

**TOWN OF PUTNAM**

**SPECIAL BOARD OF FINANCE MEETING MINUTES**

**JANUARY 26, 2015 RESCHEDULED TO FEBRUARY 2, 2015**

TOPIC	DISCUSSION	ACTION/ RESOLUTION
<b>PRESENT:</b>	Chairman Nash, Vice Chairman Noel-Johnson, Members Caswell, Garceau, Alternate Marion	
<b>ABSENT:</b>	Member Deary, Alternates Duffy & Smith, Jr. Finance Director Savoie	
<b>1. CALL TO ORDER</b>	Meeting called to order at 7:00 P.M. by Nash	
<b>2. PUBLIC PARTICIPATION – 3 Minute time limit per person</b>	None	
	<i>Member Caswell made a motion to appoint Alternate Marion as a voting member. Vice Chairman Noel-Johnson seconded the motion, which passed unanimously.</i>	
<b>3. APPROVAL OF MINUTES</b>	A. <u>November 24, 2014 Board of Finance Meeting Minutes:</u>  <i>Member Caswell made a motion to accept the minutes as presented. Member Garceau seconded the motion, which passed unanimously.</i>	
<b>4. CORRESPONDENCE</b>	A. <u>Quarterly Financial Reports for the Board of Education:</u>  Member Caswell Who is responsible for the maintenance of the Athletic Fields  Superintendent Hull	

			<p>The Parks and Recreation Department take care of all of the fields for us. We have a line in our budget that pays for a worker during the school months</p> <p>No other questions were posed as the Board of Education as the Board of Finance felt that the narrative speaks for itself</p>	
		B.	<p><b><u>Quarterly Financial Reports for the General Government:</u></b></p> <p><b>Mayor Falzarano</b>                  Doug has advised that we have taken in in excess of 500,000 cubic yards of ash</p> <p><b>Vice Chairman Noel-Johnson</b>                  Paula used to present us with a report; I would like to get back to that or as close as we can. The Board of Finance presents a budget to the Town, what are we going to say when someone asks a question</p> <p><b>Chairman Nash</b>                  I have been here many an afternoon trying to see how this process works</p> <p><b>Vice Chairman Noel-Johnson</b>                  Maybe we were still naive and thought we were going to be okay, now it is a year later and we are far from okay</p>	
5.	<b>FINANCE DIRECTOR REPORT</b>	A.	<p><b><u>Redesigned Financial Report</u></b></p> <p>The Board of Finance would like to see the prior two years on the report as well as encumbered if there is room</p>	Denise to work with Ian to redesign the report
6.	<b>UNFINISHED BUSINESS</b>	A.	<p><b><u>Water Pipe Relining &amp; Restoration Project Update:</u></b></p>	

			No update	
		B.	<b><u>Technology Park Update:</u></b>  No update	
		C.	<b><u>Needs Assessment Update:</u></b>  No update	
		D.	<b><u>Putnam Facilities Study Group:</u></b>  Sent an email to the Chairman indicating that Economic and Community Development Director Very has obtained a grant for \$50,000 for a feasibility study of the Belding Mill and its appropriateness as a library; in addition to that grant, Director Very also obtained a \$300,000 grant to renovate the inside of the mill. The mill already has an elevator and part of the mill would be taken down to allow for patron parking on the same side of the street	
7.	<b>NEW BUSINESS</b>	A.	<b><u>Wheelabrator Contract Review Committee Presentation:</u></b>  Selectman Pempek made a presentation regarding the renewal of the contract with Wheelabrator. This would have to go back to the Selectmen with a positive recommendation, in addition to this going before the Planning Commission. Once all of that has been completed, the Selectmen can set a date for a Town Meeting  <b><i>Member Garceau made a motion to send this back to the Selectmen with a positive recommendation from the Board of Finance. Vice Chairman Noel-John seconded the motion, which passed unanimously.</i></b>	

		<p><b>B. <u>Line Item Transfers:</u></b></p> <p><i>Member Garceau made a motion to approve the line item transfers as presented. Vice Chairman Noel-Johnson seconded the motion, which passed unanimously.</i></p>	
		<p><b>C. <u>Purchase Order Consideration:</u></b></p> <p><b>Mayor Falzarano</b>              There is much frustration around the Purchase Orders. If funds are encumbered by a purchase order, but not used and a bill comes in from another vendor, that bill cannot be paid. You have Caroline, Eileen, Denise and Jerry ready to jump off a bridge. I spoke with our auditors and they normally see \$1,000 being the threshold for a purchase order. I asked all of the NECCOG towns and they too have a \$1,000 minimum or some even higher.</p> <p><b>Chairman Nash</b>              I know Caroline and this \$100 minimum makes no real good sense after talking with her</p> <p><b>Mayor Falzarano</b>              I would like to recommend that this Board support a change from a minimum of \$100 to a minimum of \$1,000 before requiring the use of a purchase order</p> <p><b><i>Member Garceau made a motion to change the minimum dollar amount requiring a purchase order from \$100.00 to \$1,000.00. Alternate Marion seconded the motion.</i></b></p> <p><b>Vice Chairman Noel-Johnson</b>              I sat through the last purchase order meeting and there was no mention of increasing the minimum, no one even brought it up</p>	

		<p><b>Alternate Marion</b> We are not saying to eliminate the system, just the minimum requirement</p> <p><b>Vice Chairman Noel-Johnson</b> \$100 may be too low, but \$1,000 is to high</p> <p><b>Alternate Marion</b> How is it set up now, they are responsible for every \$100 they are spending</p> <p><b>Member Caswell</b> They are accountable for every dollar they spend whether or not they write a purchaser order for it</p> <p><b>Vice Chairman Noel-Johnson</b> Peter [Selectman Benoit] will not sign off on a bill without the purchase order, the packing slip and the receiving document attached to the invoice</p> <p><b>Selectman Pempek</b> Eileen can run a purchase order report and eliminate the purchase order being attached</p> <p><b>Selectmen Benoit</b> If we get that, then I am okay without the purchase order being attached</p> <p><b>Member Caswell</b> Tell you vendors that if the purchase order number is not on the invoice, they will not be paid</p> <p><b>Chairman Nash</b> Maybe we should table this, as we are going nowhere. It was suggested that we increase the minimum \$1,000. We have heard the thoughts from Selectman Pempek and Mr. Caswell and Vice Chairman Noel-Johnson. There is not even four (4) weeks until our next meeting, let's have</p>	
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		<p>them put it in writing why it is needed certainly the people in the office behind me are fed up with it for any number of reasons. Not having a treasurer is not helping us at all, I think we were fortunate to get Paula; she is familiar with our systems. Some of these other things, the argument this afternoon, not enough money to buy salt, why don't you know. I don't think this is a good idea to run this, I don't think we know how to run with. No money is spent on some items in here and if that is the case, why is there a line item for it. We are not going to settle that right now.</p> <p><b>Selectman Pempek</b> Eileen can whip out a purchase order report that shows how much is left on the purchase order, then I don't need the paper back up, but the vendor needs to put purchase order number on invoice</p> <p><b>Chairman Nash</b> It is embarrassing when you go Aubuchon Hardware and you are told that you cannot buy a part because the invoice is overdue. The lack of an on-going treasurer is contributing to this, answers should be coming from that office</p> <p><b>Mayor Falzarano</b> We are paying Paula, we are paying the woman who is out, because we don't have a treasurer, I sign bills that we need someone who is in charge Denise cannot be in charge she has enough to do.</p> <p><b>Vice Chairman Noel-Johnson</b> What is going to save time? You cannot order \$1,0000 item and you pay for it without knowing if you received it</p>	
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	<p><b>D.</b></p>	<p><u><b>Allocation of Funds for Overtime:</b></u></p> <p><b>Mayor Falzarano</b>                  Super Bowl weekend Caroline was here, Denise has inherited many jobs and projects such as implementation of the Nutmeg Network, New Website Design and Implementation (which she has already put countless hours into this project with no compensation), paperwork for any project that Doug gives her regardless of Department, she does things for the WPCA, Board of Ed etc., Budget responsibility, day to day management of</p>	

		<p>the IT systems, Coordinates AccuFund training and issues, and keep in mind that she, Caroline and Eileen are not part of the union</p> <p><b>Selectman Pempek</b> Speaking with Doug, he indicated that we haven't closed out the year and we are \$180,000 to the good</p> <p><b>Chairman Nash</b> How do you give them a number</p> <p><b>Mayor Falzarano</b> Highway guys are on overtime, when that gets used up, where does that money come from</p> <p><b>Chairman Nash</b> How do we do this</p> <p><b>Vice Chairman Noel-Johnson</b> Back to the over-time, can't we get a temp?</p> <p><b>Mayor Falzarano</b> In speaking with Caroline, Denise, and Eileen, it would take them longer to train a temp and get them to a point where they would be contributing instead of creating more work. They would rather put their heads down and work 50-60 hours to try and get all of this done, even if they are not compensated</p> <p><b>Vice Chairman Noel-Johnson</b> That is their choice</p> <p><b>Mayor Falzarano</b> Doug will give Denise whatever project he is working on regardless of department. He gets paid from the WPCA, she does a lot of work for that department, but does not get compensated</p>	
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		<p>take a number pay them overtime and that is what it is. Maybe in the budget they need another body, maybe someone needs to be promoted and they still need another a body</p> <p><b>Member Garceau</b> Cheaper to pay overtime than hire a temp. It exploded when we brought in the AccuFund and that is why I was not a fan of implementing the Purchase Order system at the same time</p> <p><b>Chairman Nash</b> This has been going on for years and the things you did once in a while are now done daily</p> <p><b>Mayor Falzarano</b> Put some limitations but throw a bone</p> <p><b>Member Caswell</b> Do you like working overtime (addressed to Denise Roireau)</p> <p><b>Denise Roireau</b> I do not mind, I would rather work the over-time to make sure that all the work is done in a timely fashion and done correctly. We are in a collective mess, the last thing we need to do at this point is to add errors to the process. I would like it much better if I was being paid for it though. I have about 100 hours in on the website that I have not been compensated for.</p> <p><b>Member Caswell</b> I can hire a temp that knows AccuFund an all they need to learn is how Putnam works</p> <p><b>Alternate Marion</b> How are you going to hire someone and then put that onus on Caroline, Denise or Eileen to take time out of their day to train that person</p>	
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		<b>E.</b>	<p><b><u>Other Business to Come Before Such Meeting:</u></b>                  None</p>	
<b>8.</b>	<b>PUBLIC PARTICIPATION – 3 Minute time limit per person</b>	None		
<b>9.</b>	<b>ADJOURNMENT</b>		<p><i>Member Caswell made a motion to adjourn the Board of Finance meeting at 8:52PM. Alternate Marion seconded the motion, which passed unanimously.</i></p>	

Respectfully submitted,

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Denise S. Roireau, Secretary  
 Board of Finance