Members Present: Aileen Baldwin, Zani Imetovski, Beverly Kennedy, Bill Sawicki, and John Stelma; Richard Demko (alternate)

Members Absent: Jim Cretella, Heather McDaniel

Others Present: John Hannon III, Michael Lombardi, Pat Lombardi, Susan McLean, Doug Thomas, and Dan Zaniewski

Item #1 – Call Meeting to order
Chairman Bill Sawicki called the meeting to order at 7:00pm.

Item #2 – Pledge of Allegiance
Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #3 – Seating of Alternates
Motion to seat Richard Demko as alternate
Motion: Aileen Baldwin Second: John Stelma
Yes: 5 No: 0 Abstain: 0

Item #4 – Public Comment
None

Item #5 – Approval of Minutes—December 27, 2016 Regular Meeting
Motion to approve Minutes from December 27, 2016 Regular Meeting
Motion: John Stelma Second: Beverly Kennedy
Yes: 4 No: 0 Abstain: 2 (Zani Imetovski and Richard Demko)

Item #6 – Comments From the First Selectman
None

Item #7 – Comments From the Finance Director
- Audit booklets handed out
- Changed vendors for payroll processing to ADP; Doug has been doing payroll since payroll clerk is ill; this company has more efficiencies; savings possible if we use portal to allow employees to access W2's.
- Bill Sawicki asked Doug to extend an invitation to Scott and/or Jennifer @RSM to attend our February monthly meeting to present the audit; we will table acceptance of the audit until that time.
- Doug will put together a bid package for an audit company (we are on the 3rd year of contract) with a bid close date of end of April
Item #8 - Transfer Requests

Transfer #3 – Fire Marshall TABLED UNTIL NEXT MONTH per the Fire Marshal’s request

Transfer #4 – Fire Department - from line item #120 $12,300 to line item #743

Transfer to purchase (14) Scott SCBA 45 minute air bottles – clerk was only recently hired so part of that allocation was not needed. The department needs 110 packs (54 air packs/54 spare canisters/2 Rapid intervention) on hand for the department to be OSHA compliant. Not doing so would result in fees and potentially dangerous conditions for the firefighters. The canisters have a shelf life of 15 years. Money has been allocated in Capital for last year’s budget (receiving in July) and money has been allocated in this year’s budget to replace additional canisters for 2017 and 2018. Also, we have applied for a $500,000 grant but have not received word on the status yet.

Motion to accept the above transfer request
Motion: John Stelma Second: Richard Demko
Yes: 6 No: 0 Abstain: 0

Transfer #5 – Public Works Department - from Contingency Other $40,000 to Snow Plowing Materials

Transfer for purchase of salt and sand. Summary of usage thus far in the season was attached.

Motion to accept the above transfer request
Motion: Aileen Baldwin Second: John Stelma
Yes: 6 No: 0 Abstain: 0

Item #9 – New Business
McGladry will present the audit at February meeting; all are requested to bring any questions at that time. Budget presentation workshops will begin on 2/1/17

Item #10 – Correspondence
None

Item #11 – Adjournment
Motion to adjourn
Motion: Aileen Baldwin Second: Richard Demko
Yes: 6 No: 0 Abstain: 0

Meeting was adjourned at 7:30pm.

Submitted by:

Monica Dimon
Recording Secretary