

Minutes of the Regular Board of Finance Meeting
November 9, 2015 – Town Hall – 7 p.m.

Members present:

Justin Donnelly, Ryan Anderson, Chris Childs, Brian Kost,

Absent: Joe Sangiovanni, Scott Lingenfelter

Alternates present: Tracy Eccles, J. Michael Stevens, Eric Harrington

Also present: First Selectman Edward McAnaney, Treasurer Christine Davidson, Director of Finance Deborah Cerrato, Secretary Bobbie C. Kling

Chairman Justin Donnelly called the meeting to order at 7 p.m.

Citizen Comment: Mr. Donnelly noted that the Board of Finance members received a thank you note from the Suffield Parks and Recreation Commission Members, thanking the BoF for recommending that the Bridge Street School Community Center be included in a town wide vote Oct. 8, 2015 on the bonding issues.

Mr. Donnelly stated that tonight is the last meeting for two BoF members. Scott Lingenfelter, who chose not to re-run, will be greatly missed. He has served the Town in the past, notably as First Selectman, and on this Board and Joe Sangiovanni. I personally think that Joe has been a magnificent asset to the Town of Suffield as a member of the BoF. I hope he remains as Chairman of the Permanent Building Commission (PBC). Mr. Sangiovanni has had hip replacement surgery and we all wish him a speedy recovery.

We will hold a Tri-Board meeting, December 7, 2015, at SVAA Facility at 7 p.m. This has been coordinated with Melissa Mack (First Selectman elect) and Jeannie Gee (Board of Education chairman).

Mr. Donnelly noted that as we have two absent members. Is there a motion to appoint alternates? Mr. Anderson moved to accord voting rights to Ms. Eccles for Mr. Lingenfelter; Mr. Childs seconded. The motion was approved by unanimous vote. Mr. Childs moved to accord voting rights to Mr. Stevens for Mr. Sangiovanni; Mr. Kost seconded. The motion was approved by unanimous vote.

It was noted by the Secretary, that revised minutes of the Oct. 13, 2015 and revised minutes of the Oct. 15 meeting had been sent to members prior to the meeting. In the Oct. 13 minutes, Mr. Harrington noted that the word “vote” had been left off, (first page) and that in the paragraph addressing the Mini-Bus purchase, rewritten sentence as follows, “This is the Mini Bus Reserve Fund which totals approximately \$146,000” and The word “of” needs to be

placed after the word “purchase”. “Mr. Kost moved to approve the purchase of a 2015 Chevrolet Equinox (\$21,205.00) by the Mini Bus from the reserve fund; Mr. Sangiovanni seconded. Ms. Eccles moved to approve the minutes of Oct. 13, 2015 as amended and to approve the minutes of Oct. 15, 2015 meeting; Mr. Anderson seconded. The minutes were approved as amended.

Suffield Volunteer Ambulance Association (SVAA) – Don Miner and Dr. Andrew Wakefield, President of the SVAA were present. It was noted that the SVAA, Inc. Financial Statements for the Year Ended April 30, 2015, had been mailed to the BoF members prior to the meeting. Chairman Donnelly disclosed that he was a volunteer at the ambulance. Dr. Wakefield introduced himself to the BoF and he distributed an informational report to the members, noting the SVAA is the primary service area provider for ambulance service for Suffield and that the SVAA provides many other services listed, and he reviewed and explained each of the services. He reported that the project for SVAA is increasing Visibility. Drivers do not see walkers, bikes, etc. wearing dark clothing. He and Mr. Miner were both wearing bright yellow/green shirts which were very visible. This is a preventive/ safety project. The staffing and costs of the SVAA were discussed. We have a very strong SVAA.

Mr. Donnelly thanked Dr. Wakefield and Mr. Miner for their presentation.

Transfer of Funds – additional funds for retro checks due to the Library Union Contract that had been signed 8-27-15 for FY 13/14, 14/15 and the current year 15/16 - After a brief discussion, Ms. Cerrato stated we could wait until we have the exact figures. Mr. Kost moved to table this funding request; Mr. Anderson seconded. Discussion followed. The motion to table was approved by unanimous vote.

Transfer of Funds – FY 14/15 – additional transfers after adjustments made. Ms. Cerrato answered various questions and after a brief discussion, Mr. Kost moved to approve the additional transfers FY 14/15. Mr. Anderson seconded. The motion was approved by unanimous vote.

Establish Capital Project Funds for the projects approved at the referendum: After a brief discussion, Mr. Kost moved to approve the following funds:

- a) Fund 64 – 2015 Road and Drainage Improvements
- b) Fund 65 - 2015 Renovations and Improvements to Town Hall
- c) Fund 66 – 2015 Renovation and Improvements to Bridge Street School
For Conversion to a Town Community Recreation Center

Mr. Childs seconded.

Mr. Kost stated that he wanted quarterly reports of the bonding projects. He wants a review process which will track the financial status of the project. He wants to know when and how the money was expended. Mr. Donnelly noted that a hazmat study will be done on the Bridge Street School before bids are sent out. Mr. Donnelly also stated that we will put this item, bonding project fiscal reviews on the agenda every three months. Mr. Childs suggested that we have a BoF member attend the PBC meetings as we do for the Retirement Commission and the Board of Education during the budget process. Mr. Childs and Mr. Stevens will monitor the PBC meetings. The motion was approved by unanimous vote.

Budget Highlights– Director of Finance Deb Cerrato noted a \$5,210 decrease from the State budget. The new trash contracts do not include a recycling rebate beginning in December. The contractor will pickup recycling, does not charge us for that, but also does not give a rebate for the recycling. The amount budgeted is \$30,000 and we have received \$12,532.34 through September. The Election Budget is at 46% spent because the primary and the referendum, that were budgeted, were held in the first quarter. There is approximately \$10,000 overage in the liability insurance and the Workers Comp insurance budget line items. The Tree Warden’s budget of \$17,000 is totally spent; new eligible expenditures will need to be processed through the State Aid Road Fund account or a request for additional funds through the Board of Selectmen and Board of Finance.

The Chairman at this time recognized and welcomed the newest Board of Finance member, Ann Huntington Michelson, Krystal Holmes, Board of Selectmen, and the newly elected First Selectman, Melissa Mack.

Mr. Donnelly announced that a car had smashed into the West Suffield Firehouse and had inflicted serious and expensive damage. It was a Massachusetts car. We have CIRMA and they are talking to the driver’s insurance. It is estimated to cost approximately \$100,000 to repair. The Fire Chief reported the accident in some detail to the Board and showed photos of the extensive damage.

First Selectman’s update – Former Police Chief’s Settlement
The First Selectman stated the Chief had not gotten back to the First Selectman regarding the requested change in the contract. He is calling for his money (\$20,000, current payment due) and we should pay him and be done with it. The First Selectman had authorized the settlement. Mr. Kost moved to encumber \$70,000 (\$20,000 this fiscal year and \$10,000 for the next 5 fiscal years) in the current fiscal year and authorize payment for the \$20,000. The motion was seconded by Mr. Anderson.
Discussion followed. The motion was approved by unanimous vote.

The contract was signed, but the BoF did not review or approve the contract.

The meeting was adjourned; at approximately 8 p.m.

Respectfully submitted, Bobbie C. Kling