TOWN OF SOMERS
BOARD OF FINANCE
MEETING MINUTES
MONDAY, JULY 22, 2013
7:00PM
TOWN HALL LOWER LEVEL CONFERENCE ROOM

1. CALL TO ORDER:
   The meeting was called to order at 7:09pm by Chairman Jim Persano.

2. MEMBERS PRESENT:
   Finance Members present included Jim Persano, Mike Parker, Joe Tolisano and Tom Mazzoli. Also present were First Selectman Lisa Pellegrini, Selectman Bud Knorr, CFO Glen O'Keefe and School Business Manager Bill Boutwell.

3. TRANSFERS/APPROPRIATIONS:
   CFO Glen O'Keefe presented a preliminary analysis of unexpended funds for Town Government for FY 2012-2013. Unexpended funds are estimated at $175,075 and fall into 4 major categories totaling $153,626 as follows:

   Employee Benefits $37,324 Balance Remaining
   Savings on health insurance, unemployment payouts and workers comp insurance.

   Custodial $22,020 Balance Remaining
   Savings due to outsourcing of custodial services.

   Insurance $40,857 Balance Remaining
   Apparent inadvertent double-budgeting of Worker's Comp in previous budget cycle.

   Debt Service $53,425 Balance Remaining
   Savings due to Bond Refinancing.

   The CFO also informed the Board of extremely favorable revenues for FY2012-2013. They include approximately $700,000 in additional revenues collected.

   The CFO presented the following transfers:

FY 2012-13 YEAR END TRANSFERS

Account Name	Account Number	Amount
First Selectman		
To:		
LEGAL SERVICES	100-0010-010-0332-5-00	3,406.77

ADMINISTRATIVE ASSI	100-0010-010-0110-5-01	246.16
MILEAGE	100-0010-010-0580-5-00	108.73
		3,761.66
From:		
SEPARATION PAYOUT	100-0010-010-0171-5-02	2,954.89
OTHER	100-0010-010-0890-5-01	806.77
		3,761.66

Finance

To:		
DUES & SEMINARS	100-0011-010-0810-5-00	130.00
SUPPLIES	100-0011-010-0612-5-00	117.35
FINANCE CLERK	100-0011-010-0110-5-02	0.50
		247.85
From:		
REGULAR SALARIES	100-0011-010-0110-5-00	247.85

Town Clerk

To:		
COMPUTER DATA PROCE	100-0012-010-0334-5-00	1,082.00
ASSISTANT TOWN CLERK	100-0012-010-0110-5-01	0.50
		1,082.50
From:		
CODIFICATION MAINTE	100-0012-010-0439-5-00	860.50
ADVERTISING	100-0012-010-0540-5-00	222.00
		1,082.50

Tax Collector

To:		
TEMPORARY/SEASONAL	100-0013-010-0130-5-00	1,174.26
From:		
Q D COMPUTER SERVIC	100-0013-010-0334-5-00	1,174.26

Assessor

To:		
MAPPING	100-0015-010-0339-5-00	625.00
From:		
ASSESSOR CLERK	100-0015-010-0130-5-00	625.00

Information Technology

To:

TECHNOLOGY SUPPLIES REN	100-0017-010-0613-5-00	30.07

From:

COPYING	100-0017-010-0551-5-00	30.07

Employee Benefits

To:

MIRMA ASSESSMENT	100-0019-010-0521-5-01	5.00

From:

SOCIAL SECURITY (FICA/M	100-0019-010-0220-5-00	5.00

Land Use

To:

REGULAR SALARIES	100-0021-010-0110-5-00	0.02

From:

DUES & SEMINARS	100-0021-010-0810-5-00	0.02

Building

To:

SUPPLIES	100-0023-010-0614-5-00	480.14

From:

POSTAGE	100-0023-010-0535-5-00	480.14

Elections

To:

POSTAGE	100-0035-010-0535-5-00	3.86

From:

SUPPLIES	100-0035-010-0612-5-00	3.86

Fire Marshall

To:

NFPA MEMBERSHIP	100-2010-020-0810-5-01	80.00
VEHICLE MAINTENANCE	100-2010-020-0433-5-00	53.13
EQUIPMENT & SUPPLIE	100-2010-020-0619-5-00	19.00

		152.13
From:		
TRAINING	100-2010-020-0322-5-00	152.13

Fire Department

To:		
VEHICLE MAINTENANCE	100-2016-020-0433-5-00	2,914.37
TECHNOLOGY SERVICES	100-2016-020-0334-5-00	1,165.09
BUILDING MAINTENANC	100-2016-020-0614-5-00	754.43
LAUNDRY	100-2016-020-0650-5-01	300.00
OVERTIME SAL/FIRE D	100-2016-020-0140-5-00	233.92
WATER	100-2016-020-0619-5-00	213.60
RADIO MAINTENANCE	100-2016-020-0432-5-01	160.85
HOSE	100-2016-020-0616-5-02	88.75
ALERT PAGER MAINTEN	100-2016-020-0335-5-00	68.61
DUES & SEMINARS	100-2016-020-0810-5-00	64.00
TN DISPATCH CENTER	100-2016-020-0339-5-00	0.10
		5,963.72
From:		
F D VOLUNTEER STIPE	100-2016-020-0160-5-01	5,963.72

Police

To:		
STATE POLICE	100-2017-020-0339-5-00	25,323.53
VEHICLE FUEL	100-2017-020-0626-5-00	3,901.60
ELECTRIC - POLICE	100-2017-020-0622-5-00	1,946.01
POSTAGE	100-2017-020-0535-5-00	81.39
		31,252.53
From:		
EQUIPMENT MAINTENANCE	100-2017-020-0432-5-00	276.20
UNIFORM MAINTENANCE	100-2017-020-0650-5-00	487.02
ALARMS	100-2017-020-0531-5-00	500.00
MOBILE DATA SYSTEM	100-2017-020-0439-5-00	605.45
TRAINING	100-2017-020-0322-5-00	750.00
VEHICLE MAINTENANCE	100-2017-020-0433-5-00	751.25
HEAT - POLICE	100-2017-020-0624-5-00	832.25
POLICE CLERICAL PT	100-2017-020-0120-5-02	1,041.60
EQUIPMENT & SUPPLIE	100-2017-020-0619-5-00	1,287.60
DOG WARDEN SALARY	100-2017-020-0120-5-00	2,030.24
SHIFT PREMIUM	100-2017-020-0151-5-00	2,046.00
PART TIME POLICE	100-2017-020-0120-5-01	9,390.50
FIRE SYSTEMS MAINTE	100-2010-020-0432-5-00	5,752.19

TRAINING	100-2010-020-0322-5-00	1,112.87
PUBLIC EDUCATION	100-2010-020-0320-5-00	1,478.06
FIRE INVESTIGATOR	100-2010-020-0130-5-00	2,876.26
MEMBERSHIPS/DUES	100-2010-020-0810-5-00	35.04
		31,252.53

Municipal Facilities

To:

BUILDING MAINTENANCE	100-3010-010-0431-5-00	5,849.13
FIRE PROTECTION/HYDRANT	100-3010-010-0411-5-00	4,146.32
HEAT - PIEDMONT	100-3010-010-0624-5-04	2,572.05
EQUIPMENT MAINTENANCE -	100-3010-010-0432-5-00	1,618.98
ELECTRIC - STREET/TRAFF	100-3010-010-0622-5-03	1,090.70
ELECTRIC - TOWN HALL	100-3010-010-0622-5-02	1,076.22
OVERTIME	100-3010-010-0140-5-00	976.75
UTILITIES - MUNICIPAL F	100-3010-010-0622-5-00	414.48
ELECTRIC - PIEDMONT	100-3010-010-0622-5-04	154.43
PEST CONTROL	100-3010-010-0430-5-00	30.00
		17,929.06

From:

PART TIME HIGHWAY SALAR	100-3018-030-0120-5-00	17,929.06

Public Works

To:

CLERICAL - DPW	100-3015-030-0110-5-02	788.88
SUPPLIES	100-3015-030-0551-5-00	90.52
		879.40

From:

HIGHWAY TEMPORARY S	100-3018-030-0130-5-00	879.40

Highway

To:

HEAT	100-3018-030-0624-5-00	6,041.46
EQUIP, MAINT, RENTAL &	100-3018-030-0433-5-00	5,816.15
ELECTRICITY	100-3018-030-0622-5-00	5,214.27
OVERTIME SALARIES	100-3018-030-0140-5-00	3,000.29
ROAD MAINTENANCE	100-3018-030-0439-5-00	1,265.06
UNIFORMS	100-3018-030-0650-5-00	693.40
DUES & SEMINARS	100-3018-030-0810-5-00	295.00
WATER	100-3018-030-0619-5-00	74.61
HEALTH SERVICES	100-3018-030-0333-5-00	18.50

		22,418.74

From:

PART TIME HIGHWAY SALAR	100-3018-030-0120-5-00	2,238.48
HIGHWAY SALARIES	100-3018-030-0110-5-00	20,180.26
		22,418.74

Parks Recreation

To:

PARKS SALARY	100-3019-070-0110-5-00	6,129.87
SUPPLIES	100-3019-070-0612-5-00	1,687.39
EQUIPMENT & REPAIRS	100-3019-070-0432-5-01	1,492.46
FIELD MARKING	100-3019-070-0618-5-00	1,027.98
RECREATIONAL MAINTE	100-3019-070-0439-5-01	805.59
DUES & SEMINARS	100-3019-070-0810-5-00	475.00
HEAT	100-3019-070-0624-5-01	167.10
ELECTRICITY	100-3019-070-0622-5-00	65.08
		11,850.47

From:

CLAY	100-3019-070-0618-5-01	1,125.10
FERTILIZER	100-3019-070-0619-5-00	4,419.21
SUMMER MAINT HELP	100-3019-070-0130-5-00	4,705.00
HIGHWAY SALARIES	100-3018-030-0110-5-00	1,601.16
		11,850.47

Transfer Station

To:

WASTE HAULING	100-3034-040-0421-5-07	8,260.00
MAINT/OPERATION MSW	100-3034-040-0890-5-00	3,766.78
PART TIME TRANSFER	100-3034-040-0120-5-00	3,100.98
DUMPSTER WASTE DISPOSAL	100-3034-040-0421-5-06	2,709.92
HAZARDOUS WASTE DISPOSA	100-3034-040-0421-5-08	2,639.15
RECYCLING	100-3034-040-0421-5-00	820.00
OVERTIME SALARIES	100-3034-040-0140-5-00	381.58
BULKY WASTE DISPOSAL	100-3034-040-0421-5-03	372.00
DUES & FEES	100-3034-040-0810-5-00	309.50
		22,359.91

From:

ELECTRICITY	100-3034-040-0622-5-00	372.97
LANDFILL OPERATING	100-3034-040-0421-5-01	688.75
HEAT	100-3034-040-0624-5-00	799.74
TEST WELL MONITORIN	100-3034-040-0339-5-00	1,277.50

VEHICLE FUEL	100-3034-040-0626-5-00	1,754.92
LANDFILL OPERATOR S	100-3034-040-0110-5-00	11,696.54
STORM WATER MONITORING	100-0021-010-0339-5-00	5,400.00
LAND USE TECHNICIAN	100-0021-010-0110-5-01	369.49
		22,359.91

Ambulance

To:

OXYGEN	100-4124-020-0616-5-01	400.00
BLOOD BORNE PATHOGE	100-4124-020-0616-5-02	329.78
VEHICLE MAINTENANCE	100-4124-020-0433-5-00	96.95
MEDICAL SUPPLIES	100-4124-020-0616-5-00	71.99
		898.72

From:

TRAINING	100-4124-020-0322-5-00	898.72

Library

To:

HEAT	100-5021-060-0624-5-00	1,682.57
PART TIME LIBRARY	100-5021-060-0120-5-00	1,042.05
REFERENCE LIBRARIAN	100-5021-060-0120-5-01	681.95
BUILDING MAINTENANC	100-5021-060-0614-5-00	469.02
WATER/SEWER	100-5021-060-0411-5-00	148.22
SUPPLIES	100-5021-060-0612-5-00	65.48
REGULAR SALARIES	100-5021-060-0110-5-00	0.01
		4,089.30

From:

BOOKS	100-5021-060-0640-5-00	3,888.67
AUDIO VISUAL	100-5021-060-0613-5-00	200.63
		4,089.30

Recreation

To:

REGULAR SALARIES	100-5122-070-0110-5-00	73.90

From:

POSTAGE	100-5122-070-0535-5-00	73.90

Senior Services

To:

ELECTRICITY	100-5130-070-0622-5-00	412.15
REGULAR SALARY	100-5130-070-0110-5-00	147.64
PRINTING & REPRODUCTION	100-5130-070-0550-5-01	127.86
		687.65

From:

PROGRAMS/EVENTS	100-5130-070-0324-5-00	964.04

Senior/Disabled Transportation

To:

DIRECTOR SENIOR TRANSPO	100-5135-070-0110-5-00	24.62

From:

MATERIALS/SUPPLIES	100-5135-070-0612-5-00	24.62

Community Services

To:

CLERICAL - COMMUNITY SE	100-5140-010-0120-5-00	1,734.26

From:

DRIVERS - PART-TIME	100-5135-070-0120-5-00	1,734.26

Debt Service

To:

LIBRARY PRINCIPAL	100-8031-100-0910-5-01	120,000.00
BOND ISSUANCE EXPENSES	100-8031-100-0333-5-00	10,470.93
KIBBE FULLER ALT INT	100-8031-100-0830-5-02	0.45
PRINCIPAL	100-8031-100-0830-5-05	0.05
		130,471.43

From:

LIBRARY INTEREST-20	100-8031-100-0830-5-09	29,062.50
SCHOOL BLDG INTERES	100-8031-100-0830-5-03	51,928.62
SCHOOL-2005 INTERES	100-8031-100-0830-5-07	49,480.31
		130,471.43

Conservation

To:

CLERICAL HELP	100-9036-090-0130-5-00	39.00

From:

DUES & SEMINARS	100-0021-010-0810-5-00	39.00

Recreation Self Support

To:

SUMMER CAMP PAYROLL	100-9098-090-0130-5-01	7,246.20
RECREATION SELF SUP	100-9098-090-0890-5-00	2,500.92
		9,747.12

From:

SUMMER CAMP-SELF SU	100-9098-090-0619-5-00	3,620.27
SMALL FRY CAMP PAYROLL	100-9098-090-0130-5-02	4,003.98
RECREATION CLERICAL	100-5122-070-0120-5-00	2,122.87
		9,747.12

Miscellaneous

To:

POLICE SERVICES	100-9099-090-0890-5-04	46,138.18
STATE LICENSES	100-9099-090-0810-5-00	2,057.35
		48,195.53

From:

FIRE OUTSIDE SERVICES	100-9099-090-0890-5-05	2,500.00
CONTINGENCY	100-9099-090-0890-5-03	17,547.00
REGULAR SALARIES	100-0011-010-0110-5-00	5,700.00
F D VOLUNTEER STIPE	100-2016-020-0160-5-01	2,087.28
AMBULANCE VOLUNTEERS	100-4124-020-0161-5-00	5,745.00
AUTOMATED SERVICES	100-5021-060-0339-5-00	2,810.06
OTHER	100-0010-010-0890-5-01	1,842.47
OFFICE SUPPLIES	100-0010-010-0612-5-00	2,264.29
ADVERTISING	100-0010-010-0540-5-00	3,543.91
LAND & BUILDING SERVICE	100-0010-010-0335-5-00	4,155.52
		48,195.53

A motion was made by Joe Tolisano to approve the above listed transfers, seconded by Tom Mazzoli. A unanimous vote followed.

4. TOWN MEETING UPDATE:

First Selectmen Lisa Pellegrini informed the Board of the recent Town Meeting votes regarding the purchase of Camp Ayapo and the purchase of the two fire trucks. The Town did vote to approve the contract for the purchase of Camp Ayapo by the Town of Somers from the YWCA and the Town did vote to approve a transfer of expenditures of funds in the amount of $825,000 for the purchase of Camp Ayapo providing the Town did receive the Open Space Grant and also with the caveat that any revenue received from lots sold by the Town would go back into the Town Open Space fund.

With regard to the fire trucks, the Town also voted to approve a resolution to (a) appropriate $1,045,000 for the cost of purchasing two fire trucks, (b) to authorize the Town to issue and sell its notes and bonds in an amount not to exceed $1,045,000 and (c) to authorize such other actions relating to the foregoing as may be necessary or appropriate.

5. CIP UPDATE:
   Mike Parker updated the Board that the CIP Committee had recently met. In order to finalize a complete list of projects the CFO was asked to provide additional information regarding the debt service projections in order to determine future bonding capacity. In addition, he wanted the CFO to check with Bond Counsel regarding definitive numbers for bonding.

6. OTHER BUSINESS:
   Minutes for the June 24, 2013 Board of Finance Meeting.
   Tom Mazzoli made a motion to approve the above minutes with the amendment to correct the attendees of the meeting by including Joe Tolisano as being present at the June 24, 2013 BOF meeting, seconded by Joe Tolisano. The motion passed.

7. ADJOURNMENT:
   A motion was made by Jim Persano to adjourn the meeting at 7:40pm, seconded by Joe Tolisano. A unanimous vote followed and the meeting was adjourned.

Respectfully Submitted by,
Lisa Pellegrini-Recording

Minutes are not official until accepted at a subsequent meeting.