

Town of Goshen
BOARD OF SELECTMEN

REGULAR MEETING
Tuesday November 2, 2021

This meeting held in-person and recorded via Zoom.us and is available as a recording

PRESENT: Mark Harris, Dexter S. Kinsella, Robert P. Valentine

OTHERS: Todd Carusillo

1. Call to order: Robert P. Valentine called the meeting to order at 5:01 p.m.

2. Approval of the minutes of the meeting of October 26, 2021:

In a **motion** made by Dexter S. Kinsella, seconded by Mark S. Harris, it was **voted** to approve the minutes of October 26, 2021 as submitted. Voted unanimous.

3. Matters Arising Out of the Minutes: None

4. Approval of the Payroll and Warrant –November 4, 2021

In a **motion** made by Mark S. Harris, seconded by Dexter S. Kinsella, it was **voted** to approve the total warrant and payroll of November 4, 2021 in the amount of \$1,491,180.06. Included in this warrant were the payroll in the amount of \$16,800.23 and the warrant in the amount of \$1,474,388.83. Voted unanimous. Items of note: Dupont Storage (shelving-Town Clerk) \$3,942.50; RSD-6 -\$1,446.820.00 (1/6th payment); Sepples Tree Removal \$8,500.00.

5 . Public Comment: None

6. First Selectman's Report:

COVID-19 update: Hospitalizations for Litchfield County is at 5.

7. Correspondence: None

8. Old Business:

8a. Electricity RFP through CCM:

Per the discussion at the BOS meeting of October 25, 2021 regarding contracting our electricity pricing, I have locked into pricing favorable for us: \$9.230 per kilowatt (.10 kilowatt generation rate). Contract is from 12/19/2022 to 12/19/2025.

8b. Audit Report and Annual Report:

Our Audit Report 7/1/2020 to 6/30/2021, from Sinnamon Associates is clean; there are no write-ups; they were very complementary, as a matter of fact. The Selectmen are grateful for all those who are involved in the process. Having a tax collection rate of over 99% reflects a job well done by the tax collector.

In a **motion** made by Dexter S. Kinsella, seconded by Mark S. Harris, it was **voted** to add to the agenda under

9. New Business, 9b. Purchasing Policy – Fiscal Accounting and Purchasing. Voted unanimous.

9. New Business:

9a. Annual and Special Town Meeting – Monday, November 15, 2021 (See attached)

The call of the Annual and Special Town Meeting for the Town of Goshen was read aloud by Dexter S. Kinsella. This meeting will be held in the Gymnasium of the Goshen Center School and via Zoom meeting, Meeting ID: 826 9027 0519 in said Town of Goshen on Monday, November 15, 2021 at 8:00 p.m.

In a **motion** made by Mark S. Harris, seconded by Dexter S. Kinsella, it was **voted** to approve the *Call of the Annual and Special Town Meeting, November 15, 2021*. Voted unanimous.

9b. Purchasing Policy- Fiscal Accounting and Purchasing:

This Purchasing Policy amendments must go before the Board of Finance for their endorsement. See below.

Page 6: Recreation Sponsorships

Occasionally, the Recreation Department will obtain sponsorships to cover expenses and events that are not covered by the department budget. These revenues should be coded to Recreation Sponsorships account #4140-98. The offsetting expenditure should be coded to Sponsored Expenses account #5831-22 unless the expenditure was budgeted in the original recreation department budget. Prior to year-end, the First Selectman and/or Recreation Director will request that a budget amendment be made to increase the Recreation Sponsorships revenue account and the offsetting Sponsored Expenses by the same amount.

Page 37: Land Use Account:

The Land Use Official will notify Fiscal Office of Land Use deposits for specific projects. The Selectman's Administrative Assistant and/or Data Entry Clerk records deposits and offsetting expenses in *QuickBooks* Account 2000-09.

An Excel spread sheet is maintained to track individual projects – (the project deposit and expenses applied against it). The spreadsheet should tie to the GL account balance.

The Land Use official should be notified of any active projects approaching zero. Permits issued by the Land Use Office shall be pre-numbered and the fiscal office shall reconcile permit numbers issued and fees received by the fiscal office is determined by the Land Use Official.

Planning & Zoning and Wetlands Departments:

Monthly the Land Use Clerk provides the Fiscal Office with a list of Land Use Permits and checks.

- Individual permits (zoning permits, inland wetlands permits, special permits, ZBA, etc.) are listed on the clerk spreadsheet identifying all payments collected.
- A Sales Receipt is entered in *Quickbooks* (Balance cash and checks to list and the Sales Receipt) The spreadsheet is attached and filed in the Fiscal Office.
- A copy of the Sales Receipt is given to the Enforcement Officer.

BOARD OF SELECTMEN

November 2, 2021

Page 3

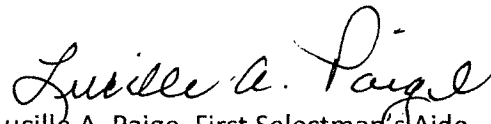
Quarterly – prepare quarterly Land Use Application Fee Summary for the State of Connecticut Department of Environmental Protection performed in the Fiscal Office by the Accounting Payroll Clerk.

- The information is entered on a Land Use Application Fee Summary form provided by the state (a copy is saved locally).
- A report from Permit Link provides all of the Land Use permits for the quarter.
- The various permit numbers and amount processed is listed for each type of permit (ZP,IW, ZBA, SP)
- Print and have Enforcement Officer sign.
- The original copy is sent to the state. A copy is kept with the check stub in the paid bills file.

10. Other Business: None

11. Adjournment:

In a **motion** made by Dexter S. Kinsella, seconded by Mark S. Harris, it was **voted** to adjourn the meeting at 5:30 p.m. Voted unanimous.


Lucille A. Paige, First Selectman's Aide

Received November 4th, 2021 3:14 PM M

Attest Danie H. Yane Asst
Goshen Town Clerk

Coding of Cash Receipts

In general, all cash receipts are coded to a Revenue Account unless they are being transferred to another fund via a Due To/From account. Donations made to support Recreation or Library Programs are to be coded to the respective revenue line item. The only exceptions to this rule pertain to Refunds and Reimbursements which are allowed to offset the expense.

- The town splits the cost of a cell phone for the Fire Marshall with several other towns. The towns are invoiced for their portion of the cost by the Data Entry Clerk, and the reimbursement is coded against the cost of the cell phone
- Revenues from Friends of Goshen Public Library are to be coded to Library Donations. If Friends of Goshen Public Library wish to fund a library expenditure, they are encouraged to pay for the items directly to the vendor

Expenses are coded directly to Expense Accounts with the following exceptions:

- Expenses paid on behalf of another fund should be coded directly to the corresponding Due To/From account.
- Tax Refunds are coded against Tax Revenues
- Land Use Permits collects a fee that is due to the Department of Energy; the payment to the DEP is coded against the Land Use Permit income

Recreation Sponsorships

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WARNING
ANNUAL AND SPECIAL TOWN MEETING
TOWN OF GOSHEN

We, the Selectmen of the Town of Goshen, hereby give warning to persons legally entitled to vote thereat that the Hybrid Annual Town Meeting and Special Town Meeting will be held in the *gymnasium of Goshen Center School and via Zoom meetings, Meeting ID: 826 9027 0519* in said Town of Goshen on Monday, November 15, 2021 at 8:00 p.m. for the following purposes:

1. To take such action as the voters deem best with respect to the acceptance of the Annual Town Report for the fiscal year ending June 30, 2021.
2. To take such action as the voters deem best with respect to the acceptance of the Town Auditor's Report for the fiscal year ending June 30, 2021.
3. To take such action as the voters deem best with respect to the following Resolution:

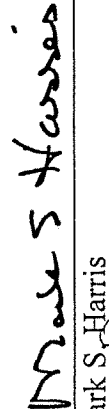
“RESOLVED: To authorize and instruct the Board of Selectmen to execute Town Aid agreements with the State of Connecticut pursuant to Connecticut General Statutes Chapter 240, Part IIa for the expenditure of all funds available to the Town of Goshen under said Chapter 240, Part IIa for the fiscal year beginning July 1, 2022”.

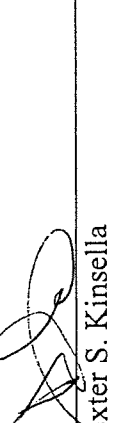
4. To authorize the Board of Selectmen to apply for and receive any state or federal grants for the benefit of the Town, provided that any appropriation of municipal funds shall be approved in advance by the Board of Finance, and if the amount exceeds \$20,000, a town meeting.
5. To elect two members of the Recreation Commission for a term of three years ending at the Annual Town Meeting of 2024.
6. To elect one member of the Recreation Commission to fill a vacancy ending at the Annual Town Meeting 2023.
7. To elect two members of the Inland Wetlands and Watercourses Commission for a term of three years ending at the Annual Town Meeting of 2024.
8. To fill a vacancy of the Inland Wetlands and Watercourses Commission for the balance of a term ending at the Annual Town Meeting of 2022.
9. To elect two regular members of the Economic Development Commission for a term of three years ending at the Annual Town Meeting of 2024.
10. To elect one alternate member of the Economic Development Commission for a term of three years ending at the Annual Town Meeting of 2024.

Dated at Goshen, Connecticut, this 2nd day of November, 2021.

BOARD OF SELECTMEN


Robert P. Valentine


Mark S. Harris


Dexter S. Kinsella

Received Nov. 3, 2021 @ 9:15 AM

Attest: Barbara L. Ben
Goshen Town Clerk