

**ASHFORD BOARD OF FINANCE**  
**SPECIAL MEETING**  
**May 28, 2015**  
**7:00 p.m.**

**Members Present:** Cathryn Silver-Smith (Chairperson), Chuck Funk, Merrill Simpson, Carl Pfalzgraf (alt.), Mike Zambo (Selectman, Ex-Officio), Francine Hodovan (Recording Secretary).

1. **Call to Order:** Chairperson Cathryn Silver-Smith called the meeting to order at 7:02 p.m.
2. **Seating of Alternates:** Mr. Pfalzgraf was seated for Ms. Zaicek.
3. **Approve Minutes of Regular Meeting of May 14, 2015:**  
As a quorum from the May 14 meeting was not present, the BOF held off on the minutes for the expected arrival of Ms. Eastwood.
4. **Hear from Public:** None.
5. **Communications:**  
Communications included:
  - May 28, 2015 email from Maureen Barber, CPA/Accountant providing some information on funds the Board may want realign. It was decided to get the background on exactly where these funds came from before determining what should be done with them
  - May 27, 2015 FYE Audit Kick Off/Planning Meeting email sent to audit participants. This meeting will be formally warned for the public
  - Ms. Silver-Smith spoke with Ms. Barber and Ms. Baker in the Town Finance Office regarding financial control gaps, which she will communicate to the auditors

Ms. Eastwood arrived and was seated at 7:17 p.m.

3. **Approve Minutes of Regular Meeting of May 14, 2015:**  
**MR. PFALZGRAF MOVED AND MS. EASTWOOD SECONDED A MOTION TO APPROVE THE MINUTES OF THE MAY 15, 2015 REGULAR MEETING WITH THE FOLLOWING CORRECTIONS. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY, EXCEPT FOR MR. FUNK WHO ABSTAINED.**

Corrections:

- Under "Members Present" there is a typo after Ms. Zaicek's name; there should be no end parenthesis or comma.
- Under "New Business, Selectman's Update" the second paragraph, starting at the parenthesis should read, "(shared with the Towns of Eastford, Union, and Woodstock), with funding from Eversource." The next paragraph should start out with "Revenues are expected to come in as estimated."

**6. New Business:**

**a. Selectman's Update:**

The Tremko house exterior renovation is finished. Unfortunately, the rocks from the Ashford Academy didn't work as planned for the steps, so rocks are being made to complete the stairs.

The lease-to-own contract for the brush hog is all signed. Mr. Zambo is only waiting for a copy of it. Now he is ready to make the requisition. The delivery date will depend on the date of the requisition.

Selectman Zambo met with representatives from FEMA and submitted all the necessary paperwork for the requested \$32K from the winter storm in January, 2015.

A question was raised concerning the 18% interest charged by the Town on late tax filings. The BOF decided to invite Ms. Gagne to the next regular meeting to get clarification.

Selectman Zambo was informed by the Finance Office that it is their opinion the Uniform Chart of Accounts (UCOA) grant money for the Town is not needed and should be returned. They indicated that they are happy with the BMSI system and they can work with it, although some updates will be needed. Ms. Silver-Smith noted that the BOF, not BOS or Finance department determines the Town's accounting system, and she has not heard from the Finance department on this matter. Mr. Zambo will request something in writing from Ms. Baker and the BOF will also invite her to their next regular meeting.

Selectman Zambo met with the Director and Counsel for the Windham Regional Transit District (WRTD) to discuss the cost of their Dial-A-Ride services for the Town Ashford (the Town does not have any regular routes with WRTD). The WTRD representatives stated that there have been some management problems in the past that they are trying to address. Ashford used WRTD/Dial-A-Ride 214 times last fiscal year, and even with the DOT's help in bailing WRTD out with \$243K this year, and \$305K next year, the Town of Ashford's share, mandated by DOT, is 6.4%. This translates to an additional cost to Ashford of \$1,817.64 for FY 2015 and \$2,180 on top of Ashford's allocated share of \$11,841 for F Y 2016. Selectman Zambo will request the funds from the Board once the numbers are finalized.

The Town has requested a 5310 (DOT) Grant from NECCOG for the acquisition of a Town Bus to be used for various programs, not limited to just seniors, but to be used as best benefits the Town.

**6b. Action – BOS Request to Transfer \$19,999 from Fund 212 to Fund 227 for DPW:  
MR. PFALZGRAF MOVED AND MR. FUNK SECONDED A MOTION TO TRANSFER \$19,999  
FROM FUND 212 TO FUND 227-32000-55528 (TOWN AID ROAD). THE MOTION PASSED WITH  
EVERYONE VOTING AFFIRMATIVELY.**

**6c. Financial Policies and Controls Project Update:**  
Ms. Silver-Smith reported that Ms. Barber is beginning to test current financial procedures of Town Departments and Ashford School.

**6d. FYE 2015 Audit:**  
The Audit Kick-Off/Planning Meeting will be held June 4, 2015 from 3:30 to 5:00 p.m. in Town Offices. Mr. Zambo stated that there is a regular NECCOG meeting tomorrow morning and he is on the agenda and there will be a discussion regarding the RFP collaboration by towns for audit services.

**7. Committee Reports:**

**a. Annual Report:**

Ms. Silver-Smith reported that the audit documents are not yet finalized. She is working on the BOF report and is awaiting a photo from Ms. Zaicek.

**8. Agenda Items for the Next Meeting:**

- Uniform Chart of Accounts - Town
- Interest Rate on Late Payments of Taxes
- Review of Funds (#217, Public Works Special and #226, Town Building Fund)
- Update from Accountant

**9. Remarks for the Good of the Board:**

Mr. Funk stated, and the Board agreed, that tonight's meeting had great information sharing and that the candor of all participants is appreciated.

**10. Adjournment:**

**MR. FUNK MOVED AND MR. PFALZGRAF SECONDED A MOTION TO ADJOURN THE MAY 28,  
2015 SPECIAL MEETING OF THE ASHFORD BOARD OF FINANCE. THE MOTION PASSED WITH  
EVERYONE VOTING AFFIRMATIVELY.**

The Ashford Board of Finance Regular Meeting adjourned at 8:32 p.m.

Respectfully submitted,

Cathryn Silver-Smith (for BOF Clerk)