

**ASHFORD BOARD OF FINANCE
REGULAR MEETING
Thursday, July 11, 2013
7:00 p.m.
Town Office Building**

Present: Cathryn Silver-Smith (Chairperson), Chuck Funk, Merrill Simpson, Tony Horn (alt), Carl Pfalzgraf (alt), Ralph Fletcher (Ex-officio, First Selectman) and Francine Hodovan (Recording Secretary).

Guests: Cheryl Bowen, (Finance Department), Linda Gagne (Tax Collector), and Judy Austin (Ashford citizen).

1. **Call to Order:** Ms. Silver-Smith called the meeting to order at 7:06 p.m.
2. **Seating of Alternates:** Mr. Pfalzgraf was seated for Mr. Canavan. Mr. Horn was seated for Ms. Eastwood.
3. **Approve Minutes of Regular Meeting of June 24, 2013:**
MR. PFALZGRAF MOVED AND MR. SIMPSON SECONDED A MOTION TO APPROVE THE MINUTES OF THE JUNE 24, 2013 MEETING AS WRITTEN. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.
4. **Hear from Public:** None.
5. **Communications:**
Ms. Silver-Smith stated that she continues to work with the BOE to get true and correct financial reconciliations for December 31, 2012 up to the current time.

Ms. Silver-Smith also stated that she followed up with Mr. Wayne Fletcher (AVFD Chief, School Safety Committee), and Mr. Funk (5-Year Plan Committee), regarding the amount provided to the BOF for the 2013-2014 Capital Plan for school safety improvements. Mr. Funk confirmed that the amount provided was the same as was determined during the School Safety Committee meeting.
6. **Old Business:**
 - a. **Town and BOE Financial Reconciliation for 2012 – 2013:**
Cheryl Bowen stated that the Finance Department still needs the January 2013 trial balance. Ms. Silver-Smith will follow up with the BOE.
 - b. **2012-2013 Annual Report:**
Departments will be notified to prepare documents, etc. for the summary report and both Ashford School and Region 19 will be notified of the documentation they must provide. Mr. Funk said he would help this process along and will speak with Superintendent Longo. If the 2012-2013 Audit Report is completed as scheduled by November 2013, the Annual Report should be able to be finished by the end of January 2014.
7. **New Business:**
 - a. **Selectman's Update:**
No information has yet been published with regard to the budget out of Hartford.

b. **Audit Schedule:**

Principal parties met and reviewed the timetable and what is required from each department. The kick-off event went very well and everyone committed to providing all required information on time.

8. Agenda Items for Next Regular BOF Meeting;

- FYE 2013 Fund transfers

9. Remarks for the Good of the Board:

Ms. Silver-Smith thanked all present today at the audit kickoff meeting.

10. Adjournment:

MR. HORN MOVED AND MR. PFALZGRAF SECONDED A MOTION TO ADJOURN THE JULY 11, 2013 REGULAR MEETING OF THE ASHFORD BOARD OF FINANCE. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

The regular meeting of the Ashford Board of Finance of July 11, 2013 was formally adjourned at 8:02 p.m.

Respectfully submitted,

Cathryn Silver-Smith (Chair) for BOF Clerk