



**TOWN OF FRANKLIN
BOARD OF FINANCE (BOF)
FRANKLIN TOWN HALL
7 Meetinghouse Hill Rd.
Franklin, Connecticut
MINUTES – REGULAR MEETING
Tuesday, October 9, 2018
7:30 p.m.**

1. Call to Order: Chairman Richard Handfield called the meeting to order at 7:30 p.m.

Members Present: Calli Carboni, Vice Chairman Veronica Calvert, Susan Dombrowski, Richard Handfield, Richard Weingart (arrived after meeting began). **Members Absent:** Wesley Crawford, Niels Jeppesen, Joe LeVasseur. **Alternate Members Present:** Roland Mihok. **Also Present:** First Selectman Charlie Grant and Board of Education Chairman Peter Calvert.

Chairman Handfield seated Roland Mihok for Richard Weingart

2. Recognition of Visitors: Chairman Handfield recognized visitors.

3. Additions to the Agenda: Add

MOTION #1 (10-09-18): made by Mrs. Dombrowski **SECONDED BY** Mrs. Calvert that the Board of Finance add the following to the Agenda as New Business: 1) Auditor Concerns

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

NOTE: Richard Weingart entered the meeting at this point. Chairman Handfield removed Mr. Mihok from the table and seated Mr. Weingart.

4. Approval of Minutes:

- a. August 14, 2018:

MOTION #2 (10-09-18): made by Mrs. Dombrowski **SECONDED BY** Ms. Carboni that the Board of Finance approve Meeting Minutes of August 14, 2018 as presented

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

5. Review of Reports:

- a. **Monthly Tax Collection Report:** Kelsey Allard, Tax Collector, submitted and reviewed the September 2018 monthly report.

➤ 55.88% of taxes collected on the 2017 Grand List

- b. **Monthly Board of Selectmen Income Report:** Mr. Grant reviewed the report as submitted. To date, State funds have not been received. Discussion took place line items with respect to un-expended funds. Mr. Grant is working on a list of end of year transfers for expended and un-expended line items.

- c. **Monthly Board of Selectmen Expense Report:** Mr. Grant reviewed the report as submitted. Discussion took place on various line items with respect to overages. Mr. Grant is working on a list of end of year transfers for expended and un-expended line items.

- d. **Monthly Board of Education Report:**

1. Possible Income: The Board of Education may be in a situation where it receives revenue. This is the result of the Board entering into new lease contracts and agreements associated to providing use of the building, resources, and professional/educational services for more than one entity that will be

housed in the school. The school will be paying out for items such as utilities and services and then will invoice the outside entities as an off-set. It is difficult to itemize expenses versus income upfront; therefore, the end result may create revenue. The Board of Education and Town Treasurer are working out details at this time.

2. Reimbursement by Town: Additional utility and trash removal costs were incurred by the Board of Education this summer as a result of Seventh Regiment's use of the school building. At such time expenses are determined, the Board of Education will request reimbursement from the Town from the rent income paid by Seventh to offset such costs.

e. **Monthly Selectman's Report:**

1. Public Works: Mr. Grant noted Public Works Department personnel did an excellent job in maintenance and repairs of washed out areas and road blockages due to recent storms packing high winds and heavy rain. Costs associated to the storms will be reviewed under the maintenance section of the budget.
2. Budget Review: Mr. Grant noted Town Staff are in the process of reviewing Budget CIP balances, fund balance, and unexpended funds.

6. Correspondence:

- a. Letter from Board of Education Chairman: Received and discussed below under item 7.

7. Unfinished Business:

- a. Chairman Handfield indicated he would like both the Board of Selectmen and Board of Education to show the total expense itemized for each employee/position beginning with the next annual budget. There is a need to be transparent with regard to "total" costs of all employees/positions. This information is public knowledge and it is considered fiscally responsible in making this information available. Mr. Grant and Mr. Calvert agreed to address this topic with their respective Boards.

8. New Business:

- a. Auditor Concerns:

Chairman Handfield informed the Board the Town Auditor has expressed concerns with accounting methods used associated to invoices paid by the Board of Education. Invoices of concern are related to payments made for Sacred Hart tuition, Superintendents of Schools insurance premiums, and associated taxable income.

Mr. Calvert explained these types of payment mechanisms can be somewhat convoluted due to the Board's agreements for tuition reimbursement and payouts for benefits and insurance. These payments may not be clear to the Auditor.

Additional research is being conducted by Town Staff to determine if these payment procedures were correct. The Town Auditor made a formal recommendation that the Town approves a town-wide policy/ordinance that documents how these types of invoices are to be accounted for.

9. Public Comments: None

10. Adjournment

MOTION #4 (10-09-18): made by Ms. Carboni SECONDED BY Mrs. Dombrowski that the Board of Finance adjourn the meeting.

VOICE VOTE:

UNANIMOUS;

MOTION CARRIES

Respectfully submitted,
Sherry Pollard, Board Secretary