

APPROVED  
1/14/16

BOARD of FINANCE  
Meeting Minutes  
December 10, 2015

**ATTENDANCE:** The meeting was convened at 7:32 pm by Chairman Ezzes in the Town Hall meeting room with members Mr. Sargent, Mr. Finkel, Mr. Ferguson, Mr. Grauberd, and Ms. Koller, and Mr. Bochinski present. Also present were First Selectman Daniel, Town Administrator Landry, Finance Director Darling, Superintendent Palmer, BOE Finance Director Rich Rudl, and Commission on Aging Chair De Keyser.

**SENIOR EXCURSION BUS:** Bruce Lorentzen from the Commission on Aging told the Board that the Friends of the Senior Center group has donated \$40,000 from its Alden Sherman Car Show fundraising effort to the Town ( accepted by the Board of Selectmen on November 30) for the purpose of replacing the Senior Center's excursion bus. He and Senior Center Director Wendy Petty described how the current bus is used, and the need for replacement. Given its age, the hope is that a new bus will allow for more activities and outings.

He also explained that the Commission and Board of Selectmen have approved a \$20,000 withdrawal from the Heady Fund for bus replacement. As the bus is expected to cost approximately \$80,000, the group (with Selectmen concurrence) is asking the Board of Finance to make a \$20,000 appropriation to complete the necessary funding. There was discussion that the bus should be available for other Town and school purposes, but that its priority should be for senior activities. The Board voted unanimously ( Ms. Koller motion, Mr. Grauberd second) to appropriate \$20,000 from the undesignated capital account balance for the purpose of purchasing an excursion bus.

**BOE UPDATE:** Supt. Palmer and Finance Director, Rich Rudl presented a year to date financial report to the Board. A key item of note was that year end entry corrections and a low rate of active claims to date place the Internal Services Fund in a very healthy position. This indicates that the next budget will look to take the entire OPEB contribution from this account. Past practice has been to take half from the operating budget and half from this account.

**CLOSEOUT of TOWN 2014-15 OPERATING BUDGET:** The Board voted unanimously (Ms. Koller, Mr. Bochinski second) to close out all of the Town's operating budget line items as indicated by Finance Director Darling on the attached list. The Board appropriated \$122,750 in June to cover the anticipated deficit. The actual year end deficit was \$106,527. Mr. Ezzes questioned the deficit amount in the Police vehicle maintenance, and asked that this be further identified, as the number does not seem accurate to him.

**CLOSEOUT of VARIOUS TOWN and BOE CAPITAL PROJECTS:** The Board voted unanimously ( Ms. Koller motion, Mr. Grauberd second) to close out eighteen separate capital accounts for completed Town and BOE capital projects ( list and balance/deficit amounts attached). The close outs result in a net deficit of \$675.91, which the motion directs that the small net deficit will be covered with an appropriation in that amount from the undesignated capital fund balance.

**MIDDLE SCHOOL POOL LOCKER ROOM CONDITIONS UPDATE:** Mr. Landry said that he visited the site with the Town Engineer and School Facilities staff. The issue appears to be traceable to two issues from the outflow pipes from roof drains to the catch basins. The pipes appear to be undersized and at the wrong pitch. Some engineering investigation will be needed to pinpoint the pitch problem. He will look through the plans from 2005 to identify the engineer at the time, as well as the construction crew, to see what records might be readily available. This may require a funding request but the group is not at the point of knowing what it is required at this point, so no request will be made tonight.

**FY 2016-17 BUDGET APPROACH:** First Selectman Daniel solicited from the Board what its outlook and approach will be for the upcoming budget process. She will be meeting with department heads soon regarding their funding requests, and welcomes any guidance that the Board wishes to provide. She voiced her concern for the general state of the Connecticut economy, and its impact on the Town and the sentiments of voters.

She noted that her conversations with the Public safety personnel indicate little need or enthusiasm for a newly constructed 14,000 square foot facility. Accordingly, she will not be pursuing a project of that scope. She intends to look at options for renovating the current facility, and possibly adding space to the Police Station. Any such proposal will not utilize a bond issue, but will rely on existing available funds.

Mr. Landry noted that in preliminary budget review, increases in salaries and health insurance, coupled with the potential addition of a School Resources Officer, will push the budget increase well over 3%, with few notable possibilities for reductions without active layoffs. Reductions in energy costs are anticipated.

He also said that the Town capital budget will be down about \$78,300 this coming year, and debt service will be down about \$80,000, 20% of which is applicable to Town projects.

He noted that the Board has not budgeted for supplemental car tax receipts, which approached \$500,000 this year. This approach was taken historically to provide a margin of safety in case receipts or state aid did not come in as budgeted, and also as a way to build the fund balance. As the Board is not now actively building the fund balance, perhaps it would be an appropriate time to begin budgeting a portion of those expected revenues.

No decisions were reached.

**MINUTES:** A motion (Mr. Ferguson, Mr. Bochinski second) to approve the meeting minutes of October 8 as presented passed by unanimous vote.

**ADJOURN:** At 9:40 pm, a motion (Mr. Bochinski, Mr. Grauberd second) to adjourn the meeting passed by unanimous vote.