

**EAST GRANBY BOARD OF FINANCE
REGULAR MEETING MINUTES
June 12, 2018**

1) Call to Order

A regular meeting of the Board of Finance was called to order by Chairman Dave Kilbon at 7:37 p.m. Members present were, alternate Oliver Davis, Jim Francoline, Mike Malloy, Mark Porter and alternate Dillon Tyman. Oliver Davis was designated a voting member. Dillon Tyman was designated a voting member until Dave McNally's arrived at 7:42 p.m.

2) Public Comment

None

3) Acceptance of Minutes –May 8, 2018 Meeting

Correction: Under the second bullet of Communication & Correspondence it should be noted that Oliver Davis also received the April 13th memo from State Rep. Tami Zawistowski.

Motion: A motion was made by Mike Malloy and seconded by Mark Porter to accept the minutes of the May 8, 2018 meeting as corrected. **All votes were in favor and the motion carried.**

4) Communication & Correspondence

- Annual Town Report

5) New Business

A) Act on Suspense List as Provided by the Tax Collector

Motion: A motion was made by Jim Francoline and seconded by Mike Malloy to accept the suspense list as provided by the tax collector. **All votes were in favor and the motion carried.**

B) Review Anticipated Year End FY18 Balances with BOS and BOE

Jim Hayden indicated the Town anticipates returning \$75,000-\$100,000. Dr. Mahoney indicated the BOE did not have a number at this time but will email the BOF when the information is available.

C) Review Status of Existing Capital Accounts and recommend Closure of Completed Accounts

Motion: A motion was made by Mark Porter and seconded by Dave McNally to close the following capital accounts and return any remaining funds to the Capital Fund:

Board of Selectman

- Greenway Capital Project

Board of Education

- Security Initiatives
- School Technology

All votes were in favor and the motion carried.

D) Review Capital Plan

The Capital Plan was reviewed.

E) Discuss and Act on Capital Requests

Motion: A motion was made by Dave McNally and seconded by Jim Francoline to recommend for Town Meeting action a sum not to exceed \$11,000 to install insulation at the Town Hall. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Dave McNally and seconded by Oliver Davis to recommend for Town Meeting action a sum not to exceed \$47,000 from the Capital Non-Recurring Fund to replace windows at Town Hall. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Dave McNally and seconded by Mark Porter to recommend for Town Meeting action a sum not to exceed \$100,000 to purchase and equip a backhoe. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Mike Malloy and seconded by Jim Francoline to recommend for Town Meeting action a sum not to exceed \$180,000 to purchase and equip a plow tuck. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Dave McNally and seconded by Oliver Davis to recommend for Town Meeting action a sum not to exceed \$77,000 to purchase, equip and install Fire Department radios and accessory equipment. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Dave McNally and seconded by Mike Malloy to recommend for Town Meeting action a sum not to exceed \$167,000 from the Capital Non-Recurring Fund for road maintenance. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Mark Porter and seconded by Jim Francoline to recommend for Town Meeting action a sum not to exceed \$60,000 from the Capital Non-Recurring Fund for School Technology. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Mike Malloy and seconded by Dave McNally to recommend for Town Meeting action a sum not to exceed \$50,000 from the Capital Non-Recurring Fund to replace the Allgrove/Middle School/High School telephone system. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Mike Malloy and seconded by Dave McNally to recommend for Town Meeting action a sum not to exceed \$85,543 from the Capital Non-Recurring Fund for High School/Middle School HVAC controls. Any unexpended funds are to be returned to the Capital Fund. **Dave McNally withdrew his second. Motion was not considered due to lack of second.**

Motion: A motion was made by Mark Porter and seconded by Mike Malloy to recommend for Town Meeting action a sum not to exceed \$6,700 from the Capital Non-Recurring Fund for the High School auditorium roof access door. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Jim Francoline and seconded by Oliver Davis to recommend for Town Meeting action a sum not to exceed \$38,000 from the Capital Non-Recurring Fund to repair and remediate the Allgrove school Parking lot. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

Motion: A motion was made by Mark Porter and seconded by Mike Malloy to recommend for Town Meeting action a sum not to exceed \$5,000 from the Capital Non-Recurring Fund for the Allgrove air conditioning engineering assessment. Any unexpended funds are to be returned to the Capital Fund. **All votes were in favor and the motion carried.**

F) Act on Adding Allgrove LED Project Funding to FY19 Debt Service

Motion: A motion was made by Mike Malloy and seconded by Mark Porter to recommend for Town Meeting action the transfer of \$13,062.34 from the unallocated fund balance to FY 19 Debt Service for the Allgrove LED debt obligation. **All votes were in favor and the motion carried.**

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

The BOF will discuss in September.

H) Discuss and Act on General Government Budget Transfers

Motion: A motion was made by Jim Francoline and seconded by Mark Porter to approve the following budget transfers as recommended by the BOS:

- \$835 from Insurance to Audit
- \$2,000 from Insurance to Tax Collector
- \$8,000 from Insurance to Planning & Zoning
- \$16,000 from Insurance to Public Buildings
- \$14,000 from Insurance to Data Services
- \$15,000 from Insurance to Police
- \$4,000 from Insurance to Fire Marshal
- \$10,000 from Insurance to DPW
- \$2,000 from Insurance to Street Lights
- \$17,000 from Insurance to Utilities

All votes were in favor and the motion carried.

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

The BOF will request reports to be submitted by November 30th. Lee Sandora will be the BOF liaison.

6) Old Business

None

7) Monthly Reports

A) Shared Services Actions Update

Jim Hayden indicated that a sub committee has been formed and they anticipate meeting later this month.

B) Bonding Project

Jim Hayden indicated the next meeting is on Thursday June 14th.

C) Financial

Motion: A motion was made by Mike Malloy and seconded by Mark Porter to accept the May BOS and Treasurer financial reports and the April BOE financial report. **All votes were in favor and the motion carried.**

8) Public Comment

None

9) Adjournment

Motion: A motion was made by Dave McNally and seconded by Jim Francoline to adjourn the meeting at 9:46 P.M. **All votes were in favor and the motion carried.**

Respectfully Submitted,

Kelly M. Jacobs, Board Clerk