



TOWN of
THOMPSON
BOARD OF FINANCE

Minutes: Regular Meeting
Thursday, October 18, 2018
Thompson Library/Community Center
7:00 PM

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Vice Chairman Larry Groh Jr. called the meeting to order at 7:05 PM.

I. Roll call

- Members Present: Larry Groh Jr., Susanne Witkowski, Jim Bellavance, Rhonda Rooney and Rob Mann
- Members Absent: Aaron McGarry
- Staff Present: Orla McKiernan-Rafferty, Diane Minarik, Recording Secretary
- Also Present: Members of the Public

II. Approve Minutes: None

III. Correspondence

- A. 9/25/18 Email re: 2019 BOF Meeting Schedule
- B. 10/4/18 Email re: 3 BOE Meeting Agendas
- C. BOF Account Budget Report 7/1/18-9/27/18
- D. 10/10/18 Email re: BOE 2019 Meeting Schedule
- E. Minutes from other Boards/Commissions:
 - a. BOS 8/21, 8/29, 9/4, 9/18
 - b. BOE 9/10 & 10/9
 - c. EDC 9/5 & 9/19

IV. Citizen's Comments:

- A. Rene Morin, 130 Pompeo Rd, apologized for not being on agenda; handed out the Tax Collector's Annual Report and gave a short summary.

II. Kenneth Beausoleil: Selectmen's Update

Blain Road Bridge is a project on the Senate Bill 3021 that was just passed; DPW has started paving and is continuing to trim trees.

III. Melinda Smith: Education Update:

988 students enrolled; discussed school building water leaks; update on Thompson History, Suicide Prevention and Boat Building Grants; already over Special Ed budget due to new enrollments; discussed the Excess Special Ed Costs Statute; Mr. Gentes gave update on BoE Budget;

Note: Add Special Ed Excess Costs to 11/15/18 agenda under New Business

IV. Orla McKiernan-Rafferty: Financial Report:

Summary on the Towns Budget; audit going well; Auditors will present their report on 11/15/18

7:44 Chair Aaron McGarry entered the meeting.

- V. Board of Trustees of the Tourtellotte Fund Update:
Joe was unable to attend; Orla gave a financial update.

Larry Groh Jr. moved and Aaron McGarry seconded the motion to add 2019 Monthly Meetings Dates to agenda item IX. D.

The motion carried unanimously.

VI. New Business:

A. Vote on Budget Year-End Transfers

Orla gave a summary of the line items and why they were increased or decreased.

Aaron McGarry moved and Susanne Witkowski seconded the motion to do budget transfers on line items to be increased and line items to be decreased as presented by Finance Director.

The motion carried unanimously.

B. New Financial Controls:

Orla handed out:

Town of Thompson – Financial Internal Controls

- Events came to light in 2017 which resulting in the office looking into how things were being handled regarding cash and inventory. We went back as far as our records allowed and were available.
- First selectman and Finance Director became concerned out controls with these areas. This was brought to the attention of the BOS and BOF as a confidential matter. The auditors, Blum Shapiro were all informed immediately. They provided us with some recommendations for changing some internal controls within out department.
- Town starting looking into ways of changing how cash was being handled and by who. We immediately ceased all cash collections where possible including recycling to outside sources.
- Since then, we have been looking into ways of minimizing collections of cash within all the general government department within the town. This would include all town hall departments, library and the transfer station. Some options are available to us which we will work to implement during this fiscal year. Others will require further logistical reviews and may take longer.
- Our goal is to ensure all finance related activity is carried out with the utmost professional and scrutiny.
- We continue with work with our auditors in helping us do so.

- C. Request up to \$6,000.00 for 2 Storage Containers – see 10/2/18 BOS Minutes Item XI. for motion. Ken explained why the DPW was asking for this purchase; discussion ensued.

Susanne Witkowski moved and Rob Mann seconded the motion to authorize up to \$6,000.00 for 2 storage containers delivered.

Susanne Witkowski amended her motion to include funds to come out of Contingency Fund. Rob Mann seconded the amendment.

MOTION: Authorize up to \$6,000.00 from Contingency Fund for 2 storage containers delivered.

The motion carried unanimously.

- D. 2019 BOF Monthly Meeting Dates and Budget Meeting Dates
Discussion on meeting dates and availability of budgets.

Aaron McGarry moved and Rhonda Rooney seconded the motion to approve BOF Regular Monthly Meeting Dates as presented and Special Budget Meeting Dates of March 7, 14, 21, 28, April 4, 11, 18, 25.

The motion carried unanimously.

II. Old Business:

- A. BOE - discussion on establishing a savings account with any remaining funds at years end up to 1% of the school budget as allowed under state statute. Town Attorney said it is perfectly acceptable to set up an account; BOF has control over account; Discussion on how much of a % to allow and the wordage of each town's document; Ken sending questions and other towns resolutions to our Town Attorney for answers at next meeting and to draw up a Resolution for us.

III. Board of Finance Member's Comments: None

- IV. Adjourn: **Susanne Witkowski moved and Aaron McGarry seconded the motion to adjourn.**

The motion carried unanimously.

Vice Chair Larry Groh Jr. adjourned the meeting at 8:41 PM.

Respectfully Submitted,

Diane Minarik

Diane Minarik
Recording Secretary