

**BOARD OF FINANCE
TOWN HALL MEETING ROOM
October 8, 2009**

Present: Chairman O'Brien, members Michael Carter, David Muller, Melissa Koller, Patty Kopas and Bob Atkinson. Also attending Finance Director Rick Darling, Town Administrator Tom Landry and Secretary Donna M. Anastasia. *Absent: Mr. Sargent.*

This meeting was called to order by Chairman O'Brien at 8:05 pm.

Discussion/decision regarding General Fund investment proposal from Janney, Montgomery and Scott.

All board members agreed to move the JMS discussion, Item 1 to the end of the agenda.

Discussion/ decision regarding status of Town and School special revenue, enterprise and trust funds- Tom Landry.

Update on Accounts

Mr. Landry has compiled information on a number of accounts which he presented to the Board of Selectmen last week. Some of the accounts are in the form of Trusts or Wills; others are with individual departments of Town Hall or the schools. One account with the school which was designated by the donor to be used for tuition expenses for teachers (118,769.00) has yet to be utilized. The goal here is to minimize the number of accounts where possible, transfer the funds and close the account. Several accounts have been closed i.e. Dial a Ride, Ivy Moore while at the auditors suggestion one account has been created for gifts. Several accounts remain open which are statutorily required.

Eight accounts are Trusts or statutory leaving a total of twelve Special revenue accounts. Three are treated as enterprise funds; the Library and the Social Services department have individual accounts.

Mr. Landry will continue with updates and recommendations on these accounts at subsequent meetings.

Discussion/decision regarding various requested re-appropriations, transfers, and designations pertaining to numerous capital accounts.- Rick Darling.

Mr. Darling is proposing the transfer of funds to cover deficits in other accounts. Mr. Landry mentioned three accounts that have been collapsed (the cemetery fund, school based revenue fund and school account fund) Several accounts not expended in the current fiscal year can be transferred out.

See attached **Capital Non-Recurring Fund** sheet. Balances left from last FY would be moved up to the FY 09 account. (Ending balances include but are not limited to school projects, town vehicles, highway vehicles/equipment, various repairs resulting in a credit balance of 96,986.34.

There was discussion regarding the allocation approach to bridge repair, which is not called a sinking fund but functions similarly. There was also general discussion regarding the **Open Capital Projects FY Ending 6/30/09** attached; see Bridge Repair 141,925.33.

Motion: Mr. Muller made a motion to approve the credit amount transfer of **96,986.34** to the General Fund to close out, Mr. O'Brien seconded, motion carries unanimously.

Motion: Mr. Muller made a motion to approve the credit amount transfer of **141,925.33** to the General Fund to close out, Mr. O'Brien seconded, motion carries unanimously.

Discussion/decision regarding General Fund investment proposal from Janney, Montgomery and Scott.

See attached **Broker/Dealer Questionnaire**

There was discussion regarding the initial investment of 5M with JMS which reflects a 3-4% investment range. Currently there is a shortfall in the STIFF income of approximately 300K. There was discussion regarding the agency backed investments and the cyclical trends in income throughout the year; Mr. Muller suggested rather than equal one-third increments, investments should be adjusted to the capital available. The month of May typically shows a slight downward turn while August tends to show peaks. It is suggested an initial investment of 4M instead of the previously discussed 5M.

Motion: Mr. Carter made a motion to approve the initial investment of 4M with Janney Montgomery Scott LLC, Ms. Koller seconded;

Motion approved by members Muller, Kopas and O'Brien

Motion opposed by Mr. Atkinson. Motion carries.

Approval of Meeting Minutes of September 10, 2009 . Donna Anastasia, Town Clerk.

Mr. Muller suggested a caveat from CL&P regarding the meter connection at the schools; so noted.

Motion: Ms. Koller made a motion to approve the minutes of September 10th, 2009, as amended. Mr. Atkinson seconded, motion carries unanimously.

Any other items of business to be brought up for Board consideration

There was a brief discussion regarding the overtime for the police department.

With no further business to come before this Board, Chairman O'Brien made a motion to adjourn, Ms. Kopas seconded, and the meeting adjourned at 9:52 PM.

Respectfully submitted
Donna M. Anastasia, Secretary