

Board of Finance Meeting Minutes
Wednesday, February 18, 2015
Town Hall Meeting – 7:00 p.m.

Members Present Chairman Rob Tarlov, Art Shilosky, Rob Esteve, John Ringo, James McNair, Tom Kane

Members Absent: None

Others Present: First Selectman Stan Soby, CFO Maggie Cosgrove, Tax Collector Don Philips, CIRMA - Terry Perry, USI - Chris Wardrop

1. **CALL TO ORDER:** Chairman Tarlov called the meeting to order at 7:02 p.m.
2. **ADDITIONS TO THE AGENDA:** Chairman Tarlov said POCD Update was inadvertently left on the agenda from the last meeting. R. Esteve motioned to remove agenda item 13, seconded by J. Ringo. Vote was unanimous. **MOTION CARRIED.**
3. **APPROVAL OF MINUTES –**
February 4, 2015 Regular Meeting / February 5, 2015 Tri-Board Meeting :
J. Ringo motioned to approve the minutes of the February 4, 2015 regular meeting and February 5, 2015 tri-board meeting, seconded by A. Shilosky. Members voted in favor with J. Ringo abstaining from voting on tri-board minutes and T. Kane abstaining from voting on both. **MOTION CARRIED.**
4. **CITIZEN’S COMMENTS:** None
5. **CORRESPONDENCE:** None
6. **WORKMENS COMP:** M. Cosgrove introduced Terry Perry from CIRMA and Chris Wardrop from USI. The concentration is on cost containment by identifying areas of repeat incidences and focusing on preventative measures. The rate given is 12% increase for 3 years on workers’ compensation and 3% for liability-auto-property. The rate could be less based on future loss performance, but not likely in years one and two.
7. **BUDGET DISCUSSION:** No updates
8. **DEPARTMENT REPORTS**
 - a) **Finance Department:** M. Cosgrove reported that the collection rate for period ending January 31, 2015 shows a large decrease but this was due to a substantial size payment received in December rather than January. February will show an upswing due to tax bills being paid the first of the month. Next month expenditures will reflect snow removal. There is still potential for FEMA reimbursement for the blizzard.
 - b) **Tax Collector – Reports and Discussion:** D. Philips reiterated the reason for decline in collections for the month of January. Tax bills were due February 1st.

RECEIVED
COLCHESTER, CT
2015 FEB 20 PM 1:44
Terry Perry
CIRMA

Due to this being a Sunday, followed by a storm on that Monday, taxpayers were given until February 3rd to make their payment. Point Pay is scheduled to go live early March. His last day as Tax Collector will be April 2nd. Chairman Tarlov asked if there were written procedures to assist a new collector. D. Philips will update information to assist a new collector. Chairman Tarlov thanked Mr. Philips for the diligent job he has done.

9. FIRST SELECTMAN'S REPORT

a) Transfer Requests: None

b) First Selectman's Update: Governor Malloy announced budget. It appears municipal funding will remain the same. The state trooper cost is increasing. KX continues to work on consolidation and how the cost will be dispersed. Chatham Health District approved their budget. A tentative agreement has been reached with the clerical union. Public Works Department had done a tremendous amount of work to keep the roads clear from snow. J. Paggioli was commended for all the hours he has been putting in to manage the snow removal process. Guidance was requested from the Board on funding the consultant contract for the Strategic Plan. Chief Cox has said he does not have money in his budget to fund the consultant's contract. First Selectman Soby stated that he would go along with whatever the Board decides. Board members agreed that he either needed to find the money in this year's budget or put it in next year's. They would not appropriate money from fund balance at this time to pay for the plan to be completed after the money was removed by First Selectman Schuster last year from the 2014-2015 proposed budget.

10. LIAISON REPORTS: J. McNair reported that Chief Cox shared man-hours thus far for the year. The fire house roof is leaking. Chairman Tarlov reported that Sewer and Water Department has three candidates for a new Plant Manager. Charter Review Commission is working with Steve Coyle to in regard to any charter changes to the Sewer and Water Commissioner designee.

11. NEW BUSINESS:

a) Review of 12/31 Program Fund: None

b) Review of 12/31 Ambulance Incentive Program: James McNair presented numbers received from Chief Cox. From the report, it was not possible to determine if this program is accomplishing it's stated goals First Selectman Soby, at the request of the BOF members, will ask Chief Cox to be more consistent in the format of his reports to allow for a better understanding and comparisons.

c) Survey: The RiverEast will be doing an article on the survey.

12. OLD BUSINESS:

a) Budget Review and 2014-20 15 Planning Objectives

i. updates: As projections of line items have become much tighter in their estimates, it was asked if contingency should be raised from .5% to 1%. M. Cosgrove feels comfortable with the .5% at this time as these items are relatively small and that it's if snow and legal that are the large expenses with high variability and impossible to predict with any accuracy. She suggested that when snow or legal come in under budget, the unused amount should be reserved to be used in future years when expense are above budget.

b) Review of Capital Improvement Plan - Equipment: No update at this time will be completed for the analysis of the financial plan for Building Project. Rob T, Stan and Maggie to meet with the financial advisor on 2/26 to review options for the Board to discuss on March 4. Bonding resolution cannot be completed until the financial plan is decided.

c) Review of Capital Improvement Plan - Facilities: More time needed to put numbers and a timeline into this plan as was done with the equipment plan.

d) Discussion and Possible Action: Elected Officials/Nonunion Employees - First Selectman Soby distributed an updated draft of the compensation policy. Members requested a note be added stating that the percentages shown were examples only and would be rounded up to the nearest quarter percent. R. Esteve motioned to approve the Compensation Policy for Non-union Employees and Elected Officials with discussed changes, seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.**

13. UPDATE ON POCD: Removed from agenda

14. CITIZENS COMMENTS: None

15. ADJOURNMENT: R. Esteve motioned to adjourn, seconded by A. Shilosky. Vote was unanimous. **MOTION CARRIED.** Chairman Tarlov adjourned the meeting at 9:27pm.

Submitted by,

Dawn LePage, Clerk