

Minutes of the Board of Finance Meeting  
Dec. 8, 2014 – Town Hall – 7 p.m.

Members present:

Justin Donnelly, Joe Sangiovanni, Ryan Anderson, Chris Childs, Brian Kost, alts. Eric Harrington, J. Michael Stevens, Tracy Eccles    Absent: Scott Lingenfelter

Also present: First Selectman Ed McAnaney, Treasurer Christine Davidson, Director of Finance Deborah Cerrato, Secretary Bobbie C. Kling

Chairman Justin Donnelly called the meeting to order at 7 p.m.

Citizen Comment:

As Chairman, I have a couple of comments. First I would like to thank Michael Zak for his contribution for the Library Project. It is just enormous, both the quantity of the dollars and its impact on the Project. I think we all owe him a very big thank you and I want the record to reflect that. The other I would like to recognize and thank Joe Sangiovanni and the Permanent Building Committee, Joe as Chairman and the PBC for all the work they did, working with all the numbers, etc. I wanted to thank them for that.

Mr. Sangiovanni noted that we hope to sign the contract this week.

Correspondence: None

Minutes - Mr. Kost moved to approve the minutes of the regular meeting, November 10, 2014 and to approve the minutes of the Special Meeting November 24, 2014; Mr. Sangiovanni seconded. The minutes were approved by unanimous vote.

Mr. Donnelly noted that we have need of an alternate member; Mr. Anderson moved to accord voting rights to Ms. Tracy Eccles, for the absent Mr. Lingenfelter.

Change in the Assistant Tax Collector Position hours from 2 at 25 hours to 1 position at 29 hours and 1 person at 21 hours ~ The Tax Collector has requested this change; it would provide more coverage for the Office. The office has had this arrangement of hours in the past. The total number of employee hours does not change and there will be a slight change in employee benefits. The 21 hour position will not be eligible for Disability Insurance and the allocation rate for benefits will change for the 29 hour employee from the rate at 25 hours. This is being requested now because there is currently a vacancy in the office. Mr. Kost moved to approve the change of hours in the Tax Collector's Office from 2 at 25 hours to 1 position at 29 hours and 1 position at 21 hours. Mr. Anderson seconded. The motion was approved by unanimous vote.

Discussion of proposed Bid and Purchase Policy ~ Ms. Cerrato stated that this is ongoing; the State has made some changes in the requirements and we need to look at this. This issue was tabled and scheduled for the next regular meeting's agenda.

Discussion pertaining to the Tri Board Meeting – Mr. Donnelly mentioned the resignation of four Board of Education members. We are still proceeding with the Tri Board meeting. The meeting is scheduled for next Tuesday, December 16th in the Senior Center. The meeting will begin at 7 p.m. The entire BoE finance budget subcommittee resigned. What suggestions do you have for topics? Mr. Anderson stated that we should discuss the role of engagement of the BoF in the BOE budget process. We should have a couple of members to attend their subcommittee meetings. Mr. Anderson and Mr. Kost volunteered to serve as BoF representatives to the BoE budget subcommittee. Mr. Childs would be interested in what they are considering for capital expenditures and how it could be incorporated in to the Advisory Commission on Capital Expenditures (ACCE). Mr. Donnelly noted that we should discuss capital expenditures and the definition of such. Mr. Donnelly would name the Bridge Street School and the plans for its future as item for discussion. Mr. Sangiovanni suggested that we discuss the future plans of the redevelopment of Ff Tyler Place. Mr. McAnaney noted that the Bridge Street School subcommittee has not yet finished its report which they would bring to the Board of Finance when the report is complete. Mr. Anderson also suggested that we discuss the percent of increase in the Budget with the BoS and BoE; the BoF has said no more that the CPI now approximately 1.6- 1.7 % This is the BoF's Memorandum of Understanding Mr. Sangiovanni noted that we have to do something with Town Hall; the Town Hall server must be moved. The HVAC and the electrical systems must be updated. The move of the server is holding up the renovation of the Town Hall. It is also the first year of the State of Connecticut's biennial budget, which will affect the town's budget.

The Director spoke to the question of how much does the Town owe the State regarding the audit of the school grant for the High School Project. The State original issued a report indication that the town owed approximately \$800,000 to the state. This has been reduced to approximately \$400,000 by research and documentation found by Director of Finance and Bill Hoff the School Business Manager. There should also be some amounts that were disallowed for the High School that will be eligible for the Vo-Ag grant for the High School Project. These projects are being audited as separate projects by the state. This figure is still being reviewed by the State and we are waiting for the State's response. Mr. Donnelly suggested that we have this subject on the next meeting agenda's.

2015 Regular meeting calendar – Mr. Kost moved to approve the calendar as presented; the motion was seconded. After discussion, the location was changed to the Town Hall conference room, but it was noted that the location was subject to change. The amended calendar of the 2015 regular meetings was approved by unanimous vote.

#### Director of Finance – Budget Highlights

The Audit has finalized their field work and she has been corresponding with them.

The Audit will be issued by December 31,2014. The last item that is due to them is the fixed asset which will be sent this week.

First Selectman's Report - Pertaining to the resignations of 4 BoE members, he noted that according to the BOE bylaws the resignations must be submitted at a regular meeting which will be next week. A minimum of 2 weeks must pass before the BoE can appoint new members. The Board of Education appoints their own members. It is anticipated that the BoE will appoint by December 31. In the matter of Preferred Electric, we have made the payment and that is that. The litigation of the Morminos v Town of Suffield has been settled; we went to a Settlement Conference and we were able to settle it at

that point. The Morminos will purchase three acres or more adjoining their property which when combined with the land they own, will be 5 acres which qualifies as a farm. They have 60 days to purchase the additional land. The Zoning Enforcement Officer will issue an apology to the Morminos.

Mr. Childs announced that the Manager of Other Post Employment Benefits (OPEB) Trust Fund is coming to present their report at the Retirement Commission meeting this week. Tracy will attend as the other member of the OPEB subcommittee. We have mentioned hiring a Benefits Consultant. What is the process of retaining this consultant? Discussion was held to determine what the scope would be. There is funding of \$50,000 in the FY 14/15 Budget.

The meeting was adjourned 7:50 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary

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