**Approved Minutes**

**Present**: Ted Turner, Dean Markham, David Monighetti, Alan Hurst, Mary Ann Dostaler, Lori Wilcox and Marc Lambert (Mr. Lambert arrived at 6:49 during discussion of item 7)

**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.**

**3. Approval of Minutes:**

1. **Public Hearing 3-30-2015**
2. **Special Meeting 4-1-2015**

Mr. Hurst made a motion to approve both sets of minutes as presented (with one correction - 1 typo Ms. to Mr. in the 3-30-2015 minutes). The motion was seconded by Mr. Markham. **Vote: 6-0. Motion passed.**

**4. Public Remarks:**

 None

**5. Special Presentations:**

 None

**6. Correspondence:**

None

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

Mr. Jylkka provided an overview of the Revenues and Expenditures to date (as of March 31, 2015), as well as fiscal year end projections for Revenues, Expenditures and Fund Balance.

1. Revenue – Current forecast reflects a small deficit ($70,000) but it is anticipated that the true variance will be less.
2. Expenditure – It is expected that between any Revenue we are not going to make up we will make up in Expenditures and end the fiscal year at a net zero.
3. Fund Balance – Projected at 12% of FY 2015 budget.

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

 None

**9. New Business:**

1. **Parks and Recreation Special Revenue Fund Transfer to Capital Reserve Fund**

Mr. Jylkka shared “the math” associated with the current quarterly transfer policy for the Park and Rec department. He also shared that with programs that cross multiple quarters, it makes sense that fund transfer occur yearly. The Board acknowledged that their original recommendation had been to review the balance yearly but the Town Council changed it to quarterly. All agreed that yearly still makes sense and that the percentage should also be re-evaluated as they originally recommended a higher percentage.

As the Park and Rec Advisory Council Liaison, Mr. Hurst made a motion that this discussion be tabled until a representative(s) from the Park and Rec can come to the BOF for discussion and input. The motion was seconded by Mr. Monighetti. **Vote: 7-0. Motion passed.**

Ms. Dostaler also requested that Mr. Jylkka provide proposed revisions to the policy (actual wording) to accompany that discussion.

**10. Continued Business:**

1. **High School Renovation project update**

Mr. Jylkka informed the Board that a new Project Manager has been hired and all files have been returned from CREC. He also informed the Board that there is limited concern of any wrongful dismissal litigation from CREC and that the law firm that we are using just won a suit by the Town of Southington vs. CREC.

Ms. Dostaler also shared that the recent influx of change orders is a direct result of the value engineering going on to reduce costs and scale back scope and therefore involves decreases to the budget rather than increases. Mr. Markham questioned if it made sense to have someone come and brief the Board on items like this. Mr. Jylkka to check with the Town Manager on proper protocol of information dissemination as the BOF has no authority over the Building Committee.

1. **CNG proposed expansion**

Mr. Jylkka informed the Board that there is still no word on the STEAP Grants but the RFP/Bid process is under way. Ms. Dostaler jumped in to say that based on discussion at the last Town Council Meeting, there is no real interest being expressed to date and expressed concern that the “window of opportunity” at the schools could be missed if the individual project wording of the RFP is adjusted as the Town Manager has requested. Other Board members expressed a similar concern and are eager to get a status at the 4/28/15 Town Council Meeting. Mr. Jylkka also expressed some concern around the timing of the work vs. the Grant (and associated restrictions if awarded. Ms. Dostaler asked that Mr. Jylkka speak to the Town Manager and provide any new information on the status prior to the 3/28/15 Town Council Meeting.

Chairman Turner also shared that the route has been adjusted to reduce the amount of impact to Rt. 66.

1. **2015-2016 Budget**

Chairman Turner acknowledged that the Referendum Vote will take place on Tuesday, May 5th.

Ms. Dostaler suggested that another item be added to future Citizen’s Guides if possible. The item would be an estimate of the number of hours (and associated cost) it takes the Town Staff to prepare the Budget (from Town Manager’s 1st presentation – Town Meeting). Mr. Jylkka stated that he should be able to provide an estimate.

**11. Liaison's Reports:**

1. **Town Council:**

Aside from the items already discussed (agenda item 10 b) Ms. Dostaler shared that there was a Public Hearing in regard to the Mass Gathering Ordinance (1985). She informed the Board that the ordinance was rescinded. Many Board members concurred that the ordinance was poorly written and confusing and to rescind was the only logical option at this time.

Chairman Turner also informed the Board that the Police Building Committee members were confirmed and meetings will begin in the near future.

1. **Board of Education:**

 No Report – Meetings have conflicted with Budget Meetings

1. **Economic Development Commission:**

No Report – Meetings have conflicted with Budget Meetings

1. **Lake / Conservation:**

Ms. Wilcox informed the Board that there was discussion around a State Grant that they were considering applying for but she has not heard if the application was submitted as the deadline has since past.

1. **Fire Commission:**

Mr. Hurst informed the Board that the Fire Commission is admittedly conserving expenses in order to do some major projects at the end of the year and that it is expected that they will use their entire budget.

1. **Brownfields/Redevelopment:**

No Report – Meetings have conflicted with BOE Meeting

Ms. Dostaler confirmed that Mr. Jylkka has discussed with the Brownfields Chairwoman the fuel island project in the Village Center that grant dollars should be able to cover. Mr. Jylkka confirmed that he had and that The Chairwoman was looking into it further. Mr. Jylkka also shared status on 13 Watrous and the taking down of the Water Tower both of which are on-going.

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

Mr. Hurst informed the Board that the last meeting was the new P&R Director’s first meeting and the bulk of the discussion was around the Special Revenue fund (see item 9a above for discussion detail).

1. **Water Development Task Force:**

No Report – No Meeting

1. **Public Remarks:**

**Tonia Sones – 17 Curry Ln.:** Ms. Sonesasked about the timing of a decision on state grant funding. The Board informed her that the regular session ends the first Wednesday in June and it is anticipated that a decision will be provided on or before that day. It was mentioned however, that the decision could be delayed if a Special Session is entered into.

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

No Report

**Action Items**

* Mr. Jylkka to provide proposed revisions to the Park & Rec transfer to the Cap Reserve Fund policy (actual wording) to accompany that discussion.
* Mr. Jylkka to check with the Town Manager on proper protocol of information dissemination as the BOF has no authority over the Building Committee.
* Mr. Jylkka to speak to the Town Manager and provide any new information on the status of the Boiler Project RFP prior to the 3/28/15 Town Council Meeting.
* Mr. Jylkka to prepare and an estimate of the number of hours (and associated cost) it takes the Town Staff to prepare the Budget (from Town Manager’s 1st presentation – Town Meeting) in order to include in future Citizen Guides to the Budget.

1. **Adjournment:**

Ms. Wilcox made a motion to adjourn at 7:34 p.m., seconded by Mr. Monighetti. **Vote was unanimous in favor. Motion Passed.**

Respectfully submitted,

Renee Bafumi

Recording Secretary