



# BOARD OF FINANCE

Clifford J. Hurgin Municipal Center, 1 School Street  
Bethel, Connecticut 06801 Telephone: (203) 794-8501

## MINUTES OF SPECIAL MEETING

Thursday, January 26, 2012

7:00 p.m.

CJH Municipal Center – Meeting Room “A”

**PRESENT:** William Kingston, Chairman, Patricia Smithwick, Eileen Freebairn, Gary Regan and Timothy Draper. Also in attendance was Comptroller Robert Kozlowski.

William Kingston called the Special Meeting to order at 7:00 p.m.

**Consideration of Transfers (FY ending June 30, 2011):** Comptroller Robert Kozlowski presented the transfers necessary to close out the Fiscal Year ending June 30, 2011.

ACCOUNT	DEPARTMENT	FROM	TO
130-305	Town Clerk	1,919.78	
140-104	Assessor	6,870.02	
180-301	Building & Inspection	2,227.66	
190-313	Data Processing	8,774.67	
200-301	Social Services	1,154.84	
210-331	Town Insurance	13,783.88	
230-201	Public Works	7,709.45	
240-207	Highway Department	318,298.18	
260-207	Building Maintenance	30,361.52	
250-123	Planning and Zoning	2,000.22	
290-101	Emergency Management	10,022.22	
300-313	Fire Marshall	1,721.97	
320-403	Stony Hill Fire Department	3,225.85	
340-507	Town Boards & Commissions	5,161.15	
350-313	Health Department	5,211.14	
360-313	Police Department	1,414.88	
390-115	Employee Benefits	282,094.93	
400-362	Non-Gov't Agency Subsidies	1,123.70	
405-344	Intra Gov't Agency Subs	10,306.98	
410-321	Utilities, Charges, Service	84,884.59	

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TOWN OF BETHEL  
TOWN CLERK

420-403	Misc Charges & Transfers	31,351.00	
430-105	Senior Center	2,271.83	
440-638	Debt Service	659,025.64	
450-701	Board of Education	127,177.00	
460-207	Education Maintenance	6,838.21	
	Contingency		1,624,931.31
<b>TOTALS</b>		<b>1,624,931.31</b>	<b>1,624,931.31</b>
420-350	Contingency	232,884.33	
110-201	Assessor		164.23
100-201	Selectmen		1,100.53
120-201	Finance		12,419.51
150-201	Tax Collector		645.64
160-352	Professional Services		55,355.50
170-201	Probate Court		14,828.09
330-201	Registrar of Voters		7,297.97
220-208	Fleet Maintenance		16,647.79
380-26	Parks & Recreation		115,212.46
310-202	Bethel Fire Department		5,625.85
270-314	Tree Warden		3,514.92
435-313	Library		71.84
<b>Totals</b>		<b>232,884.33</b>	<b>232,884.33</b>

### SCHEDULE OF PROPOSED WAGE TRANSFERS – FY 2010 - 2011

DEPARTMENT	ACCOUNT	DESCRIPTION	FROM	TO
SELECTMEN	100-102	Administrator	4,924.64	
	100-104	Human Resources	4,761.65	
	100-105	Selectman	.08	
	100-101	First Selectman		.04
	100-103	Secretary		800.59
	423-353	Wage Contingency		8,885.74
TREASURER	110-101	Salary		750.00
	423-353	Wage Contingency	750.00	
FINANCE	120-101	Salary		12,015.34
	120-102	Administrator	2,898.56	
	120-103	Sec. Clerk	306.12	
	120-104	HR Accounting Clerk		
	120-105	Purchasing Agent		.16
	120-109	Longevity		500.00
	423-353	Wage Contingency	9,310.82	
TOWN CLERK	130-102	Asst. Town Clerk	614.51	
	130-103	Clerk	375.71	
	130-101	Town Clerk		.20
	423-353	Wage Contingency		990.02

ASSESSOR	140-101	Assessor	2,139.72	
	140-102	Clerk	157.00	
	140-105	Clerk – PT	7,993.34	
	140-104	Tax Benefit Coordinator		10,561.00
	423-353	Wage Contingency	270.94	
TAX COLLECTOR	150-101	Collector	2,018.64	
	150-102	Asst. Tax Collector		.39
	150-104	Tax Benefit Coordinator		2,308.05
	423-353	Wage Contingency	289.80	
DATA PROCESSING	190-102	Administrator	15,538.46	
	190-103	Clerk	2,144.23	
	423-353	Wage Contingency		17,682.69
PLANNING & ZONING	250-101	Zoning Official	2,468.21	
	250-103	Clerk	.21	
	250-104	Clerk		.20
	250-105	Secretary		2,038.55
	250-109	Longevity	300.00	
	423-353	Wage Contingency		729.67
REG. OF VOTERS	330-101	Salaries		.13
	423-353	Wage Contingency	.13	
BOARDS & COMM.	340-105	Salaries		13,113.77
	423-353	Wage Contingency	13,113.77	
SENIOR CENTER	430-101	Director	.21	
	430-105	Clerk		1,251.46
	423-353	Wage Contingency	1,251.25	
BLDG. & INSPECTION	180-101	Building Official	2,266.54	
	180-102	Administrator		.20
	423-353	Wage Contingency		2,266.34
EMERGENCY MGMT.	290-101	Salary		10,000.00
	423-353	Wage Contingency	10,000.00	
FIRE MARSHAL	300-101	Fire Marshal	12,133.46	
	300-105	Assistant – PT		4,110.00
	423-353	Wage Contingency		8,023.46
SOCIAL SERVICES	200-101	Director	1,554.59	
	200-109	Longevity	100.00	
	423-353	Wage Contingency		1,654.59
HEALTH DEPT.	350-101	Director	2,653.48	
	350-104	Clerk		12,789.00
	350-105	Secretary		.08
	423-353	Wage Contingency	10,135.60	
FLEET MAINTENANCE	220-106	Negotiated Salaries		.20
	220-107	Overtime		1,341.80
	220-118		14,849.41	

	423-353	Wage Contingency		13,507.41
PUBLIC WORKS	230-101	Salary		1,633.03
	230-102	Administrator	2,509.37	
	230-103	Secretary	2,917.68	
	230-104	Civil Engineer		7,683.63
	230-109	Longevity	26.50	
	423-353	Wage Contingency	3,863.11	
HIGHWAY DEPT.	240-106	Neg. Salaries	9,608.78	
	240-107	Overtime	5,803.69	
	240-118	Snow & Ice Overtime	2,145.28	
	423-353	Wage Contingency		17,557.75
BUILDING MAINT.	260-107	Overtime	3,480.48	
	260-106	Neg. Salaries		15,321.15
	423-353	Wage Contingency	11,840.67	
LIBRARY	435-101	Director		.20
	435-102	Administrator		9,406.61
	435-104	Clerk		6,612.28
	423-353	Secretary	15,932.54	
	423-353	Wage Contingency	86.55	
POLICE DEPT	360-101	Chief of Police	1,983.84	
	360-102	Captain	3,481.80	
	360-104	Dispatchers, Clerical		38,770.73
	360-106	Negotiated Salaries	7,095.50	
	360-107	Overtime	153,884.41	
	360-108	Special Police		3,374.50
	360-109	Longevity	475.44	
	360-110	Holiday Pay		8,770.38
	360-111	Educational Incentive	2,897.08	
	360-119	Training Overtime		1,251.12
	423-353	Wage Contingency		117,651.34
PARKS & RECREATION	380-101	Director Salary	2,058.40	
	380-102	Recreation Assistant		5.30
	380-103	Secretary		.40
	380-105	Part-time Salary	4,651.11	
	380-106	Neg. Salaries	647.77	
	380-106	Overtime	4,569.28	
	380-109	Longevity	250.00	
	423-353	Wage Contingency		12,170.86
<b>TOTAL</b>			<b>365,530.36</b>	<b>365,530.36</b>

Patricia Smithwick made a motion, which was seconded by Gary Regan, to approve the transfers as recommended. Vote, all in favor, motion unanimously approved.

Discussion also took place regarding recent legislation that permits Boards of Education to hold a portion of their budgets in a contingency account which could be used for subsequent expenditures. The establishment of the fund would require Board of Finance approval. This will be discussed further at an upcoming meeting.

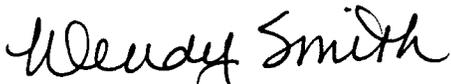
**Consideration of financing options - purchase of the Franc Property.**

Comptroller Robert Kozlowski recommended advancing the funds from the General Fund and then, in April, during our normal Bond Anticipation Note (BAN) sale, we will include the purchase of the property (\$855,000), and then reimburse the General Fund.

Timothy Draper made a motion, which was seconded by Patricia Smithwick, to advance the Franc purchase price (\$855,000) from the General Fund and, during the Bond Anticipate Note sale, reimburse the General Fund for the purchase price of the property. Vote, all in favor, motion unanimously approved.

As there was no further business on tonight's agenda, Eileen Freebairn made a motion, which was seconded by Patricia Smithwick, to adjourn tonight's meeting at 7:30 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,



Wendy Smith, Recording Secretary