

**EAST GRANBY BOARD OF FINANCE
SPECIAL MEETING MINUTES
June 9, 2020**

1) Call to Order

A special meeting of the Board of Finance was called to order by Chair Natalie Welsh (via Zoom) at 7:01 p.m. Members present (via Zoom) were alternate Jeff Clark, alternate Oliver Davis, Jim Francoline, Mike Malloy, Dave McNally, Mark Porter and Lee Sandora.

2) Public Comment

None

3) Acceptance of Minutes –May 12, 2020 Meeting

Motion: A motion was made by Mark Porter and seconded by Jim Francoline to accept the minutes of the May 12, 2020 meeting. **All votes were in favor and the motion carried.**

4) Communication & Correspondence

- 2020-21 Mill Rate Memorandum from Clerk, dated May 13, 2020.
- 2019-2020 Municipal Grants-In-Aid Alternative Use Approval from State, dated May 20, 2020
- 2019-2020 Suspense List from Tax Collector, dated May 28, 2020
- Draft of Preliminary Official Statement
- Three letters in support of the capital request for Mini Bus

5) Unfinished Business

A) Review Comments from Boards of Education and Selectmen on Draft Encumbrance Policy and Act on Encumbrance Policy

Motion: A motion was made by Dave McNally and seconded by Mark Porter to approve the encumbrance policy as presented. **All votes were in favor and the motion carried.**

B) Consider and Act on Board of Education Request for One-Time Transfer to the BOE Non-Lapsing Fund in Accordance with CT General Statute 10-248a

Motion: A motion was made by Mark Porter and seconded by Mike Malloy to make a one-time transfer of \$49,238 to the BOE non-lapsing fund in accordance with State statute 10-248a. **Four votes were in favor (Malloy, McNally, Porter, Welsh) and two opposed (Francoline, Sandora). Motion carried.**

6) New Business

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

Motion: A motion was made by Mark Porter and seconded by Dave McNally 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 FY20 Balances with BOS and BOE

Jim Hayden indicated the Town anticipates returning \$100,000-\$120,000. Bob Paskiewicz indicated the BOE anticipates returning approximately \$150,000.

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

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

- Fire Department UTV
- Fire Department Air Pack Replacement Bottles
- Senior/Community Center Kitchen Renovation

All votes were in favor and the motion carried.

It was noted that any BOS/BOE FY20 capital items not addressed in the current year will be carried forward to FY21 primarily due to the impact of COVID-19.

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

- School Technology
- School Telephone System
- Allgrove Parking Lot
- MS/HS HVAC Expansion
- Allgrove Fuel Tank
- Allgrove Hot Water Heater Conversion

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 Jim Francoline and seconded by Dave McNally to recommend for Town Meeting action a sum not to exceed \$49,617 from the Capital Non-Recurring Fund to purchase and equip a new police vehicle. 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 \$150,000 from the Capital Non-Recurring Fund for the refurbishment of Engine 3. 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 Mark Porter to recommend for Town Meeting action a sum not to exceed \$65,816 from the Capital Non-Recurring Fund to purchase a Senior Mini Bus. 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 \$39,000 from the Capital Non-Recurring Fund to replace the camera server at R.D. Seymour School. 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 \$59,600 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.**

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

The BOF asked that the BOS & BOE submit their capital plans to the BOF by September 8, 2020.

G) Discuss and Act on General Government Budget Transfers

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

- \$3,000 from Senior Services to Selectmen
- \$8,000 from Senior Services to Buildings
- \$3,000 from Senior Services to Social Services
- \$10,000 from Economic Development to Fire Department
- \$15,000 from Facility Management to RCC
- \$1,000 from Facility Management to Engineer
- \$10,000 from Insurance to Engineer
- \$8,000 from Registrars to Data
- \$3,000 from Emergency Management to Data
- \$8,000 from Fields to Data
- \$9,000 from Contingency to Public Works
- \$12,000 from Contingency to Utilities

All votes were in favor and the motion carried.

H) Discuss and Act on Municipal Grants-In-aid/Town Aid Road Accounting Procedures

Motion: A motion was made by Natalie Welsh and seconded by Jim Francoline to resolve that the Board of Finance hereby establishes a Grants-in-Aid line item within the Town Aid Road Fund; and be it further resolved that the Treasurer, beginning in FY 20-21 and moving forward, is hereby directed to designate incoming Municipal Grants-in-Aid between the General Fund and the Town-Aid-Road Fund as appropriate and consistent with any waiver granted by OPM and based on the restrictions prescribed by the funding from the State of Connecticut, and be it further resolved, That when monies allocated to be used for alternate capital projects are not fully spent, the Treasurer is directed to notify the Board of Finance about the remaining money so that it may designate said monies to be moved to the Town-Aid Road Fund in accordance with the restrictions prescribed by the State of Connecticut, and be it further resolved, that the Board of Finance designates the FY20 Grants-in-Aid monies of \$826,034 as \$446,500 revenue in the General Fund and \$379,534 revenue in the Town Aid Road Fund. **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. Lee Sandora will be the BOF liaison.

7) Monthly Reports

A) Shared Services Status

No updates.

B) Building Committee

Jim Hayden indicated the electrical upgrade at Allgrove school will take place this summer.

C) Financial

Motion: A motion was made by Mark Porter and seconded by Dave McNally to accept the April Treasurer 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 Lee Sandora 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