

**EAST GRANBY BOARD OF FINANCE
REGULAR MEETING MINUTES
June 15, 2021**

1. Call to Order

A regular meeting of the East Granby Board of Finance was called to order by Chair Mark Porter (via Zoom) at 7:00 PM. Members in attendance (via Zoom) were Mark Porter, Natalie Welsh, Lee Sandora, Jim Francoline, Dave McNally, Alternate Jeff Clark, and Alternate Oliver Davis. Board Members Absent Mike Malloy. Jeff Clark was designated a voting member.

A motion was made by Lee Sandora and seconded by Natalie Welsh to add the following items to the agenda:

5.i – Discuss and act on a request to expend funds from the Open Space Fund

6.c – Elected Official Salary Update

6.d – External Auditor Selection Committee

All votes were in favor and the motion carried.

2. Public Comment

None

3. Acceptance of Minutes

A motion was made by Jim Francoline and seconded by Lee Sandora to accept the minutes of the May 11, 2021, meeting as presented. **All votes were in favor and the motion carried.**

4. Communications & Correspondence

- Long-time Town resident, Bea Adams left a \$10,000 bequest to the Town's Commission on Aging as reported by Jim Hayden.
- Meeting on June 16, 2021, with Moody's, Jim Hayden, and Mark Porter. Bond issuance target June 29 with funds received July 15.
- Communications from the First Selectman
 - 6/10/21 Shared State of CT Adopted FY 22 Budget Revenue Details
 - 6/10/21 Memo from State of CT Re: America Rescue plan Act of 2021

5. New Business

a. Act on Suspense List as Provided by Tax Collector

A motion to Approve the Suspense list as presented was made by Lee Sandora and seconded by Jeff Clark. Jim Hayden will send an explanation of the amounts in FY 2015 and FY 2016 to the BOF. **Five votes were in favor with one abstention (Natalie Welsh). Motion Carried.**

b. Review Anticipated Year End FY21 Balances with BOS and BOE

The First Selectman reviewed the General Government year end balances and expects to return about \$70,000 - \$75,000 to the General Fund. The BOE Business Manager reviewed year end balances and expects to return about \$75,000 to the General Fund.

c. Review Status of Existing Capital Accounts and Recommend Closure of Completed Accounts

A motion was made by Jim Francoline and seconded by Dave McNally to close the High School Roof Access, Door Camera Server Project at RD Seymour School and School Technology capital accounts as recommended by the Board of Education. All monies from the closed accounts will be returned to the capital fund. **All votes were in favor and the motion carried.**

A motion was made by Lee Sandora and seconded by Natalie Welsh to close the Revaluation Phase II, Police Vehicle, Senior Mini-Bus, Plow Truck, Town HVAC capital accounts as recommended by the Board of Selectmen. All funds from the closed accounts will be returned to the capital fund. **All votes were in favor and the motion carried.**

d. Review Capital Plan

The capital plan and timeline for updates were reviewed by the Chair and discussed with the BOF.

e. Discuss and Act on Capital Requests

A motion was made by Lee Sandora and seconded by Dave McNally to recommend for town meeting action regarding the appropriation of a sum not to exceed \$6200 from the FY 21 capital non-recurring fund to purchase a Controller for Allgrove School as recommended by the BOS, with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and the motion carried.**

A motion was made by Lee Sandora and seconded by Dave McNally to recommend for town meeting action the appropriation of a sum not to exceed \$15,000 from the FY 21 capital non-recurring fund, as recommended by the BOE, to restore the high school men's and women's locker room floors with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and motion carried.**

A motion was made by Lee Sandora and seconded by Dave McNally to recommend for town meeting action the appropriation of a sum not to exceed \$9000 from the FY 21 capital non-recurring fund for Tennis Court Maintenance as recommended by the BOE, with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and the motion carried.**

A motion was made by Lee Sandora and seconded by Dave McNally to recommend for town meeting action the appropriation of a sum not to exceed \$20,000 from the FY21 capital non-recurring fund for the Village Center Concept Plan, as recommended by the BOS, with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and the motion carried.**

A motion was made by Dave McNally and seconded by Lee Sandora to recommend for town meeting action the appropriation of a sum not to exceed \$50,000 from the FY21 capital non-recurring fund to fund a study of the East Granby Volunteer Fire

Department for the purpose of determining and assessing what the town's Fire Department of the future should look like, as recommended by the BOS with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and the motion carried.**

A motion was made by Dave McNally and seconded by Jim Francoline to recommend for town meeting action the appropriation of a sum not to exceed \$7,000 from the FY21 capital non-recurring fund to purchase and install 4 iPad Air computers, related software and fire vehicle docking stations, as recommended by the BOS with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and the motion carried.**

A motion was made by Dave McNally and seconded by Jeff Clark to recommend for town meeting action the appropriation of a sum not to exceed \$225,000 from the FY22 capital non-recurring fund to purchase and equip a used Fire Rescue vehicle, as recommended by the BOS with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and the motion carried.**

A motion was made by Dave McNally and seconded by Jim Francoline to recommend for town meeting action the appropriation of a sum not to exceed \$25,000 from the FY22 capital non-recurring fund to purchase 30 lengths of 5" fire hose, as recommended by the BOS with any unexpended funds returned to the capital non-recurring fund. Any proceeds from the sale of the current 4" hose will be returned to the general fund. **All votes were in favor and the motion carried.**

A motion was made by Jim Francoline and seconded by Natalie Welsh to recommend for town meeting action the appropriation of a sum not to exceed \$55,000 from the FY22 capital non-recurring fund to purchase and equip a Ford SUV Police Intercept Vehicle, as recommended by the BOS, with any unexpended funds returned to the capital non-recurring fund. The proceeds of the sale of the retired police vehicle will be returned to the general fund. **All votes were in favor and the motion carried.**

A motion was made by Natalie Welsh and seconded by Lee Sandora to recommend for town meeting action the appropriation of a sum not to exceed \$66,000 from the FY21 capital non-recurring fund, to purchase and equip a one-ton dump truck for DPW, as recommended by the BOS with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and the motion carried.**

A motion was made by Jim Francoline and seconded by Dave McNally to recommend for town meeting action, the appropriation of a sum not to exceed \$8,000 from the FY21 capital non-recurring fund to demolish the old RCC compactor pad and install a new compactor pad, as recommended by the BOS with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and the motion carried.**

A motion was made by Natalie Welsh and seconded by Jim Francoline to recommend for town action the appropriation of a sum not to exceed \$7,500 from the FY21 capital non-recurring fund to purchase, equip and install an overhead door at the

Department of Public Works garage as recommended by the BOS with any unexpended funds returned to the capital non-recurring fund. **All votes were in favor and the motion carried.**

f. Provide Guidance to Boards of Education and Selectmen for Update of 5-year Capital Plan.

The BOE and BOS were asked to add FY27 to the 5-year capital plan, and present for the September meeting. Plan to discuss a new (higher) capital threshold at the September meeting. First Selectman will research.

g. Discuss and Act on General Government Budget Transfers

A motion made by Natalie Welsh and seconded by Lee Sandora to approve the General Government year-end line-item transfers of \$87,600 as presented by the First Selectman. **Five votes in favor with one abstention (Jim Francoline). Motion carried.**

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

Year-end reports were requested. Lee Sandora and Jim Francoline will work with the Selectmen Office to prepare the report.

i.) Discuss and act on request to expend funds from the Open Space Fund

A motion was made by Jim Francoline and seconded by Dave McNally to recommend for town meeting action, the appropriation of a sum not to exceed \$21,000 from the Open Space Fund to purchase and equip an all-purpose, prefab building for Granbrook Park as recommended by the BOS with any unexpended funds returned to the Open Space fund. **All votes were in favor and the motion carried.**

6. Monthly Reports

a) Financial Reports There was no Board of Education Financial report to review.

Since the Treasurer is not in attendance the report will be reviewed next meeting. The motion to accept the General Government Financials as presented was made by Lee Sandora and seconded by Jeff Clark. **All votes were in favor and the motion carried.**

b) Shared Services

The First Selectmen expects to restart the Shared Services Committee in the fall.

c) Elected Official Salary

Natalie Welsh thanked Jim Hayden for reaching out to CCM and gathering preliminary information about Selectman and Registrars salary.

d) External Auditor Selection Committee

Nothing to report.

7. **Public Comment**

None

8. **Adjournment Motion:**

A motion was made by Dave McNally and seconded by Natalie Welsh to adjourn the meeting at 9:03PM p.m. Motion carried by unanimous vote.

Respectfully Submitted,
Jeff Clark, Board of Finance Alternate