



**TOWN OF FRANKLIN
BOARD OF FINANCE (BOF)
FRANKLIN TOWN HALL
7 Meetinghouse Hill Rd.
Franklin, Connecticut**

**MINUTES – REGULAR MEETING
Thursday, December 12, 2017
7:30 p.m.**

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

Members Present: Veronica Calvert, Sue Dombrowski, Richard Handfield, Richard Weingart

Alternate Member Present: Roland Mihok

Alternate Members Absent: Niels Jeppesen, Wesley Crawford

Roland Mihok was seated for vacancy left by Tom Craney

Also Present: Board of Education Chairman Peter Calvert

2. Recognition of Visitors:

3. Additions to the Agenda:

MOTION #1 (12-12-17): made by Vice Chairman Calvert **SECONDED BY** Susan Dombrowski that the Board of Finance add the following items to the Agenda: 1) Election of Officers, and 2) Request for Proposal for Audit FY 2017-2018

VOICE VOTE: UNANIMOUS

MOTION CARRIES

4. Approval of Minutes:

- a. October 10, 2017 (Regular Meeting)

MOTION #2 (12-12-17): made by Susan Dombrowski **SECONDED BY** Veronica Calvert that the Board of Finance approve Meeting Minutes of October 10, 2017 as presented

VOICE VOTE: UNANIMOUS

MOTION CARRIES

- b. November 2, 2017 (Special Meeting)

MOTION #3 (12-12-17): made by Veronica Calvert **SECONDED BY** Susan Dombrowski that the Board of Finance approve Meeting Minutes of November 2, 2017 as presented

VOICE VOTE: Richard Weingart & Susan Dombrowski - Abstained

MOTION CARRIES

- c. November 20, 2017 (Special Meeting)

MOTION #4 (12-12-17): made by Susan Dombrowski **SECONDED BY** Richard Weingart that the Board of Finance approve Meeting Minutes of November 20, 2017 as presented

VOICE VOTE: UNANIMOUS

MOTION CARRIES

5. Review of Reports:

- a. **Monthly Tax Collection Report:** No report

- b. **Monthly Board of Selectmen Income Report:** No report

- c. **Monthly Board of Selectmen Expense Report:** No report

- d. **Monthly Board of Education Report:** BOE Chairman, Peter Calvert, reviewed the current status of the operating budget in terms of reductions and increases.
- e. **Monthly Selectman’s Report:** No report.
- 6. **Correspondence:** A letter of resignation from Tom Craney was received and reviewed. A Christmas Card was received from former First Selectman Richard Matters.
- 7. **Unfinished Business:** None
- 8. **New Business:**
 - a. 2018 Meeting Calendar:

MOTION #5 (12-12-17): made by Susan Dombrowski **SECONDED BY** Veronica Calvert that the Board of Finance approve the 2018 Meeting Calendar as presented
VOICE VOTE: UNANIMOUS **MOTION CARRIES**

- b. Board of Finance’s Operational Budget 2018-2019: BOF Line Items are as follows:

Line Item	Title	(*FYI) Approved FY “17-18” Budget
0200.10	Annual Town Report	50.00
0200.20	Advertising / Auditor	8,500.00
0200.30	Contingency	2,000.00
0200.50	Inventory management	50.00

- c. Request for Proposal for Audit FY 2018-2019

Discussion took place on Line Item 0200.20 Auditor. BOF is responsible for securing and awarding an Auditor for the Town. Choosing an Auditor and terms of the contract are defined by BOF as well. The Board of Selectmen will advertise the Request for Proposal [RFP] upon a recommendation by BOF. RFP (bids) that are received by the First Selectman’s office should be addressed to the Board of Finance and opened and reviewed by the board.

There was BOF consensus that prior to voting on the BOF 2018-2019 Line Items as shown above there would be further discussion on the RFP for Auditor services and that this agenda item be carried to the January 9, 2018 meeting.

- d. Election of Officers: Chairman Handfield opened the floor for nominations.

MOTION #6 (12-12-17): made by Richard Weingart **SECONDED BY** Roland Mihok that the Board of Finance nominate Richard Handfield as Chairman
VOICE VOTE: UNANIMOUS **MOTION CARRIES**

MOTION #7 (12-12-17): made by Richard Handfield **SECONDED BY** Susan Dombrowski that the Board of Finance nominate Veronica Calvert as Vice-Chairman
VOICE VOTE: UNANIMOUS **MOTION CARRIES**

- 9. **Public Comments:** Chairman Peter Calvert would like to further review BOF Line Item 0200.20 in terms of the BOE’s percentage of payment for Auditing services.
- 10. **Adjournment**

MOTION #8 (12-12-17): made by Susan Dombrowski **SECONDED BY** Richard Weingart that the Board of Finance adjourn the meeting at 7:55 p.m.
VOICE VOTE: UNANIMOUS; **MOTION CARRIES**

Respectfully submitted,
 Sherry Pollard, Board Secretary