

**BOARD OF FINANCE  
REGULAR ZOOM MEETING  
OCTOBER 13, 2020**

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**MINUTES – APPROVED 11-10-2020**

**Via Zoom**

Board of Finance Attendance: John Grabowski-Chairman, Catherine Erickson, Lars Demander, Sharon Huxley, and John Ford.

Absent: Sally Huyser

Also, in attendance: First Selectman Paula Cofrancesco, Town Attorney Vincent Marino, Finance Director Sheila Lane.

**BOARD OF FINANCE MEETING – CALL TO ORDER**

Board of Finance Chairman John Grabowski called the meeting of the Board of Finance to order via Zoom at 7:05 p.m.

**APPROVAL OF MINUTES**

Chairman Grabowski called for a motion of approval of the Regular Meeting minutes of September 8, 2020. The motion of approval was moved by Member Huxley and seconded by Member Demander. There were no changes to the minutes. **Voting for: Ford, Huxley, Erickson, Demander, Grabowski.**

**Unanimous Approval**

Chairman Grabowski called for a motion of approval of the Special Meeting minutes of September 16, 2020. The motion of approval was moved by Member Huxley and seconded by Member Demander. There were no changes to the minutes. **Voting for: Ford, Huxley, Demander, Grabowski. Abstained: Erickson**

**CHAIRMAN'S REPORT:**

Nothing to report at this point.

**FIRST SELECTMAN'S REPORT**

First Selectman Cofrancesco mentioned that phase III of the road project has started. Currently they have been working on a section of Sperry Road and are also milling Bethany Farms. Tilcon will not be back for a week and half, and most likely will resume work in late October.

The Contract for the repair of the Hangar is in its final stage. The insurance money will be for repairs to the get the building back to pre-tornado status and some of the STEAP fund will be applied towards the electrical repairs and looking into making it a non-leaky building.

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**FINANCE DIRECTOR'S REPORT**

Finance Director Sheila Lane updated the board on the following:

- The paperwork for the Bond was sent last Thursday.
- The Town remains at the AA2 rating and hopes to receive a very good interest rate.
- The expenditure reports, capital report for the previous and current fiscal year were provided for a monthly comparison analysis and review to the Board.
- The Finance Department will be switching payroll vendors soon to cover the Human Resources needs of the Town and save money.
- Ms. Lane also announced to the Board that the Board of Selectman has approved the ClearGov system that will provide transparency with all budget aspects and has a capital request section for approval process and for the public to view.

**ADDRESS CONTROL ISSUES**

Member Huxley asked First Selectman Cofrancesco about the report from the Superintendent of Schools. Mrs. Huxley asked if the school is not currently seeking additional funds. First Selectman Cofrancesco concurred.

The Bethany Community School Finance Manager and the Town Finance Director meet monthly to reconcile finances on the educational expense account.

The Board recommends cross training since the Bookkeeper, Joyce Howard, has been on sick leave, so that not one person performs the same role. Finance Director Sheila Lane clarified that Lina Frazer has been/is both the backup for coding and entering invoices. First Selectman Cofrancesco is also a backup for coding invoices.

**ANY OTHER MATTER PROPER TO COME BEFORE THE MEETING**

None at this point. Mrs. Huxley asked if something could be provided to the public as to the duties and responsibilities of our Administrative Lieutenant and protocol for contacting police for daily matters and emergencies. First Selectman Cofrancesco indicated she would follow up with the Admin. Lieut.

**ADJOURNMENT**

At 7:26 p.m. the Board of Finance Chairman Grabowski moved to adjourn the meeting. Member Huxley moved and Member Erickson seconded.

Respectfully submitted,

  
Lina V. Frazer

Board of Finance Clerk

