

Board of Finance  
Regular Meeting  
December 8, 2015

**1. Call to Order:** Chairman David Hosmer called the meeting to order at 7:00pm.

**2. Roll Call:** Ronald Cabana, Frederick Chmura, David Hosmer, Glen Lessig, David Fortin, David Richardson, Roy Bradrick and Jeffrey Kelleher were all present.

**Absent:** Michael Dougherty

**Others:** Donna Stefanik, Michael Bernardi, Linda Bernardi, Ernie St. Jean, Wayne Durst, Viktor Toth. Also present Jennifer Hawkins, Amanda Backhaus and Lauren Blair, members of the MahoneySabol auditing firm.

**3. Seat Alternate if Necessary:** Glen Lessig, seconded by David Fortin motioned to seat Alternate David Richardson. **Motion passed unanimously.**

Chairman Hosmer announced that Agenda Item #5 would be moved ahead of Agenda Items #4 He also wished to add under Agenda Item #6 the following: 6A Elect Secretary and 6B Fund Balance Policy.

**5. MahoneySabol Audit Presentation for FY 14-15:** Jennifer Hawkins and Amanda Backhaus gave a brief over view of the 2015 audit results. Overall the Town received a very “clean” report, thanks to the hard work of the Finance Department. All internal control matters from last year have been resolved.

David Richardson asked if all the auditors looked at all of the Board of Education’s Special Revenue accounts and Internal Services Fund. The auditors assured him that they had, and that they were in compliance with Connecticut State Statute 10-222.

The auditors apologized for not having the draft letters available to the board members earlier, but that they had just received the correspondence from the State of Connecticut recently.

**4. Approve Minutes from November 24, 2015 Special Meeting:** David Fortin, seconded by Fred Chmura, made a motion to accept the minutes.

David Richardson pointed out in the last paragraph of page 6 that **Glen Lessig** was the one who stated that the First Selectman negotiated for the Town, not **David Richardson**.

In that same paragraph Glen Lessig said the word **official** should be added to the sentence that read “...the First Selectman is the authorized **official** to conduct Town business...”.

Mr. Lessig also pointed out on page 7, paragraph 7, in the first sentence it should be Board of **Selectmen**, not Board of **Finance**.

Under Item 9 Glen Lessig pointed out that Mr. Toth reported that it was the **State grant** for Special Education that was being cut by 15%.

Mr. Lessig also wished to have his question about where the money for outsourcing special education high school students was taken from be added, and that Mr. Toth stated that it was charged against the K-8 budget.

**Motion to accept the minutes as amended passed.**

It was the consensus of the Board that going forward the minutes would not need to be as detailed, and that page numbers on the minutes would be helpful.

**6. Old Business : Correspondence to Selectmen & Board of Finance:**

**6A. Elect a Secretary:** It was decided amongst the members that it was a good idea to elect a secretary in the event that the Chairman or the Vice Chairman could not attend a meeting.

David Hosmer, seconded by Glen Lessig made a motion to elect Fred Chmura as Board of Finance secretary. **Motion passed unanimously.**

**6B. Fund Balance Policy:** Chairman Hosmer reminded the members that they had decided in the past that the Fund Balance Policy would be reviewed biannually. Treasurer Stefanik suggested that the Board should increase the balance from 13% to 15%.

The Board members will review this and discuss it at the next Board of Finance meeting.

**Correspondence to the Board of Selectmen & the Board of Education:** Copies of the correspondence that David Hosmer has sent to the above mentioned boards were presented.

After some discussion it was decided that instead having a Tri-Board meeting to discuss the upcoming budget a meeting would be held with representatives from the Board of Finance, Board of Selectmen and the Board of Education, as well as the acting Superintendent of Schools and the Board of Education business manager, as had been done in the past.

**7. Citizens Participation:** Ernie St. Jean asked if members of the public could receive packet items so that they could follow along with the members of the Board of Finance. David Hosmer agreed that this could be arranged.

Glen Lessig confirmed that the Town of Brooklyn and the Board of Education have gone in together in regards to Health insurance, though each still has their own policies. They have done this through EastConn.

Mr. Lessig also announced that he and David Fortin will begin working on by-laws in the near future.

Mr. Lessig also asked for guidance in buying gifts in appreciation for Mark Shamber and George McCoy's service to the Board of Finance. It was decided that each member chip in \$20.00 for a gift card to either the Inn at Woodstock Hill or Sherwood's and a citation would be presented to them as well.

David Fortin suggested that there would be an agenda change. He suggested that unresolved items remain under old business until resolved. That way unresolved issues would not fall through the cracks. It was agreed that this could be done.

**8. Correspondence & Announcements:** Mr. Hosmer announced that CCM is holding free seminars for newly elected board members on December 18, 2015 in Cromwell, and on December 23, 2015 in Hartford.

**9. Adjournment:** Glen Lessig, seconded by David Richardson, made a motion to adjourn at 8:23pm.  
**Motion passed unanimously.**

Respectfully submitted,  
Christine G. French  
Clerk