

TOWN OF CANAAN
BOARD OF FINANCE, SPECIAL MEETING MINUTES
JANUARY 20th , 2024 @10:00 AM
Town Hall, 108 Main Street, Falls Village, CT
IN-PERSON AND VIA ZOOM

Members Present:

In person: Amy Wynn, David Wilburn, John Steines, Thomas Wilson, Carol Staats

Alternate Members Present:

In person: Ginger Betti and Karl Munson

Absent:

Alternate John Haddon and Member, Steve Dean.

Also Present:

Interim Treasurer – Michelle Hansen

Deputy Treasurer – Linda Paviol

Selectmen – Chris Kinsella, Dave Barger and Judy Jacobs

A video of the meeting can be found here: <https://youtu.be/Hi3szIgBYQk>

Call to order: Amy Wynn called the meeting to order at 10:04am.

Seating of Alternates: No Alternates were seated.

Orientation Of Treasurer's Reports:

Linda Paviol provided a presentation on the methods used to calculate the monthly Treasurer's Reports and information on what the numbers within each report represent. A question-and-answer period was provided.

Michelle Hansen stated she had been asked for a job description. She provided the list of Treasurer Responsibilities as given to her by Linda Paviol, and a copy of the State Statute regarding Municipal Treasurers. Chairman Amy Wynn noted the job description task is a Board of Selectmen's responsibility and hoped one would be completed. Amy also offered Michelle assistance if needed in the conversion to Quick Books.

Adjournment: Carol Staats made a motion to adjourn the meeting at 11:12am. Thomas Wilson seconded the motion; unanimous.

Respectfully submitted by Recording Secretary, Denise Cohn.

Attachments:

Treasurer's Job Description/List of Responsibilities
Statute

Treasurer/Bookkeeper Jobs:

Payroll:

- Weekly check runs
- Add/terminate employees on system
- Add/delete employees to insurances (medical, vision, dental, life, LTD)
- Track sick, vacation & personal days
- Quarterly 941 returns
- Annual W-2s, 1099-NEC, 1099-Misc, 1099-R, 945s

Accounts Payable:

- Weekly check runs
- Monitor W-9s for new vendors
- Add/terminate vendors
- Monitor all invoice approvals for appropriate sign-offs
- Monitor budgets for all departments
- Monthly budget & revenue reports to BOS/BOF
- Attend monthly BOF meetings if possible
- Prep budget & revenue worksheets for BOS/BOF

Other Jobs:

- Quarterly reports to the State of CT for Building, P&Z, I/W & ZBA
- Monitor ARPA funds & prep reports to the BOF/BOS & Treasury
- Reports to the State annually – Appointment of Auditor, Spending Cap, FH updates, DE 2017 State report
- Annual Reports: EMMA filing (for loans), OSHA for all buildings
- Annual Workers Comp report to CIRMA
- Multiple surveys by: state, COG, Cersus, etc
- Accounting for grants
- Monitor the retirement plan: adding employees, annual contribution reports, withdrawals
- Monitor & reconcile all reserve accounts, and fiduciary accounts
- Sign & monitor Kellogg checks – balance to Kellogg system
- Reconcile all general fund accounts
- Dog Fund account – write checks, make deposits, annual report to state, quarterly report to state for adoptions
- Make deposits to the general fund
- Monitor Kellogg tuition accounts
- Work with Auditor
- Submit info for fixed assets – both Town and Kellogg
- Balance Tax Receivables monthly

- Balance Town Clerk Receivables – end of fy

Sec. 7-80. Duties of treasurer. Appointment of deputy. (a) The town treasurer shall receive all money belonging to the town, pay it out on the order of the proper authority and keep a record of all moneys received and when received and of all moneys paid out, when, for what and upon whose authority, which record shall always be open to the inspection of any taxpayer in such town and shall be presented to each annual town meeting, being first sworn to by him and adjusted by the selectmen. The town treasurer shall be, ex officio, treasurer of the town trust funds and may appoint a deputy who shall, in the absence or disability of the town treasurer, perform all his duties.

(b) Payment of any obligation of any town may be made by a national bank or state bank and trust company located in this state in accordance with the directions of the treasurer of the town, on order of the proper authority of such town, and the treasurer may authorize such bank to debit the town's account therefor.

(1949 Rev., S. 600; 1959, P.A. 28, S. 165; 1969, P.A. 186, S. 1; P.A. 82-239, S. 2, 7; P.A. 86-207, S. 1, 3.)

History: 1959 act deleted requirement of annual accounting by trial justices, said office having been abolished by same act; 1969 act added Subsec. (b) re payment procedure for town obligations; P.A. 82-239 removed obsolete reference to town deposit fund; P.A. 86-207 amended Subsec. (a) to provide for the appointment of a deputy.

Treasurer has no implied power to make a note binding on the town. 49 C. 539; 121 U.S. 121. Cannot bind town by accepting illegal order. 70 C. 18. Nature of town order. Id., 42. Mandamus to compel treasurer to pay town order. 95 C. 206.

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