

**EAST GRANBY BOARD OF FINANCE
REGULAR MEETING MINUTES**

June 13, 2017

1) Call to Order

The regular meeting of the Board of Finance was called to order by Chairman Dave Kilbon at 7:37 PM. Members present were Dan Dziedzic, Mike Malloy, Dave McNally, Mark Porter, and Lee Sandora.

2) Public Comment

None

3) Acceptance of Minutes – May 3, 2017 Meeting

Motion by L. Sandora, seconded by M. Malloy to accept the minutes of the May 3, 2017 meeting as recorded by the Board Clerk. **All votes in favor. Motion carried.**

4) Communication and Correspondence

a) Letter from Audrey Thompson resigning as alternate member of the Board. **Motion** by M. Malloy, seconded by D. McNally to accept A. Thompson's resignation with regret and to thank her for her service to the Board. **All votes in favor. Motion carried.**

5) New Business

a) **Act on Suspense List as Provided by the Tax Collector**

Motion by D. McNally, seconded by D. Dziedzic to approve the Suspense List as presented by the Tax Collector. **All votes in favor. Motion carried.**

b) **Discuss State Budget Status**

D. Kilbon noted the State has not yet adopted a budget and it is unclear when the Governor and Legislature will reach agreement. As a result the grant revenue to the Town is not yet known. The adopted Town budget and tax rates are based on the Governor's February proposal; however, in May he revised his proposal in ways that would reduce grants to the Town significantly. D. Kilbon urged both the boards of Selectmen and Education to be very conservative in FY18 spending and to avoid costs where possible until the state budget has been approved and municipal grant levels are known.

c) **Review Anticipated Year End FY17 Balances with BOS and BOE**

First Selectman Jim Hayden indicated the Board of Selectmen anticipates returning between \$120,000 and \$150,000 to the General Fund at the close of FY17, mostly due to savings in Insurance. Board of Education Business Manager Susan Greco indicated the Board expects a return but is unsure of the amount at this time due to remaining payrolls and collection of receivables by the Board.

d) **Review Status of Existing Capital Accounts and Recommend Closure of Completed Accounts**

Motion by D. McNally, seconded by M. Porter to close the following Capital accounts and return all remaining funds to the Capital Non Recurring Fund:

- Board of Selectmen accounts:
 - Storm Water Mapping (appropriated at 2/17/11 Town Meeting)
 - Town Hall Chiller (3/30/16)
 - Turnout Gear (11/1/16)
- Board of Education accounts:
 - School Technology (6/21/16)
 - Middle School Parking Lot Repairs (7/26/16)
 - Boiler Repair (11/1/16)

All votes in favor. Motion carried.

e) **Review Capital Plan**

The Board reviewed the Capital Plan.

f) **Discuss and Act on Capital Requests**

Motion by M. Porter, seconded by M. Malloy to recommend for Town Meeting action appropriation of a sum not to exceed \$124,000 from the Capital Non-Recurring Fund for Road Maintenance, as recommended by the Board of Selectmen, with any unexpended amount to be returned to the Capital Fund. **All votes in favor. Motion carried.**

Motion by D. McNally, seconded by M. Malloy to recommend for Town Meeting action appropriation of a sum not to exceed \$60,000 from the Capital Non-Recurring Fund for School Technology, as recommended by the Board of Education, with any unexpended amount to be returned to the Capital Fund. **All votes in favor. Motion carried.**

The Board also noted

- the Board of Selectmen request to carry over to FY18 the unappropriated amount of \$50,000 allocated in the FY17 Capital Plan for a Backhoe to be combined with \$59,000 noted for the same purpose in the FY18 Plan.
- the Board of Education detailed material on Capital priorities for use in preparation of the FY18 Capital Plan update.

g) **Provide Guidance to Boards of Education and Selectmen for Update of the Five Year Capital and Infrastructure Plan**

D. Kilbon noted that in the absence of a state budget and resultant state grant information it is difficult to give guidance. He advised the boards to anticipate for the present flat funding of the allocation to Capital from the General Fund for FY19. The Board will revisit guidance at its September meeting.

h) **Discuss and Act on General Government Budget Transfers**

Motion by M. Porter, seconded by D. Dziejdzic to approve the following budget transfers recommended by the Board of Selectmen:

- \$4,000 from Insurance (line 2700) to Selectmen (line 0100)
- \$1,500 from Insurance (line 2700) to Tax Collector (line 0800)
- \$4,500 from Insurance (line 2700) to Planning and Zoning (line 1200)
- \$1,000 from Insurance (line 2700) to Data Services (line 1300)
- \$5,000 from Insurance (line 2700) to Public Buildings (line 1400)
- \$6,000 from Insurance (line 2700) to Fire Department (line 1700)
- \$5,500 from Insurance (line 2700) to Fire Marshal (line 2000)
- \$8,000 from Insurance (line 2700) to Public Works (line 2100)
- \$10,000 from Insurance (line 2700) to Parks & Recreation (line 2500)
- \$2,500 from Insurance (line 2700) to Street Lighting (line 3300)
- \$246 from Insurance (line 2700) to Memberships (line 3500)

All votes in favor. Motion carried.

i) **Request Reports from Agencies, Boards and Commissions for Annual Report**

The Board asked Town agencies, boards and commissions to provide input to the Annual Report for FY17.

6) **Old Business**

- a) None

7) **Monthly Reports**

a) **Shared Services Committee**

D. McNally reported the Committee's research is mostly completed. The report is being drafted.

b) **Bonding Project**

M. Porter reported the Committee completed a tour of school roofs. Additional expertise will be brought into the project. The report should be completed by the end of the calendar year.

c) **Financial**

Motion: Motion by M. Porter, seconded by L. Sandora to accept the May Treasurer's and General Government financial reports. **All votes in favor. Motion carried.**

8) **Public Comment**

None

9) **Adjourn**

Motion by D. McNally, seconded by M. Malloy to adjourn the meeting. **All votes in favor. Motion carried.** The meeting was adjourned at 8:55 PM.

Respectfully Submitted,
David K. Kilbon, Chair, Board of Finance