



BOARD OF FINANCE

Clifford J. Hurgin Municipal Center, 1 School Street
Bethel, Connecticut 06801 Telephone: (203) 794-8501

MINUTES OF REGULAR MEETING

Tuesday, December 13, 2011
7:00 p.m.

CJH Municipal Center – Meeting Room "A"

RECEIVED

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TOWN OF BETHEL
TOWN CLERK

PRESENT: J. Philip Gallagher, Eileen Freebairn, Claudia Stephan, Patricia Smithwick, William Kingston, Gary Regan and Timothy Draper. Also in attendance were Assistant Comptroller Brad Heering and First Selectman Knickerbocker.

Call to order / Pledge of Allegiance: Gary Regan, Board of Finance secretary, called the Regular Meeting to order at 7:10 p.m. (Meeting was started late to await the arrival of Board of Finance member Timothy Draper)

Public Comments: none

Election of Officers

- 1) **Chairman:** Timothy Draper made a motion, which was seconded by J. Philip Gallagher, to elect William Kingston as Chairman. Vote, all in favor, motion unanimously approved.
- 2) **Vice-Chairman:** J. Philip Gallagher made a motion, which was seconded by William Kingston, to elect Claudia Stephan as Vice Chairman. Vote, all in favor, motion unanimously approved.
- 3) **Secretary:** William Kingston made a motion, which was seconded by Timothy Draper, to elect J. Philip Gallagher as Secretary. Vote, all in favor, motion unanimously approved.

Minutes of October 13, 2011 Special Meeting: J. Philip Gallagher made a motion, which was seconded by Gary Regan, to approve the minutes as presented. Vote, all in favor, motion unanimously

approved. Abstentions: Eileen Freebairn, Patricia Smithwick and Claudia Stephan.

Minutes of November 29, 2011 Special Meeting: Gary Regan made a motion, which was seconded by J. Philip Gallagher, to approve the minutes with the correction to change "capital" to "capita". Vote, J. Philip Gallagher, William Kingston and Gary Regan. Abstentions: Eileen Freebairn, Patricia Smithwick and Claudia Stephan and Timothy Draper. Minutes were accepted into the record.

Comptroller's Report: Assistant Comptroller Brad Heering was present at the meeting as Comptroller Robert Kozlowski was unable to attend. He presented the Year to Date status report. Generalized discussion ensued on the report.

Timothy Draper questioned the Professional Services Account – First Selectman Knickerbocker advised that there are several pending actions but that he believed the bulk of the costs have been billed.

Mr. Heering reported on the brush pick-up costs related to Storm Alfred. Anticipated was approximately 20,000 cubic yards, actually closer to 24,000 cubic yards. After FEMA reimbursement, the town portion is anticipated to be approximately \$84,000. At this time, the breakdown of the funds (i.e. overtime, equipment, etc.) is not available. A full accounting will be provided to the Board of Finance when available.

He alerted the Board of Finance of some upcoming expenses, a canine vehicle (\$17,000) and replacement of the low boy truck (\$93,000). The capital non-recurring account has approximately \$78,000 in it.

Mr. Heering and First Selectman Knickerbocker advised that the Board of Selectmen has referred to the Planning & Zoning Commission, a Connecticut General Statutes 8-24 referral on the purchase of approximately 72 acres on Old Hawleyville Road for open space/passive recreation. The Board of Selectmen will take this up at their next meeting for referral to the Board of Finance, probably in January. Planning & Zoning has pledged \$95,000 towards this purchase.

Road Project (Bond): It was reported that approximately \$600,000 of the \$2,000,000 remains. Four roads (Aunt Pattys Lane West, Cawley Avenue, Keeler Street and Diamond Avenue), slated to be completed this season will be held off until spring and are the first roadways to be addressed with the next construction season.

Timothy Draper questioned new staff. First Selectman Knickerbocker advised that the Board of Selectmen will be discussing the need for staffing in the Assessor's office; the workload is such that present staffing levels are not adequate. He also noted that having the part-time person in the Public Works office switch to full time will be addressed in the budget process and that Parks & Recreation has no new full-time staff; they have a contingent of part-time workers that they use.

Chairman's Report:

William Kingston advised that he would like the Comptroller to provide the following:

- 1.) Grand List changes
- 2.) Zero increase budget impact/cost
- 3.) State revenues
- 4.) List of non tax revenues
- 5.) Tax Collection status
- 6.) Bond Obligations

Establish 2012 regular meeting schedule:

Patricia Smithwick made a motion, which was seconded by Gary Regan, to hold the Board of Finance regular monthly meetings at 7:00 p.m. on the second Tuesday of each month. Vote, all in favor, motion unanimously approved. The Schedule is as follows:

Tuesday, January 10, 2012
Tuesday, March 13, 2012
Tuesday, May 8, 2012

Tuesday, February 14, 2012
Tuesday, April 10, 2012
Tuesday, June 12, 2012

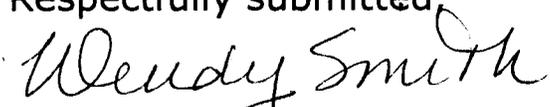
Tuesday, July 10, 2012
Tuesday, September 11, 2012
Tuesday, November 13, 2012
Tuesday, January 8, 2013

Tuesday, August 14, 2012
Tuesday, October 9, 2012
Tuesday, December 11, 2012

J. Philip Gallagher announced that he'd be taking over secretary duties.

Adjourn: As there was no further business on tonight's agenda, J. Philip Gallagher made a motion, which was seconded by Timothy Draper, to adjourn the meeting at 8:03 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,



Wendy Smith, Recording Secretary