

**Town of Colebrook
Board of Finance**

Minutes to Special Meeting of August 4, 2021

Members Present

J. Millar, Chairman
T. Corvo
D. Johnstone
K. Kennedy
M. Neal

Absent

None

Others Present

T. McKeon, 1st Selectman
C. Johnstone, 2nd Selectman
M. Klimkosky, 3rd Selectman
A. Gardner, Treasurer
T. Hiller
G. Gardner
H. Carfiro

The meeting was called to order at 6:00 p.m. by Chairman J. Millar.

1. M. Neal moved to appoint Todd Hiller to fill the unexpired term of Bob Carfiro. Second, D. Johnstone. Approved unanimously.
2. The audit by King, King & Associates as of July 31, 2020, recommended “that a control be put in place for all employees so there is a record of weekly hours worked and the accrual and use of paid-time-off benefits.” The proposed solution to “implement tracking procedures to record hours worked” has not yet been agreed, and the issue remains open. The Board noted that this and other personnel-related matters have come to it on previous occasions. After discussion by all present, J. Millar summarized that the Board of Finance believes that sound internal controls are essential and moved that the Board of Selectmen work out a satisfactory resolution of the audit issue with King, King. Second, T. Corvo. Approved unanimously.
3. Colebrook has been awarded a federal grant of \$414,331 under the American Recovery Plan. The grant must be spent by 2024. Potential uses were discussed briefly.
4. D. Johnstone moved to approve the minutes of April 21, 2021. Second, K. Kennedy. Approved unanimously except for the abstention of T. Corvo who was absent.
5. M. Neal moved to adjourn. Second, T. Corvo. Approved unanimously.

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Martha F. Neal
Secretary