

**TOWN OF POMFRET
BOARD OF FINANCE MEETING MINUTES
MONDAY, MAY 9, 2016 AT 6:30 PM
POMFRET COMMUNITY SCHOOL CONFERENCE ROOM**

In Attendance: Board Members Ken Kristal, Carolyn Gerrity, Margie Huoppi, Michael Baum, Alyson Aleman. Also Present: First Selectman Craig Baldwin, Superintendent of Schools Stephen Cullinan, Treasurer Cheryl Grist, and JoAnn Baldwin. Board Members not present: Jorge Martinez.

- I. Open Regular Meeting** – K. Kristal opened meeting at 6:35 PM.
 - a. Approve Minutes Meetings of April 11, 2016, April 28, 2016, and May 3, 2016** – M. Huoppi moved to approve minutes of April 11, 2016. C. Gerrity seconded. A. Aleman stated that she would like the revision to the March 23rd minutes to reflect ‘...Town would be required to tie-in to an existing system or to install a system on its own.’ C. Gerrity moved to approve as revised. M. Huoppi seconded. All in favor. M. Huoppi moved to approve minutes of April 28th Public Hearing. A. Aleman seconded. All in favor. M. Huoppi moved to approve April 28th Special Meeting minutes. A. Aleman seconded. All in favor. C. Gerrity moved to approve minutes of May 3rd. A. Aleman seconded. K. Kristal asked for the elimination of the word ‘small’ under item 2b. M. Baum moved to approve as amended. K. Kristal seconded. All in favor. M. Huoppi abstained as not present.
 - b. Items to be added to Agenda** – K. Kristal stated that he would add discussion of a Special Meeting date to New Business.
 - c. Citizen’s Participation** – S. Cullinan asked that the Public Hearing minutes of April 28th be revised as the question posed by Donna Smith did not relate to ECS funding but to reduced funding and retention of staffing positions and he responded with regard to two part-time assistants and some grant funded positions. It was agreed that a change would be made to those minutes.
- II. New Business**
 - a. Special Meeting Date** – K. Kristal stated that a Special Meeting would be scheduled immediately following the Annual Town Meeting in order to determine the mil rate.
- III. Current Business**
 - a. Treasurer’s Report** – S. Grist distributed investment report which was briefly reviewed and discussed.
 - b. Tax Collector’s Report** – Report was distributed. Past collection rates were highlighted indicating that the Board’s decision to go to a 98.5% collection rate should be realistic.
 - c. Assessor’s Report** - None

- d. Board of Education Report** – S. Cullinan provided an update regarding the underground tanks at the school. There are issues with both tanks and after research into alternatives and costs it has been determined that both tanks will be removed and above ground tanks installed. This will result in a significant cost savings and will be absorbed by the Board of Education budget within this fiscal year.
- e. Board of Selectmen Report** - C. Baldwin reported that with the large underground tank at the school being removed the sewer line, when installed, will be able to run straight along the fence line. This will eliminate the need to dig through the parking lot. State revenue projections are still being watched with the funding impact to municipalities still not fully determined. The General Government budget is on track for year end. The Annual Town Meeting is set for May 17th. M. Baum asked about plans for the Town Hall. Some discussion regarding current and planned upgrades.
- f. Board of Finance – Member Reports & Discussion** - None

IV. Other Business

- a. Appointment of Auditor FY 2015/2016** – C. Gerrity moved to appoint O’Connell, Pace, and Co. PC as auditors for the 2015-2016 fiscal year. M. Baum seconded. All in favor.
- b. Discussion: Comments from Audit 2014/2015** – Recommendations made with last year’s audit were reviewed with priority given to: 1. Whistle Blower Policy put into place and added to Employee Manual; 2. Conflict of Interest Policy distributed to all Town Officials; 3. Small item Capital list and physical inventory; 4. Completion of a Risk Assessment report. K. Kristal will contact O’Connell and Pace regarding sample forms for items 1 and 2 and to get recommended firms to conduct a risk assessment. C. Baldwin will put a policy into place regarding Capital Inventory and item disposition by sometime in August.

V. Correspondence - None

VI. Citizen’s Participation - None

VII. Adjournment – M. Baum moved to adjourn. M. Huoppi seconded. All in favor and meeting adjourned at 7:32 PM.

Respectfully submitted,

Bonnie Ryan, clerk

date approved_____

