

Minutes of the Board of Finance Meeting  
Police Station Conference Room - Oct. 14, 2014 - 7 p.m.  
REVISED - 10/28/2014

Members present: Justin Donnelly, Joseph Sangiovanni, Ryan Anderson, Chris Childs, Alts. Tracy Eccles, J. Michael Stevens, Eric Harrington Absent: S. Lingenfelter, B. Kost  
Also present: First Selectman McAnaney, Selectman Fitzgerald, Director of Finance Cerrato

Chairman Justin Donnelly called the meeting to order at 7 p.m.  
Citizen Comment: None

By unanimous vote, alternates Eric Harrington and Michael Stevens were accorded voting rights for Scott Lingenfelter and for Brian Kost.

Minutes: Mr. Sangiovanni moved to approve with minutes of the Sept. 8 meeting as amended: p. 1. Tow, changed to "Town," and p. 2. para.2, added "NOT" safe, added "and Board of Education members, George Beiter and Scott Schneider," and Bob Eccles, Chairman of the Board. Mr. Stevens seconded. The minutes were approved as amended by unanimous vote.

Chairman Donnelly noted that the Board of Education has a new Chairperson, Mary Lou Sanborn. The BoE also appointed former member Sue Porcello as the new member.

The Tri-Board Meeting will be Dec. 15.

#### Suffield Volunteer Ambulance Association -Status

Don Miner, past President, introduced Dr. Andy Wakefield as the new President of the Association. Mr. Miner stated he is remaining as a member of the Board. It was noted that the BoF had copies of the Financial Statements of the SVAA. Dr. Wakefield noted that the Association is in very good shape. They respond to over 1500 calls a year, 95% of these by SVAA and 5% by Mutual Aid. There are 80 volunteers, who donate 26,000 hours of volunteer time. They are a very strong volunteer association with a few paid EMT's. They are in the process of obtaining a bid to purchase a new ambulance. Chairman Donnelly noted that he is disclosing the fact that he is in the process of becoming certified as an ambulance driver. Mr. Miner noted that their balance sheet is very strong; replacements of major assets are planned for and the SVAA will be purchasing the new vehicle. The SVAA signed a contract with the Town and took over responsibility for all the part time staff. The Director and Full Time Paramedic are Town employees. The SVAA is a volunteer based structure which is very successful. Mr. Miner noted that the SVAA bills for their service; there is insurance coverage for this cost. Our collection rate is about 94-95%. The Chairman thanked all who attended and presented.

Board of Selectmen Bid and Purchase Policy adopted changes – Mr. Donnelly reported that the BoS had provisional vote, approving this policy. This is a joint policy between the BoS and BoF. Selectman Fitzgerald stated that the Dept. of Public Works, Highway Dept., and the Town Engineer approached the BoS and stated that the Policy needed to be updated. Mr. Turbet reviewed the changes in the purchasing requirements. This policy would do away with the verbal quotation. The higher costs of services and goods made it necessary to increase the monetary limits of the purchasing requirements. The change in this policy would allow more work to be done and in a quicker timeframe. Mr. Donnelly asked if the Director of Finance had any questions about this policy; she stated that she was not consulted. The Chairman stated that a change in this policy should have been a collaborative effort between the BoS , the BoF and the Director of Finance and the Treasurer. It was noted that this policy should also apply to the WPCA and the Board of Education. There should be a clarification of an “emergency situation.” It should state who makes the determination of an emergency situation. Mr. Donnelly asked for a motion: Mr. Childs moved to table this revised Bid Policy until the next BoF Meeting. Mr. Sangiovanni seconded. The motion to table was approved by unanimous vote.

Small Town Economic Assistance Program (STEAP) - Patrick McMahon, EDC Director, reviewed his memo to the BoF dated Oct. 9. He noted that the grant application for this year is due November, and we can apply up to \$500,000. Recommended are two projects to be considered for application:

1. Ffyer Road Reconstruction - \$250,000 to partially fund the reconstruction of this important roadway that will allow for redevelopment of the former lumber yard and town highway facility.
2. Fiber Extension Project - \$250,000 to extend fiber from its current terminus by the Town Center Firehouse to the Library, Bridge St. School, Senior Center and Ambulance facility. This project would link our Ambulance facility to our Emergency Operations Center so that all of our safety services can communicate effectively.

Mr. McMahon reported that the BoS had approved the grant submission at its October 1 meeting. After a discussion, Mr. Childs moved that the Board of Finance approves of the submission of the STEAP grant application for Ffyer Place Reconstruction and Town Center Fiber Extension Project , Mr. Anderson seconded. Mr. Donnelly noted that the phrase “and expenditure of the grant should one be offered,” was not proper and was not offered in the motion. Mr. Harrington abstained. The motion was approved by a vote of 5 in favor, with 1 abstention.

#### FY 2013- 2014

A. Budget Line Item Transfers: Ms. Cerrato explained briefly the line item Transfers. After a discussion, Mr. Anderson moved to accept and approve the 2013-2014 budget line item Transfers as documented by the Director of Finance. Mr. Harrington seconded. The motion was approved by unanimous vote.

B. Encumbrance carry over approval: After a brief discussion, Mr. Anderson moved to accept and approve the Year End Encumbrances General Fund Report, for June 30, 2014, totaling \$148,086.79 as documented by the Director of Finance, Mr. Childs seconded. The motion was approved by unanimous vote.

#### The Treasurer's Report

Treasurer Christine Davidson had sent her written report, General Fund Investment Income Analysis 7/1/14 to 6/30/2015 in the Board Packet. The report was noted and accepted.

Director of Finance - Budget Highlights - Ms. Cerrato commented on the status of expenses, as of 9/30/14 compared to 9/30/13; percentage of budget spent, 15% and 14% respectively.

Ms. Cerrato noted that the revised Fund Balance Estimate did not include the Capital Non Recurring Expenditure (CNRE) Fund. If these funds were included, it was about almost 20% Fund Balance. She is working this week to create a Request for Proposal (RFP) for the consultant for the CNRE Fund. We hope to get the results back in January.

First Selectman's Report - Mr. McAnaney reported the Town is still waiting a result in respect to the litigation for Preferred Electric. We have litigation pending, with the respect to the Zoning and Planning Commission appeal. Currently, we are in arbitration regarding the Fire Pump and perhaps as well as regarding the Large Animal Facility Building. Mediation was not successful.

The Library move starts Oct. 20, 2014 and books and other materials will be moved to the Ff Tyler Place temporary space and may open up the first Monday in November. We have a year lease with month to month extensions with Mr. Lauren. The RFP is out for the Library and bids are due on Oct. 23.

#### Executive Session:

Mr. Sangiovanni moved to enter Executive Session to discuss Property Negotiations, Mr. Anderson seconded. The meeting entered Executive Session at 8:05 p.m. The meeting entered Open Session at 9:10 p.m. No formal action was taken.

The meeting was adjourned at 9:14 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary BOF.Min.Oct.14.2014