

Minutes of the Special and Regular Meeting of the Board of Finance
February 10, 2014 – 6:30 p.m. Police Station Conference Room

Members present: Joseph Sangiovanni, Chris Childs, Brian Kost, Scott Lingenfelter, alts. Tracy Eccles, Eric Harrington, and Michael Stevens.

Absent: Justin Donnelly, Ryan Anderson

Also present: First Selectman McAnaney, Selectman Fitzgerald, Selectman Chafetz, Treasurer Christine Davidson, Director of Finance Deborah Cerrato

Blum, Shapiro and Company P.C. – Leslie Zoll, Manager in charge of the Suffield Audit

Vice Chairman Sangiovanni called the Special Meeting to order at 6:30 p.m. By voted motion, voting rights were assigned to Tracy Eccles and Eric Harrington for the absent Justin Donnelly and Ryan Anderson.

Representing Blum, Shapiro and Company PC, Ms. Leslie Zoll reported that Mr. Gerry Paradis was unable to attend the meeting. She will present Audit Review of the revised audit. Members of the Board returned the audits reports distributed at the January meeting, and received copies of the revised audit. She reviewed the revised documents and reports and noted that the revision did not change the opinion or the management letter. The revision was on the RSI 1, RSI 2 schedules and the Management's Discussion and Analysis (MD&A). There are no non compliance issues to report. The various schedules were reviewed and questions by the Board were answered while being reviewed. She also reviewed the Federal and State Single Audits. These reports are required for the reporting of the Federal Grant Funds and the State Grant Funds. There were no findings in the reports. Mr. Kost moved to accept the Audit Report; Ms. Eccles seconded. The motion was approved by unanimous vote.

Audit Sub-Committee – The Board discussed the formation of an Audit Review sub committee to meet with the auditors and review the Audit plan and timing. The review of the Audit would still be presented to the Board of Finance. Mr. Lingenfelter moved that the Board of Finance establish an Audit subcommittee. Eric Harrington and Tracy Eccles volunteered to be on the committee, with one vacancy remaining open. Mr. Kost seconded. The motion was approved by unanimous motion.

The Special Meeting was adjourned 7:07 p.m.

Vice Chairman Sangiovanni called the regular Board of Finance meeting to order. By voted motion, voting rights were assigned to Tracy Eccles and Eric Harrington for the absent Justin Donnelly and Ryan Anderson.

Citizen Comments:

Beth Chafetz, 803 Mapleton Avenue, strongly supports the renovation of the Bridge Street School, and urged members of the BoF to attend the Public Forums on this issue, Feb. 12 and March 13.

Scott Schneider, Board of Education, noted that he and the BOE budget committee looked forward to working with the BoF during the budget process.

Anne Borg, 1310 Mountain Road also spoke in support of the Bridge Street renovation and urged BoF members to attend the Public Forums.

Crystal Holmes, 42 Michael Lane, also spoke in support of the Bridge Street renovation.

Bob Eccles, Chairman of the Board of Education was questioning the date listed for the presentation of the Board of Education budget. In the past the BOE submits their budget to the Board of Finance and the next week reviews it after the BoF has had a chance to read it. It was explained that the calendar given to the Board of Finance members was a draft and so noted on the document that simply updated the dates with the current calendar. Because of the way the calendar falls this year there is an extra week. The Board will review the calendar later in the meeting.

Correspondence:

Mr. Sangiovanni noted an email sent by Hisham Abouelleil and Ahlam Moussa, 66 Deep Brook Harbor, supporting the use of the Bridge Street School as a community center.

Minutes of the Jan. 13, 2014 regular meeting –

Mr. Kost moved to approve the minutes as amended by the following changes: p. 2, change WE to HE, School Security Grant, deleted AND on pg. 2, line 9, and p. 3, 4th paragraph, change Police to policy.

Mr. Lingenfelter seconded. The amended minutes were approved by unanimous vote.

Revaluation Discussion – Assessor Helen Tutz was present. She distributed a report, Comparison of the 2013 Grand List without Revaluation vs. Revaluation Totals to the BoF. She is very confident that we did a good job on the reval with a minimal impact. The Board of Assessment Appeals will be meeting in March and taxpayers must file an appeal before Feb. 20. She noted the effect of the 490 Farm program, and the different assessments. All area farmers were notified of any change in their PA 490 land values.

Acceptance of State Historic Preservation Grant for Suffield Library ADA project –

Mr. McAnaney reviewed the email dated January 31, 2014, sent to the BoF by Patrick McMahon. He reviewed the funding package as noted in the memo. The Board of Selectmen (BoS) has approved this grant award of \$200,000. Mr. Mel Chafetz spoke as President of the Suffield Library Foundation. He noted that \$1,300,000 have been raised through private donations and grants. There is a requirement that the project begin before October to receive one of the donations. The Town will need to fund the last \$100,000. Mr. Sangiovanni noted that the Permanent Building Commission is prepared to have the bidding documents ready by this spring. Mr. Chafetz noted that it is the hope to break ground by July 1. Mr. Lingenfelter moved that the Board of Finance recommend the ADA project and the acceptance these funds to a Town Meeting as recommended by the Board of Selectmen. Mr. Kost seconded. The motion was approved by unanimous vote.

Establish a Zoning and Planning Intern Position – Bill Hawkins, Town Planner, was present and he reviewed his memo dated Feb. 3, 2014. He explained the duties of the intern. He was informed that this position would be considered a temporary employee and the Board of Selectmen and the Board of Finance must approve to create the position and payment. There is no need for additional funds as there is sufficient amount of money available in the payroll line item in the current budget, due to a personnel change in the administrative secretary position. Mr. Hawkins is proposing to pay the intern \$15.00 for 135 hours, for a total of \$2,015. It is noted that the Board of Selectmen have approved the creation and payment of the temporary intern position. Mr. Kost moved that the Board of Finance approve the request of the Town Planner to pay the Zoning and Planning intern \$15.00 per hour for an amount not to exceed \$2,025 during the spring 2014 college semester out of the Zoning and Planning

Department payroll line item. Mr. Harrington seconded. The motion was approved by unanimous vote.

Approve Salary Increase for the Police Captain and transfer of funds - Director of Finance Deborah Cerrato explained that these transfer accounts are required for the balance of a 2% increase for the Police Captain. This position received a salary increase for FY2013-14 during the budget process of .92%. This position was not included in the other Non Union increases because the position received an increase during the budget. This request is to increase this salary to the 2% increase approved for all other Non Union employees. This request has been approved by the Board of Selectmen. Mr. Kost moved to approve the transfer of \$1,017.12 from Contingency 0195011-50920 to Police Department – Payroll 0151501-50920- \$944.84 and to Police Department – Employee Benefits 0151501-50210- \$72.28 as documented. Mr. Lingenfelter seconded. The motion was approved by unanimous vote.

Discussion of FY 13-14 Budget Calendar –

The Director submitted a review of a draft of the 2014 budget meeting calendar. There were several changes noted to spread out the meetings and to accommodate the departments. The BOE will submit their budget by the last Monday of March and will present it to the Board of Finance the next week. After discussion, Ms. Cerrato will re-submit a new calendar, incorporating all changes as recommended by the BoF.

Finance Director Deborah Cerrato -

Budget Highlights – She noted that the Town Counsel line item will most likely need a transfer of additional funds due to more litigation and union negotiations. The Town has spent \$48,595 in snow overtime through 2-2-14. The amount budgeted is \$50,000. There is also a vacant position, budgeted at \$38,313. The Town has expended the Road Salt budget of \$120,000. There was a shortage and our supplier could not fill our orders so we had to pay a higher amount. That supplier will be reimbursing the Town for the extra cost. Additional funds needed to pay for road salt can be charged to the State Aid Road Fund. The current balance in Contingencies is \$332,743.82, which does not include the transfer made tonight.

First Selectman's Report- Mr. McAnaney noted the budget process is on going. A new contractor has been hired to complete the Fire Pump project. The Large Animal Facility lacks the roof. The Town has held back approximately \$500,000 from contractors; this project does have the funding. Mr. Cloonan's request for funding for repairs of gutters, etc, Bridge Street School will be on the next BoF agenda. Mr. Sangiovanni noted that Mr. Cloonan had sent him a note saying that the Bridge Street School roof repair went out to bid to three contractors. A pre bid inspection on Feb. 6 was scheduled but was cancelled due to bad weather. The new pre bid inspection is scheduled for Feb. 27.

The meeting was adjourned at 8:11 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary BOARD.of.FINANCE.Feb.10.2014

