

**EAST GRANBY BOARD OF FINANCE
REGULAR MEETING MINUTES
January 17, 2023**

1) Call to Order by Board Clerk

A regular meeting of the Board of Finance was called to order by Board Clerk Kelly Jacobs at 7:03p.m. Members present were Jeff Clark, Oliver Davis, Jim Francoline, Mike Malloy, Mark Porter, and Todd Zessin.

2) Election of Board Officers for 2023

A nomination was made by Mark Porter and seconded by Mike Malloy to designate Jeff Clark as Board Chair.

Motion: A motion was made by Jim Francoline and seconded by Mark Porter to close the nominations. **All votes were in favor and the motion carried.**

The voting results were unanimous and Jeff Clark was elected as Chairman.

A nomination was made by Jim Francoline and seconded by Mark Porter to designate Oliver Davis as Board Vice-Chair.

Motion: A motion was made by Mike Malloy and seconded by Jim Francoline to close the nominations. **All votes were in favor and the motion carried.**

The voting results were unanimous and Oliver Davis was elected as Vice Chairman.

The meeting was then turned over to Chairman Jeff Clark.

3) Public Comment

Comments were made regarding: voting members for BOF and board elections; capital plan as it relates to new apartments and town financial planner.

4) Appointment to Fill Board of Finance Alternates

A Motion: A motion was made by Mike Malloy and seconded by Mark Porter to appoint Jim McPherson as BOF Alternate as recommended by the DTC. **All votes were in favor and the motion carried.**

A Motion: A motion was made by Jim Francoline and seconded by Todd Zessin to appoint Chris Wrubel as BOF Alternate as recommended by the RTC. **All votes were in favor and the motion carried.**

5) Acceptance of Minutes –December 14, 2022 Special Meeting

Motion: A motion was made by Oliver Davis and seconded by Jim Francoline to accept the minutes of the December 14, 2022 special meeting. **All votes were in favor and the motion carried.**

6) Communication & Correspondence

- BOF alternate recommendation letter from DTC and RTC
- Letter to Mahoney Sabol re audit firm selection
- Governance letter

7) **New Business**

A) **Review and discuss the 2021-2022 audit report**

Michael VanDeventer presented the Town's FY 2022 audited financial statements.

B) **Review and comment on draft purchasing policy**

By request of BOF, Michael VanDeventer made some comments on items in the draft procurement policy. The BOF will send to BOE for comment and will discuss at a future meeting.

C) **Discuss FY24 Operating Budget Drivers with BOS and BOE**

Eden Wimpfheimer presented the FY 23/24 budget drivers for the BOS. Some of the budget drivers include salaries/contractual obligations, insurance and utilities.

Missy Bavaro presented the FY 23/24 budget drivers for the BOE. Some of the budget drivers include salaries/contractual obligations, special & tech services, transportation and utilities.

D) **Request Information from BOE Regarding Non-Educational Costs (P.A. 13-60)**

BOF requested the non-educational cost information from the BOE.

E) **Review Update of Five-Year Financial Model**

The updated 5-year financial model was reviewed.

8) **Monthly Reports**

A) **Financial**

Motion: A motion was made by Oliver Davis and seconded by Todd Zessin to accept the December 2022 BOS, BOE and Treasurer's financial reports. **All votes were in favor and the motion carried.**

B) **Capital Policy Committee**

No update.

C) **Town Fire Study Committee**

Oliver Davis indicated the new Fire Department admin will be coming to discuss fire department needs at the February BOF meeting.

9) **Public Comment**

None

10) **Adjournment**

Motion: A motion was made by Oliver Davis and seconded by Mike Malloy to adjourn the meeting at 9:17 p.m. **All votes were in favor and the motion carried.**

Respectfully Submitted,
Kelly M. Jacobs, Board Clerk