

Town of Morris

Board of Selectmen

Regular Meeting Minutes

Tuesday, February 18, 2020, 4:30 p.m.

Morris Town Hall
Morris, CT

Board Members Present: Tom Weik, Erica Dorsett, Vinnie Aiello

- I. Call to Order by Tom Weik at 4:30 p.m.
- II. **Motion** made by Erica Dorsett to approve Regular Meeting Minutes of January 21, 2020. Vinnie Aiello seconded. **Motion carried:** unanimous.
- III. **Motion** made by Vinnie Aiello to approve DEEP application to allow The Taft School for use on Bantam for a rowing Regatta race from April 11, 2020, 11:00 a.m. – 5:00 p.m. and April 12, 2020, 11:00 a.m. – 5:00 p.m. Erica Dorsett seconded. **Motion carried:** unanimous.
- IV. **Motion** made by Erica Dorsett to approve as discussed Board of Finance recommended changes to Fiscal Policies & Procedures (See attached). Vinnie Aiello seconded. **Motion carried:** unanimous.

Motion made by Erica Dorsett to approve proposed change to Town Credit Cards, #7. (See attached). Vinnie Aiello seconded. **Motion carried:** unanimous.

Motion made by Erica Dorsett to approve change to Purchases Policy Procedures, Purchasing Guidelines, #1 to change minimum requirement from \$200.00 to \$500.00. (See attached). Vinnie Aiello seconded. **Motion carried:** unanimous.
- V. **Motion** made by Vinnie Aiello to advertise by local newspaper, website and State website to sell 2008 Ford F350 highway truck. Erica Dorsett seconded. **Motion carried:** unanimous.
- VI. **Motion** made by Erica Dorsett to approve the attached list of Abatements/Refund of property taxes as recommended by Tax Collector, Rebecca Juchert-Derungs in the total amount of \$2,499.91. Vinnie Aiello seconded. **Motion carried:** unanimous.
- VII. Appointments

Motion made by Erica Dorsett to appoint Maureen Doyle to the Ordinance Committee with a term 2/29/20 – 2/28/22. Vinnie Aiello seconded. **Motion carried:** unanimous.

Received
Asst. Town Clerk
Susan J. Goyan
FEB 19 2020
3:43 PM

Motion made by Erica Dorsett to reappoint Anthony Gedraitis as Emergency Management Director. Vinnie Aiello seconded. **Motion carried:** unanimous.

Motion made by Erica Dorsett to reappoint Rebecca Juchert-Derungs as Tax Collector with a term 11/19/19 – 11/21/23. Vinnie Aiello seconded. **Motion carried:** unanimous.

VIII. **Motion** to adjourn at 5:09 p.m. made by Erica Dorsett. Vinnie Aiello seconded. **Motion carried:** unanimous.

Respectfully submitted,
Laurel Gillotti
Executive Assistant

Requested changes to the "Town of Morris Fiscal Policies & Procedures".

Remove the names of all banks and payroll companies. Change to: current banking institution and payroll organizations.

BOS agreed to leave as is

Page 1 First Selectman:

#6 Remove the word "draft" and substitute recommended.

BOS agreed

Page 3 Board of Finance:

#2 Change to: Receives the budget from all departments.

BOS agreed: Receives all proposed budgets and supporting information from all departments

#3 Change to: In concert with submissions from department heads and the Board of Selectman, develop the annual budget for Town Meeting approval.

BOS agreed

ADD #11 Board of Finance reviews, edits and approves any changes to the Town of Morris Fiscal Policies & Procedures policy prior to being approved by the Board of Selectman and made public. Any changes made after the initial Board of Finance approval will be reviewed, edited and reapproved before being released to the public.

BOS agreed

Board of Finance reviews changes and makes recommendations to the Town of Morris Fiscal Policies & Procedures policy prior to being approved by the Board of Selectman.

Page 14 Bank Reconciliation Procedures Library Fund:

Remove: The Library Book and Magazine budge is 50% funded by the town's general fund and the balance is provided by gifts and fundraising kept in the other bank accounts.

BOS agreed

Page 30 Budget:

Point #2 ADD: and provides a copy to the Board of Finance.

BOS agreed

Point #3 Change to: The First Selectman, Fiscal Office *and the Board of Finance* will maintain the

BOS agreed to leave as is

Point #6 Change to: The Board of Finance will review the draft budget and the individually requested department budgets.

BOS agreed

Recommended changes made and approved by Board of Selectmen

Page 11, Town Credit Cards, #7

The Treasurer will reconcile the credit card statement with the expenses monthly and provide the Fiscal Clerk with an allocation of the expenses. If expenses were allocated to any accounts other than the Operating Account or CNR the Treasurer will write checks to be processed as prepaid checks from the proper account (Pension, MVFD, Pension, Beach & Recreation, Senior Center, and/or Social Services).

BOS agreed to change

The Treasurer will reconcile the credit card statement with the expenses monthly and provide the Fiscal Clerk with an allocation of the expenses. The Credit Card Company uses a robot to process the mailed payments. The Credit Card bill will be paid in full from the operating account monthly. If expenses are allocated to other funds (CNR – Fund 02, Beach and Recreation – Fund 09, Social Services – Fund 03, Senior Center – Fund 13, Town Pension – Fund 10, or MVFD Pension – Fund 11) check from that fund will be issued to reimburse the Town of Morris Operating Account for the expense. When the reimbursement check is deposited, the Accounts Receivable Form for the deposit will indicate that the credit should be allocated to the expense in the operating account that was reflected in the original allocation.

Page 16, Purchases Policy Procedures, Purchasing Guidelines, #1

Any purchase at or exceeding \$200.00 will require a purchase order. A purchase order is also required in the event of multiple purchases from the same vendor occurring within a 30-day period, even if the total amount is less than \$200.00. Blank purchase order forms are available in the fiscal office and must be filled out and approved by First Selectman's office prior to purchase. The First Selectman's office reserves the right to waive the need for a purchase order.

BOS agreed to change

Any purchase at or exceeding \$500.00 will require a purchase order. A purchase order is also required in the event of multiple purchases from the same vendor occurring within a 30-day period, even if the total amount is less than \$500.00. Blank purchase order forms are available in the fiscal office and must be filled out and approved by First Selectman's office prior to purchase. The First Selectman's office reserves the right to waive the need for a purchase order.

Refunds/abatements approved by BOS at 2/18/20 Regular Meeting 4:30 p.m.

Giroux, Samantha	\$138.16
Worden, Mildred estate c/o Robert Worden	\$1,783.36
Morris, Edward & Tracy	\$10.00
Toyota Lease Trust	\$176.54
Zibelli, Heidi	\$181.05
Giroux, Samantha	\$49.25
Blakeman, Bruce & Jane	\$6.96
JRD Properties	\$30.00
Fenn, Justin	\$111.97
Conn. Light & Power Co.	<u>\$12.62</u>
Total Refunds/Abatements	\$2,499.91

Open vacancies Boards/Commissions

Morris Housing Authority
term 7/1/17 - 6/30/22

Sewer Authority Alternate
term 10/1/18 - 10/31/21

Sewer Authority Alternate
term 10/1/19 - 10/31/22

Economic Development Commission (2 vacancies)
term 12/2/15 - 12/1/20
term 12/2/15 - 12/1/20

Inlands/Wetlands Commission
term 12/1/17 - 11/30/20

Inlands/Wetlands Commission
Alternate
term 12/1/19 - 11/30/22

Zoning Board of Appeals Alternate
term 11/17/15 - 11/16/21

Planning & Zoning Commission
vacancy term 11/21/17 - 11/21/23

Planning & Zoning Commission
Vacancy term 11/21/17 - 11/21/23