon request in the Office of the First Selectman

*5 year Comparison Report available upon request in the Office of the First Selectman
November Bookkeeper's Report available upon request in the Office of the First Selectman*