

**EAST GRANBY BOARD OF FINANCE
SPECIAL MEETING MINUTES
June 13, 2023**

1) Call to Order

A special meeting of the Board of Finance was called to order by Board Chair Jeff Clark at 7:01p.m. Members present were Oliver Davis, Jim Francoline, Mike Malloy and Todd Zessin.

2) Public Comment

A comment was made regarding supporting the capital requests for the fire department and public safety.

3) Acceptance of Minutes –May 16, 2023 Special Meeting

Motion: A motion was made by Jim Francoline and seconded by Todd Zessin to accept the minutes of the May 16, 2023 meeting. **All votes were in favor and the motion carried.**

4) Communication & Correspondence

- Alternative Energy
- Mahoney Sabol Engagement Letter
- BOE use of Non-Lapsing Fund for MS/HS Air Conditioning Repair
- Correspondence with Tax Collector about Suspense List

5) New Business

A) Appointment of Auditor for FY 23

Motion: A motion was made by Oliver Davis and seconded by Jim Francoline to accept the Mahoney Sabol proposal and to sign the engagement letter for the fiscal year 23 audit. **All votes were in favor and the motion carried.**

B) Act on Suspense List Provided by Tax Collector

Motion: A motion was made by Oliver Davis and seconded by Todd Zessin to accept the suspense list as provided by the tax collector. **All votes were in favor and the motion carried.**

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

Motion: A motion was made by Oliver Davis and seconded by Mike Malloy to recommend for Town Meeting action the closure of the following BOE capital accounts and to return any remaining funds to the Capital Fund:

- High School Gym Floor Refinish
- Seymour School Computer Room (\$408.96)
- Dell Server Seymour School

All votes were in favor and the motion carried.

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

- Village Center Concept Plan (\$95)
- East Granby Volunteer Fire Department Study (\$5,500)
- Police Vehicle SUV
- Fire Department Tower Ladder Truck
- Police Cruiser (\$700.16)
- DPW Utility Truck (\$437.69)

All votes were in favor and the motion carried.

D) Discuss and Act Upon Capital Requests

Motion: A motion was made by Oliver Davis and seconded by Mike Malloy to recommend for Town Meeting action a sum not to exceed \$12,500 from the Capital Non-Recurring Fund to purchase Aerohive WIFI maintenance and replacement. 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 Todd Zessin to recommend for Town Meeting action a sum not to exceed \$22,000 from the Capital Non-Recurring Fund to perform School bathroom tile/grout cleaning and sealing. 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 \$50,000 from the Capital Non-Recurring Fund to repair/replace MS/HS doors. 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 \$50,000 from the Capital Non-Recurring Fund for Field maintenance/irrigation. 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 Todd Zessin and seconded by Jim Francoline to recommend for Town Meeting action a sum not to exceed \$7,500 from the Capital Non-Recurring Fund to Refinish main gym floor. 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 Todd Zessin to recommend for Town Meeting action a sum not to exceed \$15,000 from the Capital Non-Recurring Fund to Soundproof MS conference room. 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 \$40,000 from the Capital Non-Recurring Fund for Fire Department PPE, EMS and rescue 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 Mike Malloy and seconded by Oliver Davis to recommend for Town Meeting action a sum not to exceed \$14,500 from the Capital Non-Recurring Fund for fire truck level 2 lettering. 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 Todd Zessin and seconded by Mike Malloy to recommend for Town Meeting action a sum not to exceed \$95,000 from the Capital Non-Recurring Fund for ladder truck refurbishment. Any unexpended funds are to be returned to the Capital Fund. **Four votes were in favor (Davis, Francoline, Malloy, Zessin) and one opposed (Clark). Motion carried.**

Motion: A motion was made by Jim Francoline and seconded by Todd Zessin to recommend for Town Meeting action a sum not to exceed \$85,000 from the Capital Non-Recurring Fund to Purchase and equip a police cruiser. 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 \$5,000 from the Capital Non-Recurring Fund to purchase SRO active threat 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 Jim Francoline to recommend for Town Meeting action a sum not to exceed \$17,400 from the Capital Non-Recurring Fund for Sears house facia wrap. Any unexpended funds are to be returned to the Capital Fund. **Motion failed due to lack of second.**

Motion: A motion was made by Oliver Davis and seconded by Jim Francoline to recommend for Town Meeting action a sum not to exceed \$51,000 from the Capital Non-Recurring Fund to purchase and install accounting software. 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 \$7,100 from the Capital Non-Recurring Fund for Police Department rot repair. Any unexpended funds are to be returned to the Capital Fund. **Three votes were in favor (Clark, Francoline, Malloy) and two opposed (Davis, Zessin). Motion carried.**

- E) Provide Guidelines to BOS and BOE for Update of Five-Year Capital Plans**
The BOF asked that the BOS & BOE submit their capital plans to the BOF in September.

F) Discuss and Act on General Government Budget Transfers

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

- \$14,200 from P&Z to Selectmen
- \$17,000 from RCC to Data Services
- \$13,000 from Contingency to Data Services
- \$5,000 from P&Z to Public Buildings
- \$5,000 from Highway to Public Buildings
- \$7,000 from Registrars to Fire Department
- \$11,000 from Contingency to Fire Department
- \$19,500 from P&Z to Police Department
- \$17,500 from RCC to Police Department
- \$10,000 from Contingency to Police Department
- \$5,000 from Town Engineer to Fire Marshall
- \$3,000 from Planning & Zoning to Health Services
- \$8,000 from Board of Finance to Insurance Fees
- \$4,500 from Highway to Senior Services
- \$4,500 from Board of Finance to Youth Services
- \$2,500 from Highway to Facilities
- \$4,500 from Street Lighting to Audit
- \$8,000 from Highway to Assessors

All votes were in favor and the motion carried.

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

The BOF requests reports to be submitted.

H) Sewer Use Fund Money Transfer

Motion: A motion was made by Oliver Davis and seconded by Jim Francoline to transfer remaining funds from the Sewer Assessment fund to the Sewer Use Fund. The Sewer Assessment fund is to remain open allowing for future assessments, if needed. **All votes were in favor and the motion carried.**

6) **Monthly Reports**

A) Financial

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

B) Capital Policy Committee

No update.

C) Auditor Selection Committee

No update.

7) **Public Comment**

A comment was made regarding the capital request for concrete patio replacement.

8) **Executive Session – Personnel Matter**

Motion: A motion was made by Mike Malloy and seconded by Jim Francoline to move into Executive Session for discussion regarding a personnel matter. The First Selectwoman, Finance Director and Resident Trooper Kyle Demetrian were invited to attend. **All votes were in favor and the motion carried.** The Board Clerk was dismissed, and the Board moved into Executive Session at 10:11 p.m. The Board moved out of Executive Session at 10:53 p.m.

9) **Adjournment**

Motion: A motion was made by Jim Francoline and seconded by Mike Malloy to adjourn the meeting at 10:54 p.m. **All votes were in favor and the motion carried.**

Respectfully Submitted,

Kelly Jacobs, Board Clerk