

**Board of Finance
Regular Meeting
Tuesday November 27, 2007
Norma Drummer Room
7:30 P.M.**

Members Present: Michele Pavlik, Al Yagovane, Bill Kovacs, Trish Danka, Jim Simpson, Bill Paecht

Members Absent:

Others Present: Frank Loda, Pete Jezerniey, Nancy Onofrio, Art Berardi

Call meeting to order

Meeting called to order.

Pledge of Allegiance

Led by Trish Danka

Seating of Alternates

No alternates to seat.

Public Comment

No action taken.

First Selectman Comment:

Not Present. No Action Taken.

Transfers

Transfer #11 in the amount of \$700.00 from account 1-001-420-2230-560-350 and account 1-001-420-2230-560-640 to account # 1-001-420-2230-560-430 Repairs and Maintenance account to cover future repairs on vehicle for the Fire Marshall's office.

Motion: Bill Kovacs

Vote: 5-Yes

0-No

Second: Jim Simpson

0-Abstain

0-Disqualify

Motion Carries.

Correspondence

No Action taken.

Approval of Minutes:

Motion to table minutes until December 2007 meeting.

Motion: Michele Pavlik

Vote: 5-Yes

0-No

Second: Bill Paecht

0-Abstain

0-Disqualify

Motion Carries.

Financial Reports:

Doug reported that audit should be done on time with no extensions necessary.
Encumbrance account report would hopefully be ready by the 12/2007 meeting.

Other Business

Trish introduced and welcomed newly elected board members that were present at the meeting.

All members received a proposed meeting schedule for 2008. Start time will continue to be 7 p.m.

Motion to accept 2008 Meeting Schedule.

Motion: Bill Paecht

Second: Bill Kovacs

Vote: 6-Yes 0-No 0-Abstain 0-Disqualify

Motion Carries.

Trish outlined the procedures for the upcoming budget season. A total of 3 memos will be sent out to departments / commissions reminding them of the upcoming budget season along with deadlines for said budgets. First memo would be sent out first week of December, a reminder/ follow up memo will be re-issued middle of January that all budgets must be submitted by 2/1/08. The third memo will sent out outlining budget workshop guidelines. All memos will come from the finance department.

Motion that all memos will be sent out by the Finance Department.

Motion: Bill Paecht

Second: Michele Pavlik

Vote: 6-Yes 0-No 0-Abstain 0-Disqualify

Motion Carries.

Trish stated that she attended the Police Commissioner's meeting on November 15th to thank Lt. Satkowski for attending the BOF meeting and giving his input on various issues.

Motion to Adjourn.

Motion: Bill Kovacs

Second: Jim Simpson

Vote: 6-Yes 0-No 0-Abstain 0-Disqualify

Motion Carries.

