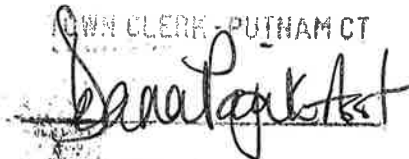


To Be Approved
TOWN OF PUTNAM
Board of Finance
September 23, 2019

TOWN CLERK - PUTNAM CT

2019 SEP 25 A 9:23

TOPIC		DISCUSSION
PRESENT:		Chairman Nash, Vice Chairman Marion, Members Place and Miller.
ABSENT:		Member Duffy, Alternate Higginson and Carvalho
1.	Call to Order	Meeting called to order at 7:00 P.M. by Chairman Nash.
2.	Public Comment – 3 Minute time limit per person	None
3.	Approval of Minutes	A. Minutes from June 24, 2019 Board of Finance Meeting (Vote Required) Member Miller made a motion to approve the minutes of the June 24, 2019 Board of Finance Meeting as presented. The motion, seconded by Vice Chairman Marion, passed unanimously.
		B. Minutes from July 25, 2019 Special Board of Finance Meeting (Vote Required) Member Place made a motion to approve the minutes of the July 25, 2019 Special Board of Finance Meeting as presented. The motion, seconded by Vice Chairman Marion, passed unanimously.
4.	Correspondence	Members were given a report from Emergency Management Director Doug Cutler Jr. Vice Chairman Marion asked that Mr. Cutler attend the next Board of Finance Meeting.

5.	Finance Director Report		Shared Finance Director Jennifer Hawkins along with Assistant Finance Director Cassie Long presented the Board with an updated budget. The Board was informed of the progress that has been made in the department, such as closing out the 2017/2018 year to agree with the audited balances, 85% of the bank statements have been reconciled, purchase orders are now required for every purchase and expenditure. Members thanked the team for the good work they are doing in the Finance office.
6.	Town Administrator Report		Town Administrator Higgins presented his report to the Board of Finance.
7.	Unfinished Business		None
8.	New Business		<p>Vice Chairman Marion made a motion to have item C. WPCA Improvement Projects presented first. The motion, seconded by Member Place, passed unanimously.</p> <p>A. Armory</p> <p>B. Blight</p> <p>C. WPCA Improvement Projects Introduction, discussion, and action on a resolution approving and recommending the appropriation and the issue of bonds or notes.</p> <p>A. WPCA Improvement Projects:</p> <p>WPCA Superintendent Lynch gave a presentation to the Board stating the current generator at the facility is old and it is difficult to find replacement parts. The current generator only covers ½ of the plant. Per State Statue, the WPCA is required to have backup power to the facility. In addition to the generators, a vehicle and supply maintenance building would provide storage for the WPCA Facility. Part of the upgrades would be covered by a USDA Grant. (Approximately 45%) Members would like cost information prior to making a decision. Superintendent Lynch was asked to provide cost estimates and present them at the next Board of Finance meeting.</p> <p>Vice Chairman Marion made a motion to table the vote until the next Board of Finance meeting. The motion seconded by Member Miller passed unanimously.</p>

		<p>B. Armory</p> <p>Highway Superintendent Serrine requested consideration of the Board for the Armory to become a storage facility for some of the Highway Department's equipment. Presently the space is used as a "catchall". Departments have become accustomed to storing broken equipment in the Armory. The school is presently removing items that belong to the school. Superintendent Serrine suggested removing the wooden floor and replacing it with concrete and the addition of a roll up door. He would like to obtain a few quotes so that a true cost could be established and report back to the Board. Board members advised Superintendent Serrine that testing had been done in the past. Superintendent Serrine will look through files to see what he can find.</p> <p>Superintendent Serrine also requested consideration to create a Reserve Fund or Capital Non-Recurring account for equipment repair and replacement. He suggests selling old/broken equipment on Govdeals.com and then have the revenue from those sales go into this account for future repairs and replacement of equipment. Shared Finance Director Hawkins will look into the proper type of account and give suggestions on policy and procedures surrounding this type of account.</p> <p>C. Blight</p> <p>Town Administrator Higgins informed the Board that the Blight Committee would like to follow the Blight Ordinance to completion. In doing so, costs are involved. Legal fees, signage, boarding up of vacant properties etc. There is presently nothing specific in the budget to handle the costs involved in dealing with blight. The Committee, under the recommendation of Vice Chairman Marion, wanted to make the Board of Finance aware of these added costs.</p>	
9.	Public Comment		Mayor Seney thanked the Finance Department and all staff for the hard work they are doing.
10.	Adjournment		Vice Chairman Marion made a motion to adjourn at 7:55 PM. The motion, seconded by Member Place, passed unanimously.