



# BOARD OF FINANCE

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

## MINUTES OF REGULAR MEETING

Tuesday, November 13, 2012  
7:00 p.m.  
CJH Municipal Center-Meeting Room "A"

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TOWN OF BETHEL  
TOWN CLERK

**Present:** Chairman, William Kingston, Members: Gary Regan, Eileen Freebairn, Patricia Smithwick, and J. Philip Gallagher.

**Also Present:** First Selectman, Matthew S. Knickerbocker, Town Comptroller, Robert Kozlowski, Chairman of Economic Development Commission and the Economic Outreach Committee, Michael Boyle, and Assistant Comptroller Brad Heering.

**Absent:** Timothy Draper, and Claudia Stephan.

**Call to order:** Chairman W. Kingston called the Regular Meeting to order at 7:00 p.m. with the pledge of allegiance.

**Public Comment:** None

**Minutes of Meeting Dated October 9, 2012:** P. Smithwick made a motion to approve the minutes of October 9, 2012. The motion was seconded by G. Regan. J.P. Gallagher referred to page 2; Consideration of Board of Selectmen, Middle School Boiler; paragraph 1 which states that \$50,000 is "not nearly enough". Mr. Gallagher refers to funding designated in the Capitol Budget in account #6003, Comptroller Kozlowski explained that the money in account #6003 is money spent on bids.

Vote, all in favor, motion unanimously approved.

### **Presentation - Economic Development Commission, and Economic Outreach Committee Chairman**

Chairman of the EDC and EOC, M. Boyle made a presentation regarding the need for the hiring of a Part-Time Economic Development Director. He outlined the positions requirements and expressed the need for this position in the Town of Bethel, Mr. Boyle explained that Bethel is at a

disadvantage in this regard and the main goal would be to attract future businesses to Bethel, assist the already established business owners in town, and among other things, offer a “go-to” person when inquiries are made. This position would report to the First Selectman, have an on site office and give regular updates to both the EDC and the EOC. The position would be part-time only and funded 50% by the Economic Development Commission and 50% by the Town. Chairman Boyle asked that the Board of Finance give their approval on the position before the time and effort be put in. He asked that with the upcoming budget season it be a given that the request not be denied.

P. Smithwick asked if the position going into the next year’s budget season remain a part-time, partially funded position or would Chairman Boyle be requesting full funding by the Town. M. Boyle remarked that the situation for funding would remain the same, 50% paid by Economic Development Commission, and 50% paid by the Town.

P. Smithwick and Chairman Kingston both spoke wholeheartedly in favor of this position. E. Freebairn also in favor. J.P. Gallagher remarked that while State Aid is stagnant, he can see both sides of the argument. G. Regan agreed that something like this is needed in town; he feels that someone with not only with real estate background, but with sales and marketing background would be an asset.

P. Smithwick asked if the position would be put out to bid, First Selectman Knickerbocker remarked that it would be posted as an equal opportunity position according to job posting protocol.

**Comptroller’s Report-** Comptroller Kozlowski reported that the year-end audit is ongoing and moving along smoothly.

He also informed the Board of Finance of the closing on the BAN anticipation report today. He received a call from Fidelity who puts the package deals together for the public. The sale took place on November 6<sup>th</sup>, with Eastern Bank winning the bid at .236%. Webster Bank, the Town of Bethel’s financial planners were pleased with the 6 bids that were placed. This signifies that the Town of Bethel is in good standing financially.

J.P. Gallagher asked of Comptroller Kozlowski an explanation of the expenditures for the road project. Mr. Kozlowski explained that as of June, from the original funding of 3.5 million, an estimated 1.5 million remains.

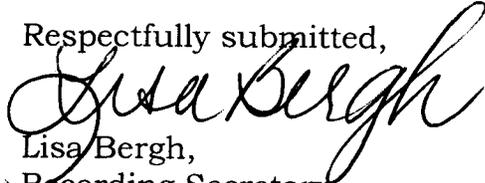
Mr. Gallagher also inquired about Employee Benefits on page 5, the Fireman’s Pension. Comptroller Kozlowski explained that there is an issue with VFIS that needs to be resolved, and it is not Morgan Stanley as is with other employee’s pensions. Money will be transferred at the end of the year. He also inquired about page 6 the Paramedic Intercept account, it was explained that this money is transferred into a separate account. Finally, J.P. Gallagher pointed out a typographical error under Intergovernmental Agencies for Hospice.

**Consideration of Fund Balance Policy-** Chairman Kingston referred to the draft obtained from the Town of Thomaston, as an example of how they handle their fund balance policy. Currently the Town holds 10% of the Town's Operating Budget in the Fund Balance, with 5% as a cash balance. A policy in writing is recommended. Such as if the fund was to drop below 10%, what would be the policy for recouping that money. This item to be discussed at a future Board of Finance meeting after further consideration.

J.P. Gallagher made a motion to adjourn; this motion was seconded by P. Smithwick. Vote, all in favor, motion unanimously approved.

Meeting adjourned at 7:52 p.m.

Respectfully submitted,

  
Lisa Bergh,  
Recording Secretary