



**TOWN OF FRANKLIN
BOARD OF FINANCE (BOF)
FRANKLIN TOWN HALL
7 Meetinghouse Hill Rd.
Franklin, Connecticut
MINUTES – SPECIAL MEETING
Tuesday, March 27, 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, Richard Handfield, Richard Weingart. **Members Absent:** Sue Dombrowski, Joe LeVasseur, Veronica Calvert. **Alternate Member Present:** Roland Mihok
Alternate Members Absent: Niels Jeppesen, Wesley Crawford

Also Present: First Selectman Charlie Grant, Board of Education Chairman Peter Calvert

Roland Mihok was seated as a voting member.

2. Recognition of Visitors:

3. Approval of Minutes:

- a. February 13, 2018 Meeting Minutes

MOTION #1 (03-27-18): made by Calli Carboni **SECONDED BY** Richard Weingart that the Board of Finance approve Meeting Minutes of February 13, 2018 as amended

- Corrected Spelling: "Calli" Carboni

VOICE VOTE: UNANIMOUS

MOTION CARRIES

4. Review of Reports:

- a. **Monthly Tax Collection Report:** Kelsey Allard, Tax Collector, reviewed the February 2018 Monthly Tax Report as submitted:

- 96.67% of taxes collected on 2016 Grand List
- \$61,936.46 prior year taxes
- \$40,293.37 interest and lien fees

- b. **Monthly Board of Selectmen Income Report:** Mr. Grant reviewed the report July 2017 through February 2018 as submitted. It was noted, State Income / State Municipal Support numbers are low.

- c. **Monthly Board of Selectmen Expense Report:** Mr. Grant reviewed the report July 2017 through February 2018 as submitted. It was noted, we are where we should be.

- d. **Monthly Board of Education Report:** Mr. Peter Calvert reviewed the monthly financial report as submitted. It was noted, the School facility has experienced multiple equipment failures as a result of a power surge. Damage and repairs are estimated at \$30,000. School Administration is consulting with the insurance company to determine potential coverage.

- e. **Monthly Selectman's Report:** Charlie Grant reviewed the Town Budget as submitted. Continuing snow and wind storms have created a lot of work for the Town Public Works Department. The town crew has been working long hours and is doing an excellent job. Purchasing the new town truck has helped extensively in terms of reducing the cost of repairs and down time.

5. Correspondence: None

** There was Board consensus to move New Business 7.a. to this point in the meeting

7. New Business:

a. 2016-2017 Audit Presentation:

Alex Bancroft of Hoyt Filippetti & Malaghan LLC., presented the Board of Finance with the Town Audit Basic Financial Statements Fiscal Year ending June 30, 2017.

6. Unfinished Business:

a. Request for Proposal for Audit - FY Ending 2018 through 2020 (Bid Openings):

BOF reviewed a bid package as submitted in accordance with the published Town of Franklin Request for Proposals for Auditor and Audit Proposal Specifications. The BOF reviewed the Proposal submitted by Hoyte, Filippetti & Malaghan. LLC as presented. No other bids were reviewed.

MOTION #2 (03-27-18): made by Calli Carboni **SECONDED BY** Richard Weingart that the Board of Finance approve Hoyte, Filippetti & Malaghan. LLC as the Town of Franklin Auditor for Fiscal Years ending June 30, 2018, 2019, and 2020

VOICE VOTE: UNANIMOUS

MOTION CARRIES

b. Board of Finance Budget Request 2019:

BOF budget line Items 2018-2019 were tabled to the next meeting.

7. New Business:

a. 2016-2017 Audit Presentation (previously discussed)

b. Discussion on Municipal Complex Roof

Charlie Grant informed BOF of liability issues related to the entire municipal complex roof job. The contractor did not do the job correctly or in a timely manner and has been difficult to work with. There are leaking issues with the roof that must be addressed. Additionally, the Town has been informed the general contractor has not paid his sub-contractors assigned to this job. Mr. Grant is seeking legal advice at this point.

c. Assessor Salary Adjustment

Charlie Grant noted BOF previously approved an adjustment to the Assessor's Salary, however, due to a clerical error the budget line item does not show the adjustment. A line item transfer is necessary to correct the issue. There was discussion on developing a review process for monthly financial reconciliations, line item transfers, and budget status reports. Options included, but are not limited to, annually, quarterly, or monthly.

7. Public Comments:

Peter Calvert discussed the need to reconcile the Board of Education budget and the Town Budget. It was noted, Town Staff is in the process of developing a process for best account practices.

8. Adjournment

MOTION #3 (03-27-18): made by Calli Carboni **SECONDED BY** Richard Weingart that the Board of Finance adjourn the meeting at 8:30 p.m.

VOICE VOTE: UNANIMOUS;

MOTION CARRIES

Respectfully submitted,
Sherry Pollard, Board Secretary