



# BOARD OF FINANCE

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

## MINUTES OF SPECIAL MEETING

Tuesday, December 9, 2014 – 7:00 p.m.  
CJH Municipal Center – Meeting Room “A”

**PRESENT:** William Kingston, Patricia Smithwick, Eileen Freebairn, Bruce Cornwell, Gary Regan and Timothy Draper. Also in attendance were Comptroller Robert Kozlowski and Assistant Comptroller Brad Heering.

**CALL TO ORDER/PLEDGE OF ALLEGIANCE:** William Kingston called the meeting to order at 7:10 p.m.

**MINUTES OF OCTOBER 14, 2014:** Patricia Smithwick made a motion, which was seconded by Gary Regan, to accept the minutes with the amendment that Theresa Yonksy, Director of Fiscal Services for the Board of Education presented the Board of Finance with a memorandum outlining the end of Fiscal Year 2013-2014 Transfers and Contribution to the Unexpended Fund Account. The memorandum advises that the Board of Education has an amount of \$88,738 unspent which will be returned to the Town and is designated for the Board of Education Unexpended Funds Account. Vote, all in favor, motion unanimously approved.

**MINUTES OF NOVEMBER 5, 2014:** Not acted on

**MINUTES OF NOVEMBER 20, 2014:** William Kingston made a motion, which was seconded by Patricia Smithwick, to approve the minutes as presented. Vote, all in favor, motion unanimously approved.

**PUBLIC COMMENTS:** Paul Szatkowski (follow up on cost savings discussion) and Larry Craybas (budgeting).

### ELECTION OF OFFICERS:

**Chairman:** William Kingston made a motion, which was seconded by Timothy Draper, to nominate Bruce Cornwell as Chairman. There were no other nominations. Vote, all in favor, motion unanimously approved.

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TOWN OF BETHEL  
TOWN CLERK

**Vice-Chairman:** William Kingston made a motion, which was seconded by Timothy Draper, to nominate Claudia Stephan as Vice-Chairman. There were no other nominations. Vote, all in favor, motion unanimously approved.

**Secretary:** William Kingston made a motion, which was seconded by Bruce Cornwell, to nominate Gary Regan as Secretary. There were no other nominations. Vote, all in favor, motion unanimously approved.

**Follow-up discussion of cost savings to reduce expenditures and/or generate savings for the Town of Bethel**

Discussion took place regarding several items. Comptroller Robert Kozlowski noted that the insurance savings would be \$450 per vehicle although any savings would be reduced by the reimbursement to employees for vehicle usage of .56. He noted that there could be possible costs associated with increased premiums to employees for their insurance as well as a possible increase in worker's comp costs and the amounts of mileage used. Members requested a full list of all vehicles, not just town hall vehicles and the mileage associated with each.

Members requested that permit fees and program fees be reviewed as well as reviewing any unused or surplus equipment so see if it can be sold or traded. Timothy Draper would like to discuss the fund balance and its use to reduce existing debt.

**Auditor required Resolution - Board of Education Unexpended Funds Account** - done in the amendment of the minutes of October 14, 2014.

**Transfers and department balances transferred to general fund for Fiscal Year ending June 30, 2014.**

Comptroller Robert Kozlowski presented the preliminary transfers and balances. He noted that year end transfers are not complete, fund balance is approximately 14-15%. Discussion took place regarding increasing the road account as the road construction project is winding down.

**Establish 2015 Regular Meeting Schedule**

Patricia Smithwick made a motion, which was seconded by William Kingston, to establish the 2015 Regular Meeting schedule as follows:

Tuesday, February 10, 2015  
Tuesday, April 14, 2015  
Tuesday, June 9, 2015  
Tuesday, August 11, 2015

Tuesday, March 10, 2015  
Tuesday, May 12, 2015  
Tuesday, July 14, 2015  
Tuesday, September 8, 2015

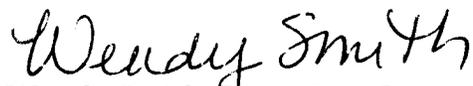
Tuesday, October 13, 2015  
Tuesday, December 8, 2015

Tuesday, November 10, 2015  
Tuesday, January 12, 2016

All meetings will be held in the C.J.H. Municipal Center - Meeting Room "A" at 7:00 p.m. unless otherwise noted. Vote, all in favor, motion unanimously approved.

As there was no further business on tonight's agenda, Gary Regan made a motion, which was seconded by Patricia Smithwick, to adjourn the meeting at 8:30 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

  
Wendy Smith, Recording Secretary