



BOARD OF FINANCE

LYME TOWN HALL
480 HAMBURG ROAD
LYME, CT 06371

BOARD OF FINANCE
Special Meeting

The Lyme Board of Finance held a special meeting on Tuesday January 15, 2019 at 6:00 p.m. at the Lyme Town Hall, 480 Hamburg Road, Lyme, CT 06371.

MEMBERS PRESENT: Dave Brown, Judith Duran, Peter Evankow, Herb Ross, Kathryn Wayland, and Jennifer Thomas, Secretary. Alternate members present but not seated: Dan Hagan and Jarrod Leonardo.

SELECTMAN PRESENT: Steven Mattson, First Selectman, John Kiker, Third Selectman.

Two members of the public were also present.

With no appointed Chairman, First Selectman Mattson opened the meeting at 6:00 p.m.

Special Meeting

Elect a temporary chair to serve until a permanent chair is elected

S. Mattson called for a motion to elect a temporary chair. H. Ross made a motion to elect Judith Duran as temporary chair, seconded by D. Brown, and the motion passed unanimously.

Seat Alternate Member

J. Duran called for a nomination to seat an alternate member. H. Ross moved to seat D. Hagan, D. Brown seconded. J. Duran called for any additional nominations, and with their being none, called for a vote. The motion passed unanimously.

Elect regular member to fill board vacancy

J. Duran called for nominations to fill the regular member board vacancy. H. Ross moved to seat D. Hagan, seconded by D. Brown. J. Duran called for any additional nominations, and with their being none, called for a vote. The motion passed unanimously.

Elect permanent chair of the board

J. Duran called for nominations to elect a permanent chair. J. Duran nominated D. Hagan, seconded by H. Ross. D. Hagan recognized that D. Brown was previously nominated by the former chairman, and expressed his respect of Brown's seniority and contribution on the board, and asked if Brown was OK with Hagan's nomination, and Brown stated that he was. J. Duran called for any additional nominations, and with their being none, called for a vote. The motion passed unanimously.

D. Hagan assumed the role of chair from J. Duran, and clarified that he would recuse himself in instances where the Affordable Housing Committee and Lyme Compact, Inc. come before the board, as he also serves on those boards.

Elect permanent clerk of the board

D. Hagan called for nominations for clerk of the board. D. Hagan nominated K. Wayland, and she declined. P. Evankow nominated D. Brown, seconded by J. Duran, and the motion passed unanimously.

Discuss the method for filling the vacancy of an alternate member and develop a plan for such

D. Hagan stated that the board is responsible for filling the position.

K. Wayland suggested the item be put on the next meeting agenda, and have board members bring names to the table then.

P. Evankow suggested reaching out to the Democratic and Republican Town Committees for suggestions.

D. Hagan agreed and will reach out to the chairmen of each town committee and place the item on the next meeting agenda. The board agreed to fill the vacancy no later than March.

Discuss and adopt the 2019 board of finance regular meeting schedule

The board discussed and agreed on the following dates and times for the 2019 regular meeting schedule.

February 12, 2019 6:30 p.m.

February 26, 2019 6:30 p.m.

March 12, 2019 6:30 p.m.

March 26, 2019 6:30 p.m.

April 9, 2019 6:30 p.m.

April 16, 2019 6:30 p.m.

April 30, 2019 6:30 p.m.

May 14, 2019 8:00 p.m.

Two additional regular meetings were scheduled at D. Hagan's request for August 13, 2019 and October 15, 2019 at 6:30 p.m. to review the budget quarterly.

H. Ross selected J. Leonardo as an alternate to fill his seat on February 12, 2019.

Discuss and develop a plan for the appointment of an auditor for 2019/20

D. Hagan called for K. Wayland and P. Evankow to give an overview of the Request for Proposals for Audit Services (RFP) they created.

P. Evankow stated that the RFP draft was created using several other town's RFPs as models, and tailored to fit the Town of Lyme.

D. Brown stated that the draft appears comprehensive and complete.

H. Ross questioned whether an attorney should review the RFP. D. Hagan does not think that is necessary, and agrees that the draft appears very thorough.

K. Wayland reminded the board that it was voted to request proposals this year as the current auditor's contract is up for renewal.

S. Mattson asked if the board feels there is enough time to send out the RFPs, select a candidate, and enter into a contract with an auditor by the statutory deadlines. He suggested the possibility of deferring the decision for one year if the board does not feel there is adequate time. Typically, the process of setting up the audit with the auditor begins in March.

K. Wayland expressed concern that the contract with the current auditor will expire, and suggests putting it out to bid this year. The chairman could potentially choose three auditors.

P. Evankow suggested the RFP be sent to more than three candidates, and mentioned becoming a member of Connecticut Government Finance Officers Association (GFOA-CT), who would then put the bid out to many firms.

S. Mattson suggested reaching out to the current auditor to hold the pricing for an additional year and start the process of getting bids for next year.

D. Brown made a motion to amend the board action to hire an auditor and delay that action for one year pending call by S. Mattson to current auditor securing same pricing for one year. The motion was seconded by J. Duran and passed unanimously.

Review of 2nd quarter financial results

D. Hagan asked S. Mattson to present the 2nd quarter financial results.

S. Mattson presented the board with the 2nd quarter financial report. The town has spent 50% of its budget at the 50% mark for the fiscal year. Items of note include:

The decision by the board to increase the expected property tax collection rate from 98% to 98.75% in order to increase the accuracy of the property tax estimates has proven to be effective.

The miscellaneous line item shows income of \$30,811 above budget thus far, due from sale of fire truck and cleaning up the driveway bond fund.

Emergency Management shows income of \$21,873, which stems from the Nuclear Safety Emergency Fund additional grant money which was approved previously by the board.

Interest on Investments shows income of \$36,563 ahead of budget, due to transferring old CD and Passbook accounts, mainly into Short Term Investment Fund (STIF) accounts that have an interest rate around 3%.

D. Hagan called for any questions or comments.

H. Ross questioned if there have been any unforeseen expenses, and S. Mattson said that expenses are right on track at 50% for the year.

Review of June 30, 2018 audit results

The board has reviewed the June 30, 2018 audit results. It was a clean audit with no surprises.

D. Hagan called for a motion to approve the audit results. H. Ross made a motion to approve the audit as presented, J. Duran seconded, and the motion passed unanimously.

Approval of Outstanding Minutes

D. Hagan called for approval of the outstanding minutes. K. Wayland requested a correction on page two of her last name from Reynolds to Wayland, and asked that acronyms not be used, i.e. "FOI" for Freedom of Information. J. Thomas noted that the date on the first page should

read "December" not "November". A motion was entertained by D. Hagan to approve the minutes as amended. D. Brown moved the motion, seconded by H. Ross, and the motion was passed unanimously.

Other Business

D. Hagan asked that the board members retain the assignments they held for 2018 and requested each member state their assignment for the record.

K. Wayland- Audit Committee

D. Brown- Region 18

D. Hagan-Region 18

J. Duran- Fire Company

H. Ross- Roads and Bridges

J. Leonardo- Library

L. Caine-Library

P. Evankow- General Government

After discussion it was agreed to look at amending the assignments for next year, including adding a committee to review of the 10-year capital plan.

Adjournment

H. Ross moved to adjourn, P. Evankow seconded, and the motion passed unanimously. The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Jennifer Thomas, Secretary