

**Board of Finance
Regular Meeting Minutes
November 13, 2018**

Members Present: M. Bronn, T. Pratt, J. Carroll, L. Hutvagner, K. Brennan

Members Absent: S. Leeper

Others Present: Selectmen P. Betkoski (7:03 PM) and M. Krenesky (7:10 PM)

Call to Order: 7:00 PM

M. Bronn led the assembled in the Pledge of Allegiance.

M. Bronn welcomed new members Larry Hutvagner and Kyle Brennan to the Board of Finance.

Public Comment: No public present.

Approval of Minutes:

Regarding the approval of the October 2018 meeting minutes, there were not enough members present who attended the October meeting to make a quorum for the vote on approval of minutes. Approval of October minutes was postponed until next month.

Bills: No bills.

Correspondence: None at this time.

Reports:

Ambulance Service Report: T. Pratt presented the ambulance service report for the month of October. If the account remains at these levels through the end of January, the town can expect to receive revenue from the Ambulance account this fiscal year. The town's share is 80% of amounts in the account over \$50,000. The collection agency is doing a good job.

Treasurer's Report: The Board reviewed the bank balances at the end of October 2018. Regarding the Bonded Projects fund, there has been recent activity with the drainage repair on Burton Road coming out of the bonded projects fund. Interest earned was over \$14,300 for the month on the 5 major funds which are in overnight sweep accounts with Liberty Bank.

Town Clerk Report: The Board reviewed the Town Clerk report for the month of October. The report showed a healthy month for the Town Clerk for October with conveyance funds of over \$9,800 coming to the town.

Tax Collector's Report: Tax collections for October were reviewed. Tax collections remain steady and sewer and water bills went out in September 2018.

Finance Manager's Report: The board reviewed the Revenue and Expenditures report through the month of October provided by E. Schwarz. Revenue in line items for Building Permits, Interest/Investments Earned, Insurance Refund (equity distribution from CIRMA) will exceed budgeted amounts, and tax collections remain strong.

There are several expenditures line items which are in danger of exceeding their budgets and these were highlighted on the Finance Office report. Fire Department Insurance, Vehicle Repairs, and EMS Supplies are cause for concern. L. Hutvagner suggested aligning all the insurance policies with our fiscal year, so that premiums can be verified at budget time. For Fire Department, we need to establish a clearer picture of the budget for repairs versus mandatory vehicle/equipment testing. The board also inquired about the new tires which were purchased for Truck

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#6 and the conditions of the original vehicle purchase. Due to the hiring of new part-time officers, short term disability and retirement of a full time officer, and an increase in patrol shifts, Police Department Part Time Patrol, Uniforms, and Gas & Oil are trending to exceed their budgets. The board discussed the town's short term disability coverage which the town self-insures at 100% per contract and noted that the town should receive a quote for insuring short term disability. All of these line items were discussed and reviewed.

E. Schwarz noted that the Finance Office is preparing for the audit at the end of the month and former Finance Manager T. Broesler will come in during the audit. With regard to the Finance Office, M. Bronn explained that the town was not able to secure the candidate that they had hoped to hire for the Finance Manager position after the last round of interviews. He accepted a position with another town. The position will be posted again and the interview committee will go back to the drawing board. M. Bronn would like to see more of the resumes that are coming in, to determine the best candidate.

There is a FEMA recovery scoping meeting which will take place on December 4th at 10:00 AM. Some of FEMA requirements were discussed. Public Works regular time and overtime spent on debris removal will qualify for FEMA reimbursement. Data is needed from the Fire Department on vehicle and volunteer hours during the storm. E. Schwarz also noted the digester cleaning project has been awarded and will be coming out of our SWWT fund.

The Board of Selectman will review at least 3 budget transfers next month. Transfers are needed for Property & Casualty Insurance, along with Fire Department Insurance. The board will also consider the transfer of \$19,999 from the Debris Removal Capital projects fund back into Contingency line. L. Hutvagner asked about the debris removal funds of \$19,999 which have not been utilized. Could these debris removal funds be utilized through mid-February to complete the clean-up of Matthies Park? M. Krenesky noted the hope is that Public Works could work on clean up during regular hours throughout the winter. The Boards could delay moving the funds until after the winter, so it can be used for tornado clean up. Much will depend on the mildness or severity of the winter months.

First Selectman's Report:

Selectman Peter Betkoski noted that before the Board of Selectman makes any decision to move forward with the lease of the O&G property on Lopus Road, firm numbers will be needed to determine the town's cost to develop the land. The lease is a 15 year commitment that the Town needs to review carefully and there is currently no concrete plan for developing the property. K. Brennan noted that when high numbers are put out there, this causes alarm from the community, and we cannot predict the cost of the land 15 years from now. Selectman Mike Krenesky concurred that there is no urgency to rush into a contract, until all the costs and options have been considered. Selectman P. Betkoski would like to come up with a plan, get firm numbers, and determine how to move forward to have a location for leaves and brush.

Selectman P. Betkoski welcomed the new Board of Finance members and looks forward to working with them. T. Pratt stated this board is ready to work and to do so; they need solid facts and numbers.

Old Business: None at this time.

New Business: T. Pratt noted that there are a couple of date conflicts with the 2019 meeting calendar and the Board of Finance should begin scheduling Budget workshops early next year. The undersigned fund balance is lower than it has been the last couple of years and the State revenue is unpredictable, so the budget process may be more challenging this coming fiscal year. The Board should meet with the major department chairs individually and the Capital Improvement plan still needs to be developed and addressed.

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The senior intern program at Woodland may be an option for additional help in the Finance Office at no cost, while we are short staffed. The Board of Finance supported this idea.

Adjournment:

M. Bronn called for a motion to adjourn at 8:07 PM. T. Pratt made the motion to adjourn and L. Hutvager seconded the motion. All ayes.

Respectfully submitted,

Erin Schwarz

Finance Office