**Approved Minutes**

**Present**: Ted Turner, Dean Markham, Alan Hurst, Lori Wilcox, Don Coolican, Mary Ann Dostaler (Mary Ann arrived at 6:33 during discussion of item 6)

**Not Present:** David Monighetti

**Other attendee(s):** Jeffery M. Jylkka, Director of Finance

**1-2. Chairman Turner called the meeting to order at 6:30 p.m. followed by the Pledge of**

**Allegiance.**

*Once the meeting was called to order, a motion was made by Mr. Hurst and seconded by Mr. Coolican to enter Capital Committee Appointments to tonight’s agenda as Item 9b. under New Business.* **Vote: Unanimous. Motion passed.**

**3.** **Approval of Minutes:**

**a) Regular meeting 7-21-2014:** Mr. Markham made a motion to approve the minutes that was seconded by Mr. Hurst **Vote: Unanimous. Motion passed.**

**4.** **Public Remarks:**

None

**5.** **Special Presentations:**

None

**6. Correspondence:**

Mr. Jylkka confirmed that all Board Members received the email from Mr. Maniscalco announcing a Tri-board meeting on October 7, 2014. The topic will be Natural Gas but the agenda has yet to be distributed. Everyone in attendance confirmed receipt.

**7. Status Reports (Financial):**

Mr. Jylkka provided an overview of the available year-end financials for the 2013/14 fiscal year and stated that although the audit is still in preliminary stages, it will formally start in mid to late October and be complete before 12/31/14. Mr. Jylkka also confirmed that the Rossi Law Firm has been retained to assist with the Tax Collector Suspension List (contract signed end of August).

**8.** **Financial Transactions:**

Nothing to Report

**9. New Business:**

1. **Long Crossing Culvert Repairs**

Chairman Turner informed the Board that this has been a popular topic during public comment at Town Council Meetings. But it is his understanding that it needs to go through Capital Committee before any funding can be approved. Mr. Jylkka informed the Board that the bid being considered is NJR construction at $104,000. The Public Works Director has submitted a total estimate of $121,000 for the project which includes $17,000 for on-call engineering inspection, construction oversight and admin fees. This does not, however, include any unknown defects that could require additional funding. Chairman Turner heard from a Long Crossing Resident that Public Works is not planning to complete until Spring 2015.

Ms. Dostaler questioned if this is being considered an Unplanned Emergency project and following the Capital Improvement Policy. Mr. Jylkka confirmed that it is and reviewed the process steps as outlined in Page 6 of the Policy and status of completion of said steps for this project. There is a possibility of transferring funds from existing projects (Road Maintenance/ Chip Seal and Improve Unimproved Roads) but it does need to be approved since it does not fit the definition to fall under either of those projects. It is possible that Special Meetings of the Capital Committee and BOF may need to occur in order to be ready for presentation to the Town Council.

**b) Capital Committee Appointment**

Chairman Turner informed the Board that the newly approved Policy reflects an increase of BOF member representation on the Capital Committee from 1 to 2 representatives. He then asked if any board members would like to volunteer. Ms. Dostaler and Mr. Markham expressed interest. In order to provide bi-partisan representation by

the BOF, Chairman Turner (D) withdrew from participation on the Capital Committee and appointed Dean Markham (D) and Mary Ann Dostaler (C) as the two representatives from BOF.

**10. Continued Business:**

1. **High School Renovation project update**

Mr. Jylkka informed the Board that the CREC Project Manager has left and, as of the last Town Council meeting on 9/9/14, Mr. Markham confirmed that a replacement has yet to be named.

Mr. Coolican commented that while this renovation came about in order to be certified by the New England Association of Schools and Colleges, he has heard that schools in Massachusetts have withdrawn from the certification process and do not hold the Association in high regard.

While no Board members were able to attend the meeting on 9/11/14, Ms. Dostaler did attend the thorough presentation on Capital projects facilities, where it was stated that the line items for the building project are being reviewed and there is a need for a Clerk of the Works appointed from the Town for thorough oversight. She also mentioned that there is an extensive inventory of items, including condition of each item (desks, chairs, bookshelves, etc.) is being created in order to determine retainment, repurposing or disposal. Mr. Jylkka confirmed that an inventory at that level of detail does not exist today. Finally, she mentioned that a ribbon cutting is being planned for the end of this month (September) and that she expects communication to come once a date and time is set.

1. **FY 2014 -2015 Public Works Rolling Stock/Equipment Funding Options**

Chairman Turner verified with Mr. Jylkka that this is in front of the Town Council but is still under discussion as to which option to go with (leasing, private bank financing or bonding). Mr. Jylkka is leaving it on the BOF agenda because in case it needs to come back to the BOF once a decision is made. He will request that a decision on this is an agenda item at the next Town Council meeting.

1. **Capital Improvement & Special Revenue Fund policy update**

Mr. Jylkkashared the latest versions of the Capital Improvement and Special Revenue Fund Policies as modified by the Town Council on 9/9/14:

**Capital Improvement Committee Policy**

Mr. Jylkka informed the Board that there was a lot of debate around the threshold amount for Capital/Fixed Asset Items. The BOF had recommended $10,000 and many Council members wanted $5,000. The decision was made to split the difference and the threshold was changed to $7,500. The version distributed was updated accordingly throughout to reflect this change. A paragraph was also added on page 1 to highlight the process for capital purchases $5,000-$7,500 and to establish organizational codes to track the expenditures at this level. Per the council’s request, more detail will be added to make that paragraph more transparent.

**Special Revenue Funds Policy**

The recommended policy was approved with one revision. Instead of a fixed dollar amount, it was suggested that a percent of budget be used (3.5%). Chairman Turner stated the thought process behind the fixed dollar amount of $50,000 recommended by the BOF was questioned at the Town Council Meeting and while he does not agree with the percentage of budget because of the possibility of fluctuation, it is what the Council decided. Mr. Jylkka informed the Board that he will report the final numbers after the audit is complete in order to make the recommendation of dollar amounts that can go into cap.

1. **Liaison's Reports:**
2. **Town Council:**

The Capital Improvement Committee and Special Revenue Funds Policies (see 10c above) were discussed. An update from the Building Committee was also given on the importance of CREC invoices/record keeping to insure reimbursables are tracked properly.

Ms. Dostaler had a question from the Town Manager’s report discussed at the Town Council Meeting prior to 9/9/14. It was in regard to the installation of a water line for the Chatham Historic Society going over budget due to blasting that is required. Exact dollar amount is not known but Mr. Jylkka informed the Board that there will most likely be an end of the year transfer from the general fund since it was originally funded by fund balance.

1. **Board of Education:**

Mr. Coolican attended the 8/24/14 meeting and found it interesting that the minutes from the 6/30/14 meeting said they had passed the budget and the BOE finance meeting minutes said they reviewed the budget but, the budget is not attached to either minutes. Mr. Jylkka will obtain a copy of the budget and distribute to the Board as many Board members are interested in seeing how they reconciled the approved budget from their original budget request.

1. **Economic Development Commission:**

No Report

1. **Lake / Conservation:**

Ms. Wilcox attended the August meeting but there was nothing financial discussed.

1. **Fire Commissioners:**

Mr. Hurst did not attend the last meeting but was assured that nothing with a financial impact was discussed. Also, the new apparatus was unveiled at a wet down ceremony on Saturday 9/6/14.

1. **Brownfields/Redevelopment:**

Ms. Dostaler informed the Board that the ground water research study of the Village Center is in process and an extension was granted by the EPA that will extend the grant an additional 6 months. Well amount and placement planning is in the final stages (6-15 test wells). They are also looking into additional grant opportunities for other projects in the Village Center.

1. **Park & Rec. Advisory Board:**

Mr. Hurst informed the Board that meetings did not take place in June, July or August and there is nothing to report for September at this time.

1. **Water Development Task Force:**

Mr. Coolican informed the Board that there are 2 options on the table for installation of a water system:

1. Partnering with a private water company (ex: Connecticut Water Company, MDC, etc.)
2. Creating a completely Town funded and managed water system

There are pros and cons for each. Based on a 9/11/14 presentation from the Town of Marlborough on their failed attempt at partnering with Connecticut Water Company earlier this year, the Task Force’s enthusiasm for this option was deflated. On the other hand, the town funded option would require funding that does not seem to be available. A Task Force representative will be following up with Mr. Jylkka to discuss options. Mr. Coolican also raised a concern that Mr. Susco, WPCA /Public Utilities Administrator, is retiring in December of this year which means all that knowledge will be lost.

1. **Town Facilities Evaluation Committee:**

Mr. Hurst informed the Board that the committee has two meetings left before they provide recommendations to the Town Council in October. He also stated that the Rivereast Newspaper has run article(s) on their activity. One recommendation that he already knows will be put forth has to do with building a 100,000 square foot space on the Public Works property to shelter equipment/vehicles that are outside, exposed to the elements today.

1. **Public Remarks:**

None

1. **Town Manager's Report:**

No Report

1. **Adjournment**

Mr. Coolican made a motion to adjourn at 7:39 p.m., seconded by Mr. Markham. **Vote was unanimous in favor.**

Respectfully submitted,

Renee Bafumi

Recording Secretary