

## **Town of Canaan Board of Finance**

### **Regular Meeting**

**Monday, September 10, 2007**

**6:30 P.M.**

**Town Hall, 108 Main Street, Falls Village, CT**

**Present:** Chairman Charles Lemmen, Kent Allyn, Tom Christian, Denise Cohn, George Elling, and E. Frederick Petersen.  
**Absent:** Alternates Patrick Hafner, Stephen Koshland, and Scott Macchi  
**Also Present:** First Selectman Patricia Allyn Mechare, Town Treasurer Linda Paviol, and later Selectman Peter G. Lawson and Terry Cowgill, *The Lakeville Journal*.

Chairman Charles Lemmen called the Regular Meeting to order at 6:33 P.M meeting.

The following additions were made to the agenda without objection:

Old Business Items – Treasurer’s Protocol Document

Meyers and & Company, LLC Recommendations

New Business Item – Recusals

**Public Comment:** None

**Secretary’s Report:** The Minutes of the August 13, 2007 Regular Meeting stand as published.

#### **Treasurer’s Report:**

The August 2007 Report was e-mailed to the members by the Treasurer prior to this meeting (attached). Treasurer Paviol noted that, while it appears in this report that the Highway expense line has been expended for the year, that line will show reimbursement by the State soon for the funds expended on the Johnson Rd/Feeder Rd. Grant Project.

T. Christian again questioned the way in which the transfer from the unexpended Recreation Commission line was represented as an 06/07 expenditure from that department on the monthly report, although it was transferred by a vote to the Pool Reserve as a deferred payment.

**A motion was made by D. Cohn to receive the August 2007 Treasurer’s Report. F. Petersen seconded. The motion carried unanimously.**

**Tax Collector’s Report:** The August 2007 Report was distributed (attached). As of August 31, 2007, the collection rate for the 2006 Grand List is on target at 54.07%. **A motion to receive the August 2007 Tax Collector’s Report was made by T. Christian. F. Petersen seconded. Passed unanimously.**

#### **Board of Education Financial Report:**

No report was received for August 2007. Chairman Lemmen will write a letter to the BOE Chairman to again request that the BOE Bookkeeper forward each month’s financial report to the Town Treasurer and for use at monthly BOF Regular Meetings.

#### **First Selectman’s Report:**

- Pool Project – Concrete will be poured for the pool house floor in 2 weeks. Mechare will then notify the Falls Village Saw Mill to cut frame members and expects the pool house to be framed and enclosed before winter.
- The Regional Planning Collaborative Project expects to have a website up in two weeks and plans an October workshop for Town Boards of Selectmen and Planning & Zoning members.

- To negotiate a payment in lieu of taxes (PILOT) agreement for Camp Freedman and Music Mountain, both 501 (c) (3) non-profit organizations, for the current revaluation process, the Assessor recommends hiring G & K Associates to evaluate and assess their personal property. The cost would likely be \$3,000.
- No bids were received on the second round of advertised bid specifications for the 107 Main Street Façade Renovation Project. A third round of advertising has ensued and expanded to include the *Dodge Report* and *CT Portal*. Mechare will seek a waiver from the State on the number of bids they require, but needs at least one bid on each component. Local contractors are not interested because of the amount of paper work required by the State and prevailing wage requirements.
- The Town truck plow and dump body bids received were not acceptable; a new bid has been advertised.

**Old Business:**

Treasurer's Protocol Document – Mechare stated that, as currently written, it does not comply with FOI requirements. Marilyn Simmons has been appointed as Assistant Treasurer and will be able to perform all the functions of the Treasurer, except signing checks. A new Town Ordinance will allow the Assistant to do this. L. Paviol and Mechare will work on the Protocol to include a 4-business day response time to requests for information made to the Assistant, in order to comply with FOI. Town Counsel Judith Dixon will then review the document.

Meyers and Associates Recommendations - All agreed last month that the new requirement is a good idea. D. Cohn feels that our auditing accounting firm should not have a relationship with the independent reviewing accountant, and therefore should not make recommendations about who we might use. She would like to look beyond any recommendation from Meyer and Associates.

F. Petersen and G. Elling felt we should start looking for an independent reviewing accountant now. Robert King's name (Winsted) came up and DeLeo (New Milford), also more locally Smith Watson, Ramunni & Simoncelli (Canaan) and George Sinnamon (Canaan). It has to be someone experienced in municipal accounting, in particular.

For now, T. Christian will meet with L. Paviol to review bank statement reconciliations, as a measure of internal control, to fulfill our plan of action from last year's audit recommendations.

**New Business:**

Recusals – **G. Elling made a motion that Board of Finance Members recues themselves from voting on salaries of town officials to whom they are related or otherwise have a close personal relationship. K. Allyn seconded. Discussion: All felt it was a good policy. Passed unanimously.**

The secretary is requested to start a policy notebook to include this and any other policy-type motions for easy reference.

**Adjournment:**

**D. Cohn made a motion to adjourn, G. Elling seconded, passed unanimously.** The meeting adjourned at 7:22 P.M.

Respectfully submitted,

Margo B. Lewis  
Recording Secretary