

**SHARON BOARD OF FINANCE
SPECIAL MEETING
TUESDAY, MAY 5, 2020
6:30PM**

**VIA ZOOM MEETING LINK
<https://us02web.zoom.us/j/86328682435>
Meeting ID: 863 2868 2435**

AGENDA

1. Call to order
2. Address questions/comments on proposed 2020-2021 budget(s)
3. Approval/adoption of budget – Town has only one budget – recommend to Board of Selectmen for fiscal year July 1, 2020 to June 30, 2021
4. Set Mil rate for fiscal year July 1, 2020 to June 30, 2021 – recommend to Board of Selectmen
5. Appointment of Auditor for fiscal year ending June 30, 2020
6. Adjourn

Tina Pitcher

From: KAREN AND MICHAEL DIGNACCO <kdignacco@comcast.net>
Sent: Tuesday, April 28, 2020 8:34 AM
To: Tina Pitcher
Cc: Bob Duncan; Bob Ensign; Robertson, Mary; Jessica Fowler; Tom Bartram; Harding Bancroft; Cody O'Kelly; tmlpitcher06069@hotmail.com; Brent Colley
Subject: BOF Zoom meeting link

Hello everyone,

I hope you're all still safe and healthy!

Tina will be including this information with the agenda, but I wanted to be sure you have the link for easy access.

Town of Sharon is inviting you to a scheduled Zoom meeting.

Topic: Board of Finance - budget & mil rate recommendation to Board of Selectmen

Time: **May 5, 2020 06:30 PM** Eastern Time (US and Canada)

Join Zoom Meeting: <https://us02web.zoom.us/j/86328682435>

Meeting ID: 863 2868 2435

One tap mobile:

+19292056099,,86328682435# US (New York)

+13017158592,,86328682435# US (Germantown)

Dial by your location:

+1 929 205 6099 US (New York)

Meeting ID: 863 2868 2435

Find your local number: <https://us02web.zoom.us/j/kz0jEJSFQ>

All the best,

Karen

Brent Colley

From: Barbara P. <cebbp@netscape.net>
Sent: Saturday, April 18, 2020 1:59 PM
To: Brent Colley
Subject: Proposed 2020-2021 Budget questions (hearing)

Hi All,

Thank you for all your hard work. This seems to me to be a good way to get input on the budget at this point although some people may not have computer access now that the Library is closed. I look forward to the May 5th meeting.

Questions:

Line #9A Assessors Salary - The position of assessor was just filled a few months ago by a new person. The salary was not adjusted downward for a lot less experience at that time. In this budget that position/person is getting a 4% \$1340 raise in addition to this salary. Please explain the reason for the 4% raise on top of the salary. I do not think the 4% is justified in this case.

Line #14M - Town Hall Web Site - This line was over spent by \$2466 this year but next year is down substantially from this year.
Why?

Line #24A Dog Warden - Why is this line down by \$6,275 when this years est. actual is +8,275?

Back page spread sheet What is the New Loan = \$125,000 for in the Equipment fund? Rationale?

Thanks again,
Barbara Prindle
cebbp@netscape.net
(860) 364-5373

Brent Colley

From: MARLENE WOODMAN <marlene.woodman@snet.net>
Sent: Sunday, April 19, 2020 9:17 PM
To: Brent Colley
Subject: Budget

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

I read over the Budget recommendations and have a couple of questions.

1. I believe that the BOS is recommending the lease/purchase of the map copier? I hope that this is the case because I see it as greatly needed for all of the offices in Town Hall. Given that Town Hall is closed to the public, and we do not know if it will reopen or when or should we have another outbreak of COVID-19 in the fall, technology will be ever more important. Many of the public have asked us if we have a map copier as most towns in the area do. I believe this is a vital necessity for the town and the public.

2. I totally support the recommendation for the funding for the survey for Connect Sharon. Again, during these uncertain times, we have found how important technology and broadband has become - not only for adults working from home, but for our school age and college age children who are also trying to continue their education from home. As well, many older citizens - who may be cut off from their loved ones, find internet so important.

In addition, I have been in touch with the President of CT AT&T, who I've known for many years, and he is interested in getting the results of the survey.

3. An issue was brought up awhile back, to possibly establish a "fund" that might be able to be used for residents/ small businesses, non profits, etc. that might find themselves in serious financial difficulties should this pandemic continue for a good length of time.

I believe that it is imperative that this is discussed at the BOS and the BOF. Now is the time for us to be proactive - and not wait until something worse happens and we do not have a mechanism in place to help our residents and non profits and businesses. At this point, we do not know how long COVID-19 will go on and worse yet, if it comes back in the fall. We should be thinking ahead -- we should be thinking about organizations like our Fire and Ambulance that cannot have the pancake breakfasts and other non profits that are likely not going to be able to raise funds during this time.

Being proactive is what we should be doing. I hope that you will consider an avenue for a fund to be available. Yes, we are a small town -- but, yes, we need to take care of us and our residents and non profits and businesses.

I will close in saying that I appreciate your time and consideration in the above matters and that I am fortunate and pleased that I am able to work in Town Hall.

Thank you,

Marlene Woodman
860-982-8473

Brent Colley

From: Robin Zitter <robinzitter@att.net>
Sent: Monday, April 27, 2020 11:22 PM
To: Brent Colley
Subject: comment

Thank you Selectpeople for all you do.

I'm writing in support of the map copier listed in the budget. As a member of the Inland Wetland Commission, this piece of equipment would be helpful for sharing important information in a timely manner, and would streamline the work of our enforcement officer. Other commissions and town hall personnel would also benefit.

In appreciation,

Robin Zitter 169 Bowne Road



STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT

TO: Chief Financial Officer, Treasurer, and Chair Boards of Finance

FROM: Bill Plummer, PDC, Office of Finance *BP*

DATE: April 14, 2020

SUBJECT: Appointment of Auditor Notification/Electronic Filing of Reports

Connecticut General Statutes (C.G.S. 7-396 and 4-232) require the appointing authority of any municipality or audited agency to annually file with the Secretary of the Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the annual audit of its accounts. The notification must be made at least thirty days prior to the end of the fiscal period for which the audit is required.

Our records indicate that your current fiscal year will end on June 30, 2020. Please complete the enclosed appointment of auditor notification form and furnish it to our office by **June 1, 2020**. **Please note that this appointment notification to OPM must be made regardless of whether you have retained the same audit firm as in the past.**

Audit reports are due no later than 6 months subsequent to the municipality's fiscal year end unless an extension of time for submittal of the report has been granted. ***In addition to filing hardcopies of the audit reports with OPM, the reports are also required to be filed electronically on OPM's electronic audit reporting system (EARS) by your municipality's independent auditor.*** Filing the reports electronically in this manner eliminates the need to transmit hardcopies of the reports to multiple state agencies.

Municipalities and audited agencies issuing a Request For Proposal (RFP) for audit services should, in accordance with Government Auditing Standards (Yellow Book), request a copy of the latest results of the proposer's external quality control review. It is the responsibility of the audit firm to furnish this review with its proposal. A sample RFP for auditing services, the appointment of auditor notification form, other frequently requested documents and the link to filing the audit report electronically can be found on the OPM website at the following address:

<http://www.ct.gov/opm/cwp/view.asp?a=2984&q=383096>

The Executive Board of the Government Finance Officers Association (GFOA) has issued a number of best practices which may be useful in the independent auditor selection process and in ensuring that the audit is completed in a timely manner, including best practices pertaining to audit procurement, the establishment of audit committees, and improving the timely issuance of financial reports. These GFOA best practices can be found on the GFOA web site at <http://www.gfoa.org/best-practices>.

APPOINTMENT OF AUDITOR ANNUAL NOTIFICATION

TO: Municipal Finance Services
Office of Policy and Management
450 Capitol Avenue, MS#54MFS
Hartford, CT 06106-1379

Complete this fillable form and return by e-mail attachment to the e-mail address below. For questions on this form please contact us at the telephone number indicated below.

E-Mail: OPM.mfsforms@ct.gov

Telephone: (860) 418-6400

FROM: Entity Name: _____

Entity Address: _____

Federal Employer Identification Number (FEIN): _____
Chief Fiscal Officer (Municipal): _____
Executive Director (Nonprofit): _____
Telephone (with area code): _____
Email Address: _____
Chair, Board of Directors (Nonprofit): _____
Telephone Number of Bd. Chairman: _____

The following information is furnished in compliance with CT General Statutes 7-396 and/or 4-232:

1. Independent Accountant or Accounting Firm Performing the Audit:
Firm Name: _____
Firm Address: _____

State of CT Board of Accountancy CPA Firm Permit: _____
Audit Firm Federal Employer Identification Number: _____
Contact Person & Title: _____
Telephone (with area code): _____
Email Address: _____
2. Fiscal Period of Audit: From: _____ To: _____
(beginning of fiscal year) (end of fiscal year)
3. Appointment Date of Auditor: _____
4. Name/Title of Appointing Authority: _____

Note: C.G.S. 7-396 and 4-232 require this form to be submitted on an annual basis no later than 30 days prior to the fiscal year end of the entity to be audited. This form will not be accepted without a complete and accurate federal employer identification number of the entity and its auditor.