

**EAST GRANBY BOARD OF FINANCE
SPECIAL MEETING MINUTES
August 2, 2023**

1) Call to Order

A special meeting of the Board of Finance was called to order by Board Chair Jeff Clark at 7:02 p.m. Members present were Oliver Davis, Jim Francoline, Mike Malloy, and alternate Chris Cochran. Chris Cochran was designated a voting member.

2) Public Comment

None

3) Acceptance of Minutes –July 18, 2023 Special Meeting

Motion: A motion was made by Jim Francoline and seconded by Mike Malloy to accept the minutes of the July 18, 2023 meeting. **All votes were in favor and the motion carried.**

4) Communication & Correspondence

- Invoice from CRCOG

5) New Business

A) Discuss and Act on FY23 General Government Budget Transfers

Motion: A motion was made by Mike Malloy and seconded by Jim Francoline to approve the following budget transfer as recommended by the BOS:

- \$5,500 from Registrars to Fire Department

All votes were in favor and the motion carried.

B) Discuss and Act on Final Draft Policies

i. Policy Governing Policies

Motion: A motion was made by Oliver Davis and seconded by Mike Malloy to approve the Policy Governing BOF Policies. **All votes were in favor and the motion carried.**

ii. Meeting Material Policy

Motion: A motion was made by Oliver Davis and seconded by Chris Cochran to approve the Meeting Materials Availability Policy. **All votes were in favor and the motion carried.**

iii. General Fund Balance Policy

Motion: A motion was made by Mike Malloy and seconded by Oliver Davis to approve the Year-End General Fund Balance Policy. **All votes were in favor and the motion carried.**

C) Review Draft Policies

i. Capital Non-Recurring Fund Policy

The BOF discussed and will address in a future meeting.

ii. Purchasing Policy

The BOF discussed the above policies and will address in a future meeting.

6) **Public Comment**

None

7) **Personnel Matter (Executive Session)**

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 and Finance Director 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 7:56 p.m.

The Board moved out of Executive Session at 8:29 p.m.

8) **Adjournment**

Motion: A motion was made by Jim Francoline and seconded by Chris Cochran to adjourn the meeting at 8:30 p.m. **All votes were in favor and the motion carried.**

Respectfully Submitted,

Kelly Jacobs, Board Clerk