**Approved Minutes**

**Present**: Ted Turner, Dean Markham, David Monighetti, Alan Hurst, Mary Ann Dostaler, Marc Lambert and Lori Wilcox (Ms. Wilcox arrived at 7:33 during discussion of item #5)

**Other attendee(s):** Jeffery M. Jylkka: Director of Finance, Michael Maniscalco: Town Manager

**1-2. Chairman Turner called the meeting to order at 7:30 p.m. followed by the Pledge of Allegiance.**

**3. Approval of Minutes:**

1. **Regular Meeting 4-20-2015**
2. **Special Meeting 5-8-2015**

Mr. Hurst made a motion to approve both sets of minutes as presented. The motion was seconded by Mr. Markham. **Vote: 5-0. Motion passed.**

**4. Public Remarks:**

Mr. Hurst made a motion to move Agenda items 10d, 10b and 9a to 5a, 5b and 5c respectively. The motion was seconded by Mr. Markham. **Vote: 5-0. Motion passed.**

**5. Special Presentations:**

1. **10d - Parks and Recreation Special Revenue Fund**

Director of Parks & Recreation: Jaime Krajewski along with 3 members of the Parks & Rec (P&R) Advisory Board were in attendance for this discussion. Prior to speaking, Chairman Turner informed the group that the BoF’s original recommendation for there not to be a required transfer quarterly (or even yearly) of the P&R Special Revenue Fund was over-ruled by the Town Council putting he current policy in place.

Richard Norkun, Chairman of the P&R Advisory Board and active member of this Board for over 27 years, provided the history of how the EH Park & Rec Department was one of the first self-funded P&R Departments in the state of CT and the growth has been considerable (goal each year is 2% growth and the last 3 years have had 10% growth). In order to sustain this business model and continue to grow the Special Revenue Fund is crucial.

The Board continued to support that the current Policy, while it may work for the Police Special Revenue Fund, does not make sense for the Park and Rec. Through review of the Policy with recommended edits by Mr. Jylkka (percentage changed to a dollar amount and frequency changed from quarterly to an annual basis) the Board discussed the leniency through the policy as written to assess each year what amount makes sense to transfer if any.

Rather than make a recommendation, it was decided that a Workshop would be scheduled at 7:00 on June 15th with Town Council, BoF and P&R Advisory Board to discuss the policy, and properly define the fund.

1. **10b – CNG proposed expansion**

Mr. Maniscalco shared that construction has begun and that there could be as many as 5 different worksites at one time which puts a significant stress on the police special services budget. He also confirmed that all Board Members received the invitation for the Groundbreaking Ceremony at American Distilling Inc. scheduled for Thursday, May 31st at 11 a.m.

Mr. Maniscalco then provided a status on the Boiler Conversion Bid Process. He stated that, the first time around, after 5 companies attended the walkthrough, 1 Bid was received. The RFP was then amended and the same 5 companies attended the 2nd walkthrough and the Bid process closes on May 20, 2015. If no Bids are received, the Town will not be in a good place to be able to meet the necessary timelines for school buildings.

1. **9a - Water Tower Demo – Cap Reserve Fund**

Mr. Maniscalco shared that the removal of the Water Tower at 1 Watrous St. will be to occurring May 26-May 30th. He informed the Board that the dates are driven by the directive from the courts (exact timeline not given) coupled with a need to have Eversource turn-off power to the surrounding power lines. Due to a moratorium Eversource has on turning off power lines in the summer months beginning June 1st , all work needs to be completed prior to that June 1st  date. He went on to explain that the Town will need to incur the costs to remove with the hope that 100% will be recouped at a later date. Known costs include $10,000 to turn the power off, $135,000 to deconstruct the Tower and $35,000 to remove the debris. Unknown costs include Police and other wire companies (cable, phone etc.) Mr. Maniscalco is fairly confident, based on confidence of the town lawyer, that the owner has ability to reimburse the town but what form of payment and

timing is not yet known (cash, property, etc.). Therefore, the accrual process needs to be discussed.

Given the unique situation, the normal process of Capital Committee making a recommendation to the BoF and the BoF making a recommendation to the Council, on where the money should come from, is occurring backwards with the Council already weighing in, BoF discussion this evening and the Capital Committee Meeting scheduled for May 20th. Mr. Jylkka did confirm that there is available cash in Capital (specifically, debt sinking account, road repair account and road upgrade account) and although it is not the ideal option, it is what the Council has recommended.

Discussion continued around not only where to accrue the money from but how the necessary reimbursements will occur after the fact. The only way to get an individual appropriation would be through a Town Meeting and the time constraints will not allow for the meeting to occur prior to the project beginning and very likely concluding. Although there is confidence that reimbursement will occur, the timing is not known nor the form of payment (cash vs. land ownership transfer). Mr. Markham mentioned accruing revenue similar to a tax and Mr. Jylkka clarified that under modified accrual, he would set up an allowance for the entire amount. It was clarified that even a Special Meeting of the BoF would not be able to occur after the Capital Committee meets on the 5/20 and the project begins. Mr. Maniscalco also reminded the Board that in extenuating circumstances such as this, he does have the authority to expend funds if necessary without approval from the Board or Council. In response to Mr. Markham’s question, he also explained that in the month since the court order, daily activities related to the necessary coordination of all involved parties (Demo crew, crane operators, Eversource, cable and phone companies, police, etc.) have been occurring. It was agreed that if the money is indeed taken from the Capital Funds as discussed and reimbursement is delayed or does not occur, a Town Meeting is had for a special appropriation from Fund Balance to reinstate funds taken from Capital Funds, rather than for the Tower Project. Mr. Markham made light of the fact that if the debt sinking fund were used, the reinstatement of funds can occur over multiple years.

Mr. Lambert made a motion that ***“the BoF recommend to the Capital Committee that they examine the Capital funds and identify available funds that can be “borrowed” to be used for the deconstruction of the Water Tower until such time that reimbursement is received from the owner of 1 Watrous St. and/or a special appropriation from Fund Balance is approved to reinstate all money “borrowed”.*** The motion was seconded by Mr. Hurst. **Vote: 6-0 Motion Passed**

**6. Correspondence:**

Mr. Jylkka stated that the only correspondence was the invitations to the Board Members for the CNG Groundbreaking Ceremony at American Distilling Inc. scheduled for Thursday, May 31st at 11 a.m.

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

Mr. Jylkka provided an overview of the Revenues and Expenditures to date (as of May 14, 2015), as well as fiscal year end projections for Revenues, Expenditures and Fund Balance.

1. Revenue –Varied only slightly from last month where we had a forecasted variance of $70,054 to the current variance of $71,609. Just under 98% in Tax collections and close to 99% in Building permits and fees.
2. Expenditure – Last month we forecasted a positive variance, of $13,000 and this month we are at $22,000.
3. Fund Balance – Net Loss currently reflected is $49,000 but the expectation is that it will get to zero.

Ms. Dostaler requested that future versions of financials be banded in order to aid in review. Mr. Jylkka confirmed that he would do that moving forward.

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

None

**9. New Business:**

1. **Water Tower Demo – Cap Reserve Fund**

*See item 5c above*

1. **Audit Selection Committee**

Mr. Jylkka shared the RFP for Audit Selection. He then asked if the BoF, as the Audit Committee, wanted to all participate in the interview panel or if they wished to appoint a sub-committee of representatives to participate in the interviews. After a brief discussion about protocol and logistics, it was agreed that Mr. Lambert and Mr. Markham will represent the BoF on June 10, 2015.

**10. Continued Business:**

1. **High School Renovation project update**

Mr. Jylkka informed the Board that in lieu of attendance by any HS Renovation Committee Members, the Quarterly Report (period ending March 31, 2015) was distributed.

There was also discussion about a rhibar issue that occurred during recent construction and concrete pouring. It was discovered that the rhibar was left out in error by the contractor and is now in the process of being corrected at no expense to the project.

1. **CNG proposed expansion**

*See item 5b above*

1. **2015-2016 Budget**

Second Referendum Vote scheduled for June 2, 2015.

1. **Parks and Recreation Special Revenue Fund**

*See item 5a above*

**11. Liaison's Reports:**

1. **Town Council:**

Mr. Turner and Mr. Lambert attended the 5/11/15 Special Budget Meeting and briefly commented on the interesting dynamic across parties during the meeting but, there was no report on the Regular Meeting of 5/12/15.

1. **Board of Education:**

No Report

Ms. Dostaler did mention that she has requested of the Superintendent to be made aware of the contract negotiation schedule in order to have participation by a BoF member.

1. **Economic Development Commission:**

No Meeting. No Quorum.

1. **Lake / Conservation:**

No Meeting. No Quorum.

Ms. Wilcox did mention that she has shared RFP standards shared with the Committee for their project.

1. **Fire Commission:**

Mr. Hurst shared two items from the meeting:

1. They are looking at a new Ladder Truck. In the past they have looked at multi-axle trucks and this one is single-axle.
2. 16 calls were responded to in 4 days (brush fires, structure fires, etc.)
3. **Brownfields/Redevelopment:**

Ms. Dostaler stated that they are meeting at the same time as this meeting but at the previous meeting Jamie Krajewski, P&R Director, discussed the option of a community garden in the Village Center (Walnut St). Ms. Krajewski will return with more detail and plans in the near future.

Ms. Dostaler also mentioned that all data has been digitized and will be able to be accessed and shared more easily. The Brownfields websites is also being updated.

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

No Report – No Meeting

1. **Water Development Task Force:**

No Report – No Meeting

Mr. Hurst was designated as the BoF Liaison to the Task Force, replacing Mr. Coolican when and if it is reconvened.

1. **Public Remarks:**

None

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

Open Position Updates:

* Building Planning and Zoning Administrator – posting closes this week
* Assessor – Re-posting
* Police – Interviews scheduled for this week.
* Part-time Library Position – Interviews occurring.

A Settlement on arbitration was reached for the Supervisor’s Union (9 members). Of the 5 issues the Union raised, the only one they won was a $500 salary adjustment as of the signing of the contract (not retroactive to the beginning of the contact).

1. **Adjournment:**

Mr. Markham made a motion to adjourn at 9:25 p.m., seconded by Mr. Lambert. **Vote was unanimous in favor. Motion Passed.**

Respectfully submitted,

Renee Bafumi

Recording Secretary