

**BOARD OF FINANCE**  
**Regular Monthly Meeting Minutes**  
**Thursday, January 17, 2008**

Meeting called to order at 7:02 pm in the Finance Room by Claude Pellegrino, Chairman. Members present: Steven Smock, Christine Jablonski, Karen Collins, Julie Lumpkins, and Glenn Cheney. Also present: First Selectman Catherine Osten, Treasurer Jeannette Deschamps, Don Boushee, Cheryl Blanchard, Bill Trudelle, George Allen, Christian Mueller, Pat Olson, Keith Laliberte, Joseph Osowski, Robert Tardif, and Barbaranne Warner.

**1. Review and act on minutes of November 15, 2007 monthly meeting and January 10, 2008 special meeting**

Motion made by G. Cheney, seconded by J. Lumpkins, to approve said minutes. Unanimously approved.

**2. Review and discuss Capital Requests for 2008-09 and beyond**

Capital Requests for 2008-09:

- R. Tardif, Fire Department:
  - \$ 330,000 - Replacement of 1988 E-One Ford Pumper ET-324R. Tardif and C. Osten speaking with Joe Courtney next week re: FD addition funding.
- Water and Sewer Authority:
  - \$ 30,000 - Sewer plant and water distribution improvements/upgrades
- Bill Trudelle, Sayles School:
  - \$ 51,082 - Oil tank replacementC. Pellegrino requested estimate of cost of roof replacement
- Don Boushee, Conservation Commission:
  - \$ 539 - 2 grills for River Park **(Non-recurring)**
  - \$ 1,847 - River Park Field completion & reseeded **(Non-recurring)**
- Barbaranne Warner, Library:
  - \$ 2,574 - 2 computer desks, 4 CPU holders, 3 mobile PC stations, 72" technology table **(Non-recurring)**
- Town Clerk:
  - \$ 3,000 - Mailing system-postage meter
  - \$ 25,000 - Map copier
  - \$ 8,000 - Vault door
  - \$ 1,500 - Clean electrical power to town clerk & network server
- C. Osten, Selectmen:
  - \$400,000 - Roadway Management-Overlay
  - \$ 48,000 - Roadway Management-Chip seal
  - \$ 2,790 - Roadway Management-Ribbon Rail
  - \$ 4,500 - Gate across from Transfer Station
  - \$ 4,409 - Garage doors front of town hall building
  - \$ 60,000 - Replacement of 2000 550 Ford Mason
  - \$ 11,919 - Mower
  - \$ 2,000 - Tree replacement
  - \$ 1,400 - Dry hydrant

**3. Monthly Tax Collector, Treasurer, and Town Expenditure Reports**

Monthly reports were reviewed.

C. Pellegrino requested totals on revenue side of Budget vs. Actual.

**4. Review and discuss 2006-07 Financial Audit**

C. Pellegrino reviewed audit with the Board.

C. Osten to draft up policies for segregation of duties. Board agreed to table this discussion until next meeting.

Discussion on Tax collection duties will also be tabled.

**5. Discuss and possibly act on a policy regarding bank accounts using the town's tax I.D.**

C. Osten to compile Policy for check writing for Town of Sprague with consideration of recommendations of BOF members.

**6. Discuss and possibly act on a recommendation on the petition to restore funding to line item 6060**

A petition to authorize the BOS to go to BOF and request to restore \$22,500 to grant writer line item #6060 was discussed. A draft of an updated job description of this position was reviewed.

C. Osten intends to apprise the BOF going forward of funds applied for and acquired through the benefits of the grant writer.

Motion made by S. Smock, seconded by G. Cheney to recommend to the Board of Selectmen to call a town meeting to restore \$22,500 to line item #6060.

Vote: Yes: S. Smock, G. Cheney, J. Lumpkins, C. Pellegrino. No: Karen Collins, C. Jablonski. Approved 4-2.

**7. Discuss and possibly act on Auditor Appointment**

Motion made by G. Cheney, to reappoint Marcia Marien & Co. as auditor for the Town. Seconded by K. Collins. After discussion, C. Jablonski stated should go out to bid. K. Collins agreed.

Vote: 3-3 - Yes: S. Smock, G. Cheney, C. Pellegrino. No: K. Collins, C. Jablonski, J. Lumpkins. Motion nulled.

K. Collins to follow up on RFP.

**8. Discuss and possibly act on Board of Finance Policies and Procedures**

Tabled.

**9. Discuss and possibly act on an appropriation for the Park Drive fire hydrant project**

This fire hydrant is leaking. Fire hydrant needs to be moved closer to the road.

Motion made by S. Smock, seconded by C. Jablonski, to appropriate up to \$9,000 for repairs to fire hydrant. Unanimously approved.

**10. First Selectman's Report**

C. Osten plans to provide updated grant writer reports.

**11. Old Business Update**

J. Lumpkins inquired if well was online. It was stated W&S is waiting for one more test to be done.

**12. Public Comment**

Keith Laliberte commented the appropriation of money requested to restore for grant writer should be less than requested.

J. Osowski commented on leasing map copier, inquired about the elevator in the Grist Mill and the vault door. C. Osten replied studies on the elevator are still being done.

C. Blanchard commented on wording of agenda and adequate information being available for the public.

**13. Any other business proper to come before said meeting**

C. Pellegrino stated Charter Commission is inviting BOF to get their input. This will be discussed at the next BOF mtg.

BOF to hold special meeting on February 12<sup>th</sup> at 7:00 pm. The monthly meeting of February 21<sup>st</sup> will be cancelled.

On agenda next time: budget process schedule, BOF role with charter commission, policies.

**14. Adjournment**

Motion made by S. Smock, seconded by K. Collins, to adjourn. Meeting adjourned at 10:40 pm.

Claude R. Pellegrino, Chairman