

Town of Canaan Board of Finance
Regular Meeting
Monday, February, 2008 6:30 P.M.
Town Hall, 108 Main Street, Falls Village, CT

Present: Chairman Charles J. Lemmen, Kent Allyn, George Elling, E. Frederick Petersen, and Alternate Stephen Koshland.
Absent: Regular Members Denise Cohn and Scott Macchi. Alternate G. Tracy Atwood
Also Present: Town Treasurer Linda Paviol and First Selectman Patricia Allyn Mechare.

Chairman Lemmen called the Regular Meeting to order at 6:30 P.M. and seated Alternate S. Koshland for absent Regular Member D. Cohn.

Public Comment: None

Chairman Lemmen noted that a new item - Communications - will be included henceforth on the Regular Meeting agenda, following Reports.

Reports:

Secretary's Report

The minutes of the January 14, 2008 Regular Meeting stand approved as published.

Treasurer's Report

The Treasurer e-mailed the January 2008 Report to members prior to the meeting (attached).

G. Elling asked Paviol if she had gotten information regarding insured vs. uninsured bank accounts (follow-up to last month). She expects to research that this month. In response to a question Re: #5240-933 - Elderly Relief Revenue, Paviol noted it is a variable figure each year driven by the number of eligible people applying. Paviol commented on expenditures showing over 50% for the fiscal year, as generally those paid out in single or several lump sums during the year.

A motion was made by G. Elling to receive the January 2008 Treasurer's Report. F. Petersen seconded. Passed unanimously.

Tax Collector's Report

The January 2008 Report was distributed (attached). **A motion to receive the January 2008 Tax Collector's Report was made by F. Petersen. K. Allyn seconded. Passed unanimously.**

Board of Education Financial Report

The January 2008 YTD Report was distributed (attached). Chairman Lemmen noted that we are not getting a monthly breakdown of expenditures as part of the report, which is useful. G. Elling volunteered to speak to the BOE to receive both YTD and monthly expenses reports for the BOF members by Email, for review in advance of regular meetings.

K. Allyn moved to receive the January 2008 BOE Financial Report. G. Elling seconded. Passed unanimously.

First Selectman's Report

1. Mechare distributed a FYI document (attached) from the CT Conference of Municipalities concerning major proposals affecting towns and cities from Governor Rell's proposed FY 09 state budget revisions.
2. Following a meeting of with the State DOT and Cocchiola Paving, Mechare has a draft *Letter of Warranty* (3-year) regarding the compaction deficiency, proposed in satisfaction to all parties. Mechare will meet with Johnson Rd. Feeder Road Grant job supervisor, R. Kane, to review wording before submission for State approval. The Town can then pay Cocchiola the final \$7,000+ and officially close out the project.
3. 107 Main Street roof work is largely complete, although the chimney was found to require major work. Bids are being sought; those repairs will fall within the project budget. Restoration work of the third floor windows has begun, insulation begins next, and overall scraping and painting will proceed in the spring. Kent Allyn's fine work as project supervisor for this STEAP Grant Project was noted.

4. Mechare spoke with an attorney in the State Attorney General's Office regarding the FVVFD Emergency Center STEAP Grant Project extension; she will also meet in person with him. A new *Memorandum of Understanding* and extension-date may now be required.
5. The Town-owned Day Care Center roof on the original building section needs immediate attention, to replace 20+ y.o. shingles and prevent further damage. Mechare has received two bids: Roy Wilcox - \$5,200 and Dave Adams- \$5,500. She seeks BOF approval for an allocation from the General Fund to do this work and put this item on the call of the Monday, February 25, 2008 Town Meeting. (This will be acted upon under New Business.)
6. Before allocating a \$27,626 CRRA settlement received by the Town, for either a new bulky waste storage building Non-Recurring Capital Account or for use related to finishing the Town Pool project this spring, Lemmen requests a BOS recommendation.
7. Mechare distributed copies of the 2007 Annual Town Report.

Communications:

1. Chairman Lemmen distributed his letter to the State Office of Policy and Management dated January 28, 2008 (attached) regarding three specific audit findings and resultant actions.
2. Lemmen attempted to contact Robert King today (Robert E. King & Co., P.C.), regarding a "start" visit for the independent auditing contracted services, but has not heard back.
3. A memo from the First Selectman about estimates on the 2007 Grand List. Brief discussion, but more information on exemptions will be needed from the Tax Assessor's office.
4. A letter from the Torrington Area Health District, for Town budget planning, indicates that the new assessment rate will be \$.22/ resident.
5. The CRRA Annual Financial Report.

New Business:

1. Board of Finance Spending Plan 2008-2009 – The proposed plan was distributed (attached). There was some discussion about the projected amount for extra accounting services and about printing and typing costs for the Annual Town Report. **K. Allyn made a motion to submit the proposed 2008-2009 BOF Spending Plan of \$20,460 to the BOS. G. Elling seconded. Passed unanimously.**
2. BOF "Budget Season" Schedule – Lemmen distributed the schedule (attached) and added the date of the Annual Town Meeting (Monday February 25, 2008, 7 P.M. at Kellogg School).
3. Falls Village Day Care Roof – **K. Allyn made a motion to recommend that the Town Meeting approve an expenditure of \$5,200 from the General Fund for a roof repair on the central portion of the Town-owned building situated at 35 Page Road in the Town of Canaan. G. Elling seconded. Passed unanimously.** This will be included in the call to the upcoming Annual Town Meeting.

Adjournment:

S. Koshland made a motion to adjourn, G. Elling seconded, passed unanimously.

The meeting adjourned at 7:33 P.M.

Respectfully submitted,

Margo B. Lewis
Recording Secretary