

**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING MINUTES
TOWN HALL LOWER LEVEL CONFERENCE ROOM
JULY 31, 2012**

I. CALL TO ORDER:

Jim Persano called the special meeting of the Board of Finance to order at 7:00 PM.

Members: Jim Persano, Michael Parker, Steve Krasinski, Joe Tolisano and Tm Mazzoli were present and constituted a quorum. Member Marilyn Pronovost was absent. Also present was First Selectmen, Lisa Pellegrini and Town CFO, Kim Marcotte.

II. TRANSFERS AND APPROPRIATIONS FY2012:

Ms. Marcotte reported on the transfers and appropriations necessary to complete the 2012 fiscal year. Mr. Krasinski and the other BOF members asked questions on the budget transfers for 6/30/2012 which were fielded by Ms. Marcotte and Ms. Pellegrini.

#1		Dept: Fire Dept		6/26/2012	
Supplemental Approp To:			Supplemental Approp From:		
Account Name	Account Number	Amount	Account Name	Account Number	Amount
Sale Town Property	100-0010-007-0844-4-09	<u>(5,400.00)</u>	Vehicle Maint	100-2016-020-0433-5-00	<u>(5,400.00)</u>
		(5,400.00)			(5,400.00)

Explanation:

Original contract for sale of Unimog did not close. Correction to supplemental appropriation related to new sales contract.

#2		Dept: Tax		6/30/2012	
Transfer To:			Transfer From:		
Account Name	Account Number	Amount	Account Name	Account Number	Amount
Printing & Supplies	100-0013-010-0551-5-00	<u>200</u>	Dues & Fees	100-0013-010-0810-5-00	60
		200	Postage	100-0013-010-0535-5-00	<u>140</u>
					200

Explanation:

Transfer to fund account to end of fiscal year.

#3		Dept: Selectman		6/30/2012	
Transfer To:			Transfer From:		
Account Name	Account Number	Amount	Account Name	Account Number	Amount
First Selectmen	100-0010-010-0110-5-00	190	Administrative Assistant	100-0010-010-0110-5-01	2,200
Treasurer	100-0011-010-0110-5-00	208	Assessor Clerk	100-0015-010-0130-5-00	3,229
Assistant Treasurer	100-0011-010-0110-5-01	99	FICA	100-0019-010-0220-5-00	4,000
Finance Clerk	100-0011-010-0110-5-02	34	Zoning Clerical	100-0026-010-0130-5-00	1,100
Town Clerk	100-0012-010-0110-5-00	147	Park Temp Help	100-3019-070-0130-5-00	<u>1,667</u>
Assist Town Clerk	100-0012-010-0110-5-01	34			12,196
Tax Collector	100-0013-010-0110-5-00	137			
Assessor	100-0015-010-0110-5-00	145			
Town Engineer	100-0021-010-0110-5-00	156			
Building Inspector	100-0023-010-0110-5-00	175			
Full Time Fire Dept	100-2016-020-0110-5-00	836			
Shift Commander	100-2016-020-0110-5-01	239			
Custodian	100-3010-010-0110-5-00	194			
Director DPW	100-3015-030-0110-5-00	52			
Deputy Dir DPW	100-3015-030-0110-5-01	232			
Clerical DPW	100-3015-030-0110-5-02	248			
Parks Dept	100-3019-070-0110-5-00	167			

Sanitarian	100-4019-040-0110-5-00	168
Librarian	100-5021-060-0110-5-00	259
Assistant Librarian	100-5021-060-0110-5-01	133
Children's librarian	100-5021-060-0110-5-02	189
Separation Pay	100-0010-010-0171-5-02	5387
Fire Marshall PT	100-2010-020-0120-5-00	1597
Fire Investigator	100-2010-020-0130-5-00	797
Tax Temp/Seasonal	100-0013-010-0130-5-00	284
Planning Clerical	100-0025-010-0130-5-00	60
Conservation Clerk	100-0029-010-0130-5-00	29
		<hr/>
		12,196

Explanation:

Transfer to cover accrual of payroll, separation pay, Somers Mill and Congregational Church fire investigations and other payroll issues.

#4 Dept: Police 6/30/2012

Transfer To:

Account Name	Account Number	Amount
Police Services	100-9099-090-0890-5-04	19,051
		<hr/>
		19,051

Transfer From:

Account Name	Account Number	Amount
Insurance	100-3010-010-0521-5-00	19,051
		<hr/>
		19,051

Explanation:

Balance to end of fiscal year.

#5 Dept: Selectman 6/30/2012

Transfer To:

Account Name	Account Number	Amount
Communications	100-0017-010-0531-5-00	10,000
Technology Equip	100-0017-010-0734-5-00	5,400
Civil Prep	100-2029-020-0890-5-00	704
		<hr/>
		16,104

Transfer From:

Account Name	Account Number	Amount
Tech Supplies	100-0017-010-0613-5-00	2,000
Health Benefits	100-0019-010-0210-5-00	11,000
Life, Disability Ins	100-0019-010-0214-5-00	2,400
Elections	100-0035-010-0130-5-00	704
		<hr/>
		16,104

Explanation:

Balance to end of fiscal year.

#6 Dept: Transfer Station 6/30/2012

Transfer To:

Account Name	Account Number	Amount
Overtime	100-3034-040-0140-5-00	9,483
Recycling	100-3034-040-0421-5-00	2,324
Landfill Operation	100-3034-040-0421-5-01	1,579
Tipping Fees	100-3034-040-0421-5-02	1,410
Maint/Operations	100-3034-040-0890-5-00	571
		<hr/>
		15,367

Transfer From:

Account Name	Account Number	Amount
Labor MSW	100-3034-040-0110-5-01	6,600
Part-time	100-3034-040-0120-5-00	5,900
Test Well Monitor	100-3034-040-0339-5-00	2,867
		<hr/>
		15,367

Explanation:

Balance to end of fiscal year.

#7 Dept:DPW 6/30/2012

Transfer To:

Account Name	Account Number	Amount
Equipment	100-3019-070-0730-5-00	391
Ground Maint	100-3019-070-0430-5-00	1,852
Supplies	100-3019-070-0612-5-00	75
Clay	100-3019-070-0618-5-00	9
water	100-3019-070-0619-5-01	2,692
Electrical	100-3019-070-0622-5-00	683
Dues	100-3019-070-0810-5-00	100
		<hr/>
		5,802

Transfer From:

Account Name	Account Number	Amount
Fertilizer	100-3019-070-0619-5-00	1,750
Rec Maintenance	100-3019-070-0439-5-01	1,003
Heat	100-3019-070-0624-5-01	846
Test Well Monitor	100-3034-040-0339-5-00	2,203
		<hr/>
		5,802

Explanation:

Balance to end of fiscal year.

#8 Dept: Highway 6/30/2012

Transfer To:

Account Name	Account Number	Amount
Uniforms	100-3018-030-0650-5-00	1,179
Health Services	100-3018-030-0333-5-00	205
Road Maintenance	100-3018-030-0439-500	16,459
Printing	100-3018-030-0551-5-00	98
Electricity	100-3018-030-0622-5-00	4,009
Heat	100-3018-030-0624-5-00	353
		<u>22,303</u>

Transfer From:

Account Name	Account Number	Amount
Highway Salary	100-3018-030-0110-5-00	22,303
		<u>22,303</u>

Explanation:

Balance to end of fiscal year.

#9 Dept: Selectman 6/30/2012

Transfer To:

Account Name	Account Number	Amount
Vehicle Fuel	100-2017-020-0626-5-00	2,749
Vehicle Fuel	100-3018-030-0626-5-00	7,817
Vehicle Fuel	100-2016-020-0626-5-00	2,441
		<u>13,007</u>

Transfer From:

Account Name	Account Number	Amount
Vehicle Fuel	100-3034-040-0626-5-00	2,440
HighwayTemp/Seasonal	100-3018-030-0130-5-00	4,970
Life, Disability Ins	100-0019-010-0214-5-00	5,370
Vehicle supplies	100-3018-030-0617-5-00	227
		<u>13,007</u>

Explanation:

Balance to end of fiscal year.

#10 Dept: Fire Marshall 6/30/2012

Transfer To:

Account Name	Account Number	Amount
Fire System Maint	100-2010-020-0432-5-00	2,408
Pagers	100-2010-020-0531-5-00	169
Fire Protection/Hydrants	100-3010-010-0411-5-00	10,540
		<u>13,117</u>

Transfer From:

Account Name	Account Number	Amount
Public Education	100-2010-020-0320-5-00	400
Vehicle Maint.	100-2010-020-0433-5-00	300
Printing	100-0035-020-0551-5-00	1,877
Insurance	100-3010-010-0521-5-00	10,540
		<u>13,117</u>

Explanation:

Balance to end of fiscal year.

#11 Dept: Police 6/30/2012

Transfer To:

Account Name	Account Number	Amount
State Police	100-2017-020-0339-5-00	2,891
Equip & Supplies	100-2017-020-0619-5-00	13,848
Equip maintenance	100-2017-020-0432-5-00	5,425
Uniform	100-2017-020-0650-5-00	36
Postage	100-2017-020-0535-5-00	108
		<u>22,308</u>

Transfer From:

Account Name	Account Number	Amount
Part time Police	100-2017-020-0120-5-01	13,700
Dog Warden	100-2017-020-0120-5-00	1,472
Training	100-2017-020-0322-5-00	1,000
Mobile Data System	100-2017-020-0439-5-00	3,508
Alarms	100-2017-020-0531-5-00	500
Shift Premium	100-2017-020-0151-5-00	2,128
		<u>22,308</u>

Explanation:

Balance to end of fiscal year.

#12 Dept:Sr Transport/Rec Self Support 6/30/2012

Transfer To:

Account Name	Account Number	Amount
Vehicle Maint	100-5135-070-0433-5-00	214
Camp Self Support	100-9098-090-0619-5-00	305
		<u>519</u>

Transfer From:

Account Name	Account Number	Amount
Supplies	100-5135-070-0612-5-00	214
Rec Self Support	100-9098-090-0890-5-00	305
		<u>519</u>

Explanation:

Balance to end of fiscal year.

#13 **Dept: Senior Services** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
Postage/Newsletter	100-5130-070-0535-5-01	190
Printing	100-5130-070-0550-5-01	110
Maintence/Building	100-5130-070-0614-5-00	4,669
Supplies	100-5130-070-0619-5-00	3,136
		<u>8,105</u>

Transfer From:

Account Name	Account Number	Amount
Rec Supplies	100-5122-070-0618-5-00	50
Supplies	100-5122-070-0612-5-00	660
Director Sr Center	100-5130-070-0110-5-00	2,952
Programs	100-5130-070-0324-5-00	1,395
Rec Director	100-5122-070-0110-5-00	1,475
Rec Clerical	100-5122-070-0120-5-00	1,105
Telephone	100-5130-070-0531-5-00	468
		<u>8,105</u>

Explanation:

Balance to end of fiscal year.

#14 **Dept: Selectman** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
Land & Building Services	100-0010-010-0335-5-00	349
Legal Services	100-0010-010-0332-5-00	7,000
New Equipment	100-0010-010-0730-5-00	3,000
Cultural Comm	100-0010-010-0590-5-00	3,000
Other	100-0010-010-0890-5-01	1,000
Supplies	100-0010-010-0612-5-00	520
		<u>14,869</u>

Transfer From:

Account Name	Account Number	Amount
Legal Union	100-0010-010-0332-5-01	10,000
Advertising	100-0010-010-0540-5-00	4,000
Memorial Day Expense	100-0010-010-0590-5-03	200
Mileage	100-0010-010-0580-5-00	469
Temporary Salary	100-0010-010-0130-5-00	200
		<u>14,869</u>

Explanation:

Balance to end of fiscal year.

#15 **Dept: Planning** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
Postage	100-0025-010-0535-5-00	1,426
		<u>1,426</u>

Transfer From:

Account Name	Account Number	Amount
Postage	100-0010-010-0535-5-00	300
Postage	100-0026-010-0535-5-00	196
Postage	100-0013-010-0535-5-00	720
Postage	100-0027-010-0535-5-00	90
Postage	100-5122-070-0535-5-00	120
		<u>1,426</u>

Explanation:

Balance to end of fiscal year.

#16 **Dept: Land Use** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
Supplies	100-0021--010-0612-5-00	500
		<u>500</u>

Transfer From:

Account Name	Account Number	Amount
Open space sub committee	100-0025-010-0890-5-00	500
		<u>500</u>

Explanation:

Balance to end of fiscal year.

#17 **Dept: Town Clerk** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
Computer Data Processing	100-0012-010-0334-5-00	544
Advertise Elections	100-0012-010-0540-5-01	450
Supplies	100-0012-010-0612-5-00	92
		<u>1,086</u>

Transfer From:

Account Name	Account Number	Amount
Codification Main	100-0012-010-0439-5-00	1,062
Advertising	100-0012-010-0540-5-00	24
		<u>1,086</u>

Explanation:

Balance to end of fiscal year.

#18 **Dept: Selectman** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
QD Computer Serv	100-0013-010-0334-5-00	8,603
		<u>8,603</u>

Transfer From:

Account Name	Account Number	Amount
Codification Maint	100-0012-010-0439-5-00	1,403
Mapping	100-0015-010-0339-5-00	1,250
Life, Disability		
Insurance	100-0019-010-0214-5-00	1,550
Legal, LBA	100-0027-010-0332-5-00	2,000
Equipment Maintenance	100-0035-010-0432-5-00	2,400
		<u>8,603</u>

Explanation:

Balance to end of fiscal year.

#19 **Department: Library** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
Services	100-5021-060-0334-5-00	500
Auto Services	100-5021-060-0339-5-00	10
AV	100-5021-060-0613-5-00	6
Electric	100-5021-060-0622-5-00	245
Heat	100-5021-060-0624-5-00	1,040
		<u>1,801</u>

Transfer From:

Account Name	Account Number	Amount
Ref Library	100-5021-060-0120-5-01	1,330
Building Maintenance	100-5021-060-0614-5-00	471
		<u>1,801</u>

Explanation:

Balance to end of fiscal year.

#20 **Dept: DPW** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
Water	100-3010-010-0619-5-00	584
Electric-Police	100-3010-010-0622-5-01	3,991
Electric-other	100-3010-010-0622-5-02	5,319
Electric- Historical	100-3010-010-0622-5-05	782
		<u>10,676</u>

Transfer From:

Account Name	Account Number	Amount
Communication		
Historical	100-3010-010-0531-5-00	1,000
Heat Other	100-3010-010-0624-5-00	900
Unemployment	100-0019-010-0250-5-00	8,776
		<u>10,676</u>

Explanation:

Balance to end of fiscal year.

#21 **Dept: DPW** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
Building Maint	100-3010-010-0431-5-00	19,461
Equipment Maint	100-3010-010-0432-5-00	14,572
Supplies	100-3010-010-0614-5-00	781
		<u>34,814</u>

Transfer From:

Account Name	Account Number	Amount
Insurance	100-3010-010-0521-5-00	19,461
Unemployment	100-0019-010-0250-5-00	15,353
		<u>34,814</u>

Explanation:

Balance to end of fiscal year.

#22 **Dept: DPW** **6/30/2012**

Transfer To:

Account Name	Account Number	Amount
Heat Police	100-3010-010-0624-5-02	597
Heat Historical	100-3010-010-0624-5-03	993
Heat Piedmont	100-3010-010-0624-5-04	2,130
		<u>3,720</u>

Transfer From:

Account Name	Account Number	Amount
Heat-Kibbe	100-3010-010-0624-5-01	3,720
		<u>3,720</u>

Explanation:

Balance to end of fiscal year.

#23 Dept: Fire/Ambulance 6/30/2012

Transfer To:

Account Name	Account Number	Amount
Vehicle Maint	100-4124-020-0433-5-00	261
Training	100-2016-020-0322-5-00	1,837
Health Services	100-2016-020-0333-5-00	170
Pager	100-2016-020-0335-5-00	68
Equipment	100-2016-020-0432-5-00	1,978
Radio Maintenance	100-2016-020-0432-5-01	159
Vehicle Maint	100-2016-020-0433-5-00	11,711
Heat	100-2016-020-0624-5-00	2,521
Uniforms	100-2016-020-0650-5-00	270
Equipment	100-2016-020-0739-5-00	195
		<u>19,170</u>

Transfer From:

Account Name	Account Number	Amount
Contingency	100-9099-090-0890-5-03	7,243
Unemployment	100-0019-010-0250-5-00	4,492
Vol Stipends	100-2016-020-0160-5-01	2,875
Building Maintenance	100-2016-020-0614-5-00	<u>4,560</u>
		19,170

Explanation:

Balance to end of fiscal year.

A motion was made by Mr. Tolisano to approve the above listed transfers. Seconded by Mr. Mazzoli and unanimously voted as approved.

III. SEWER & WATER FUND UPDATE

Ms. Marcotte reviewed the loan repayment status of the Water Fund and Somersville Sewer Assessment Fund. The Water Fund loan repayment terms were revised in December 2011. A lump sum payment of \$265,000 was agreed to with future loan repayments being made as parcels are developed. In August the WPCA will approve a loan payment of \$5,200 which represents the development of 2 parcels. In August the WPCA will also approve the \$8,700 Somersville Sewer Assessment Fund loan repayment for Goodwin Drive. The Somersville Sewer Assessment Fund will continue to pay \$8,700 annually through FY2017.

IV. CIP COMMITTEE UPDATE

Mr. Parker reported that due to vacations and conflicting schedules the CIP Committee has not been able to meet. The committee is concentrating on process not necessarily CIP items. The Type A (replacement of a capital asset) Capital Acquisition request form has been developed. The request forms for other types (B, C, D) of Capital Acquisition are being developed. The CIP Committee is targeting October to have obtained current plus 4 years of Capital Acquisition requests in the new formats. Mr. Persano indicated that the BOF should begin discussing bonding and which items to include in a bond issue in order to take advantage of the historically low borrowing rates.

V. MINUTES APPROVAL

There were no discussions on the minutes of June 25, 2012.

Motion was made by Mr. Krasinski to approve the BOF minutes. Seconded by Mr. Tolisano and voted as approved with Mr. Persano and Mr. Mazzoli abstaining.

VI. ADJOURNMENT:

A motion was made by Mr. Persano to adjourn the July 31, 2012 Board of Finance special meeting at 7:45 PM. Seconded by Mr. Tolisano and unanimously voted as approved.

Respectfully submitted,

Kimberly Marcotte, CFO