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STAFFORD, CT

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Board of Finance, Town of Stafford
Veteran's Meeting Room
Regular Meeting
January 9, 2017


TOWN CLERK

Board Members Present:

Gary Fisher
Francis Moriarty
Jane Slater, Chairperson
David Walsh

Board Alternates Present:

Steven Geryk

Board Members Absent:

Brian Bagley
Mark Richens

Board Alternate Absent:

Michael Pifer

1) **CALL MEETING TO ORDER**

Chairperson Slater called the meeting to order at 7:02 PM.

2) **ESTABLISH A QUORUM**

Mr. Moriarty made motion to seat alternate Mr. Geryk to the vacant seat. Mr. Walsh seconded the motion, and the Board approved unanimously. A quorum was established.

3) **APPROVE MINUTES**

Upon motion of Mr. Walsh and seconded by Mr. Moriarty, the Board approved unanimously the minutes from the November 7, 2016 Regular Meeting.

Upon motion of Mr. Moriarty and seconded by Mr. Fisher, the Board approved unanimously the minutes from the November 10, 2016 Special Meeting.

4) **POLICIES AND PROCEDURES**

CFO Lisa Baxter distributed the final draft of the Policies and Procedures handbook. She asked the members to review the handbook and to respond to her directly with any questions or possible changes before the next regular scheduled meeting. Ms. Baxter reported to the Board that she never received any feedback from the Selectmen concerning the Policies and Procedures, noting that some of the new Policies in the Handbook pertain to them directly.

Chairperson Slater thanked Ms. Baxter for her hard work creating the Policies and Procedures.

5) **APPROVAL OF FY 2017 CALENDAR OF MEETINGS**

Upon motion of Mr. Walsh and seconded by Mr. Fisher the Board approved the FY 2017 Calendar of Meetings as presented. *(see attached)*

6) **NEW BUSINESS**

CFO Baxter presented the Board of Finance FY 17/18 budget to the Board. Upon motion of Mr. Walsh and seconded by Mr. Moriarty, the Board approved unanimously, as presented, the FY 17/18 Board of Finance budget. *(see attached)*

7) **OLD BUSINESS**

Mr. Walsh will distribute to the Board at the next regular scheduled meeting a write up concerning former member Theodore Rummel's service to the Town and Board of Finance.

Chairperson Slater explained to the Board that if a regular member is absent, and alternate will be voted in to fill the seat. Should that Member arrive late to the meeting, the alternate will give that seat back to the regular member.

8) **ADJOURNMENT**

Upon motion of Mr. Geryk and seconded by Mr. Moriarty, the meeting adjourned at 7:51 PM.

Respectfully Submitted,



Erin Kirchhoffer
Recording Secretary, Board of Finance

BOARD OF FINANCE
2017 CALENDAR OF REGULAR MEETINGS
All Meetings start at 7 PM

January	9	Monday	Veteran's Room
February	6 27	Monday Monday	Veteran's Room Veteran's Room
March	6 8 20 27	Monday Wednesday Monday Monday	Veteran's Room Community Center - 1st Public Hearing Veteran's Room Veteran's Room
April	3 17 19 24	Monday Monday Wednesday Monday	Veteran's Room Veteran's Room Community Center - 2nd Public Hearing Veteran's Room
May	1 3 8 15 22	Monday Wednesday Monday Monday Monday	Veteran's Room Community Center - Town Meeting Veteran's Room Veteran's Room Veteran's Room
June	5	Monday	Veteran's Room
July	10	Monday	Veteran's Room
August	7	Monday	Veteran's Room
September	11	Monday	Veteran's Room
October	2	Monday	Veteran's Room
November	6	Monday	Veteran's Room
December	4	Monday	Veteran's Room

Account Number	Account Description	Variance	2018 Requested	Percentage	2017 Adopted	2016 Appropriation
20-130-0000	BOARD OF FINANCE	-	0.00	0.00%	0.00	0.00
20-130-1008	SECRETARY	-	0.00	0.00%	0.00	4,200.00
20-130-3180	LEGAL/PUBLIC NOTICES	-	3,000.00	0.00%	3,000.00	3,000.00
20-130-3525	CONTRACTED SERVICES:AUDITORS	1,250.00	41,500.00	3.11%	40,250.00	42,500.00
20-130-5100	OFFICE SUPPLIES	-	550.00	0.00%	550.00	400.00
Totals		1,250.00	45,050.00	2.85%	43,800.00	50,100.00