

**EAST GRANBY BOARD OF FINANCE  
SPECIAL MEETING MINUTES  
June 13, 2019**

1) **Call to Order**

A special meeting of the Board of Finance was called to order by Chairman Dave Kilbon at 7:31 p.m. Members present were Jim Francoline, Mike Malloy, Dave McNally, Mark Porter, Lee Sandora and alternate Natalie Welsh.

2) **Public Comment**

None

3) **Acceptance of Minutes –May 7, 2019 Meeting**

**Motion:** A motion was made by Dave McNally and seconded by Lee Sandora to accept the minutes of the May 7, 2019 meeting. **All votes were in favor and the motion carried.**

4) **Communication & Correspondence**

- Board Resignation- Dave Kilbon resigned effective June 26, 2019. The BOF thanked him for his many years of service and wished him all the best. Mark Porter will take over as the BOF Chairman.
- Background Information on BOE Unexpended Funds Account

5) **New Business**

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

**Motion:** A motion was made by Dave McNally and seconded by Mark Porter to accept the suspense list as provided by the tax collector. **All votes were in favor and the motion carried.**

B) **Review and Amend Board of Finance Meeting Schedule**

**Motion:** A motion was made by Jim Francoline and seconded by Mike Malloy to revise the remaining Board of Finance meeting dates from September to December 2019. The new dates are September 12th, October 10th, November 14th and December 12th. **All votes were in favor and the motion carried.**

C) **Review Anticipated Year End FY19 Balances with BOS and BOE**

Jim Hayden indicated the Town anticipates returning \$130,000-\$150,000. Bob Paskiewicz indicated the BOE anticipates returning approximately \$100,000 but noted that the BOE was not able to meet to review the most recent financial report.

D) **Review Status of Existing Capital Accounts and recommend Closure of Completed Accounts**

**Motion:** A motion was made by Dave McNally and seconded by Jim Francoline to recommend for Town Meeting action the closure of the following capital accounts and to return any remaining funds to the Capital Fund:

Board of Selectman

- Windows Town Hall
- Backhoe
- Plow Truck
- Police Cruiser
- FD Utility Truck
- Roof Design

**All votes were in favor and the motion carried.**

**E) Review Capital Plan**

The Capital Plan was reviewed.

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

**Motion:** A motion was made by Dave McNally and seconded by Mark Porter to recommend for Town Meeting action a sum not to exceed \$8,000 from the Capital Non-Recurring Fund to Paint and repair Historical Society and Kilbon Barns at East Granby Farms. 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 Jim Francoline to recommend for Town Meeting action a sum not to exceed \$23,000 from the Capital Non-Recurring Fund to replace 20 Fire Department Air Pack Replacement Bottles and related 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 Mark Porter and seconded by Lee Sandora to recommend for Town Meeting action a sum not to exceed \$15,000 from the Capital Non-Recurring Fund for Senior Community Center Kitchen Renovations. Any unexpended funds are to be returned to the Capital Fund. **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 indicated the Boards should stay within the current guidelines.

Dave McNally departed the meeting (8:54pm). Natalie Welsh was then designated a voting member.

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

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

- \$8,000 from Insurance to Data Services
- \$9,000 from Insurance to Public Buildings
- \$5,000 from Insurance to Fire Department
- \$40,000 from Insurance to Police Department
- \$4,000 from Insurance to Fire Marshall
- \$6,000 from Insurance to Animal Control
- \$5,000 from Insurance to Social Security
- \$6,000 from Insurance to Utilities

**All votes were in favor and the motion carried.**

**I) Discuss Adoption of Encumbrance Policy**

The draft policy was discussed. The BOF asked the BOE and BOS to review and provide comments at the September meeting.

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

The BOF will request reports to be submitted. Lee Sandora will be the BOF liaison.

**6) Old Business**

None

7) **Monthly Reports**

A) **Shared Services Status**

Jim Hayden indicated they are looking into payroll shared services with ADP.

B) **Financial**

**Motion:** A motion was made by Jim Francoline and seconded by Mark Porter to accept the May BOS financial report. **All votes were in favor and the motion carried.**

**Motion:** A motion was made by Mark Porter and seconded by Mike Malloy to accept the May Treasurer financial report. **Four votes were in favor** (Francoline, Malloy, Porter, Sandora) and two opposed (Kilbon, Welsh). **Motion carried.**

Dave Kilbon conveyed to the BOE that it was critical for the BOE to be balanced with the Treasurer as of May, prior to the business manager's departure. He also stressed that it is of utmost importance that the year-end reconciliation is completed timely and that the BOE reconcile on a timely basis each month with the beginning of the new fiscal year beginning in July.

8) **Public Comment**

A comment was made regarding the new BOF meeting dates being placed on the Town website. Jim Hayden gave an update on the bonding project.

9) **Adjournment**

**Motion:** A motion was made by Lee Sandora and seconded by Mark Porter to adjourn the meeting at 9:27 P.M. **All votes were in favor and the motion carried.**

Respectfully Submitted,

Kelly M. Jacobs, Board Clerk