

Weathersfield Select Board
Minutes
March 26, 2014

Present: Dan Boyer
Norman John Arrison
Dave Fuller
Richard Clattenburg

Others Present: Jim Mullen, Town Manager
Lisa Slade, Recording Secretary
Charles Horton
Bonnie D. DuPrey
Wanda Gropher
Lynn Esty
Mike Todd
Ed May
Mrs. May
Steve Heir
Kelley Murphy
Phil Golding
Wes Hazeltine

1. Call to Order: Mr. Arrison called the meeting of the Select Board to order at 7:00 p.m. at Martin Memorial Hall.
2. Comments from Select Board and Citizens on topics not on agenda: Mr. Horton said residents on Jeness Road want the name of the road changed back to School House Road, he said they were told their deeds would be changed and they have not been changed yet.
3. Review Minutes from previous meeting(s): **Mr. Boyer made the motion to approve the minutes dated March 10, 2014. Mr. Fuller seconded the motion which passed without dissent.**
4. Meet with Town Treasurer and Accountant
 - a) structure of Town's various bank accounts: Mr. Heir said the bank accounts can be grouped into five general categories. Sweep Accounts, Custody Accounts, Trustees of Public Funds Investments Account, Escrow Accounts and CD's. There was discussion on how each account is handled.

Mr. Clattenburg asked how our computer systems were backed up. Mr. Mullen said they have a tape process they follow so the most data that could be lost is one day. And, they have a financial software back up which is done off site every night.

Mr. Clattenburg asked Mr. Heir what could go wrong with the system he has talked to the Board about tonight. Mr. Heir said problems usually occur when there is not any division of duties. He said multiple sets of eyes should look at everything and we have at least three sets of eyes looking at everything.

APR 23 2014

1

Jim Mullen
7:00-10:00

Mr. Todd said the Auditors Report in the Town Report said we were seen months behind on bank reconciliations. Mr. Heir said he takes responsibility for that and we are now caught up. He said there is a system in place so this won't happen again.

Mr. Fuller asked Mr. Heir if he had any suggestions on how to do things different. Mr. Heir said there is always room for improvement but he feels everyone gets settled into their process and changes don't occur.

b) insuring the reserve funds are not inadvertently used for operational expenses: Mr. Heir said internal controls are built in to prevent this. For example we won't allow highway salt to be paid for by the police cruiser fund.

c) cash flow and the need to borrow in anticipation of funds: It was said it is the Treasurer's responsibility to monitor cash flow.

d) best practices in division of tasks within Town's financial management system: Mr. Heir said this is why we have several part time employees with separate duties that keep different eyes looking at the accounting functions.

e) policy on use of rainy day reserve fund: Mr. Arrison asked Mr. Heir if he had any experience with this. Mr. Heir said this is a different process than what he is used to but he can look into it. Mr. Fuller said this was voted on because of "enormous strength" in the general and highway fund but that is not the case any more. Mr. Todd says VLCT says you should not dump delinquent taxes into current taxes, they should be kept separate.

f) monthly financial reporting to Select Board: Mr. Heir said the Board should decide how much information they want to see and he will try and work on the reports that are generated. Mr. Boyer said he likes to see the percentage of increase (or decrease).

Mr. Mullen said we don't have a process of getting rid of bad debt and he thinks this is something we should look into and he gave uncollected HazMat billings as an example. Mr. Heir said he thinks we would have to carry a line item in the budget and have a policy to write off bad debt which would become an expense.

Mr. Fuller said we should look at the policy the BCA uses and maybe use something similar to the abatement process.

Mrs. Murphy said she found this to be an interesting conversation but wonders what drove the discussion. Mr. Arrison said it was due to a lack of understanding on the Boards part on our Accounting practices.

5. Add to, Prioritize, List of 2014 Select Board goals: Mr. Arrison said he would like to add zero sort to the list.

6. Appointments:

B. Budget Committee (five openings): **Mr. Clattenburg made the motion to appoint Jeff Slade, Alan Hudson, Mike Todd, George Lamb and Gregg Adamovich to the Budget Committee. Mr. Boyer seconded the motion which passed without dissent.**

H. Energy Coordinator: **Mr. Clattenburg made the motion to appoint Julia Lloyd Wright the Energy Coordinator as well as the Parks and Recreation Commission. Mr. Boyer seconded the motion which passed without dissent.**

J. Martin Memorial Hall Trustees (one opening): **Mr. Clattenburg made the motion to appoint Janet Bristol a Trustee of Martin Hall. Mr. Boyer seconded the motion which passed without dissent.**

O. Southern Windsor County Transportation Advisory Committee: **Mr. Clattenburg made the motion to appoint Jeff Slade to the Southern Windsor County Transportation Advisory Committee as well as to the Southern Windsor/Windham Counties Solid Waste Management District. Mr. Boyer seconded the motion which passed without dissent.**

R. Weathersfield Planning Commission: **Mr. Clattenburg made the motion to appoint Gilbert Whittemore to the Planning Commission. Mr. Boyer seconded the motion which passed without dissent.**

7. Future meeting agenda items: Maple Street, COPS grant, Auditors, HazMat billing, surplus properties, Engineering services, Land Use Administrator position, Emergency Operations plan, newspaper of record, summer meeting schedule and financial reports.


8. Executive Session: **Mr. Boyer made the motion to go into Executive Session for personnel and civil action, Mr. Clattenburg seconded the motion.** Mr. Arrison said Mr. Todd would be invited in for part of it and Mr. Hazeltine and Mr. Mullen would be invited in for part of it. Mr. May asked when the HazMat billing would be discussed, the Board said at the next meeting. **Motion carried unanimously.**

9. Adjourn: The Board came out of Executive Session at which time, **Mr. Clattenburg made the motion to authorize the Town Manager to post the position of Police Chief. Mr. Boyer seconded the motion which passed unanimously.**


Mr. Boyer made the motion to adjourn. Mr. Fuller seconded the motion which passed without dissent.

Submitted by,
Lisa Slade

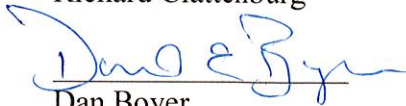
Approved by the Weathersfield Select Board on April 7, 2014



Norman John Arrison



Dave Fuller

Richard Clattenburg


Dan Boyer

APR 23 2014

