

The Minutes of the Special and Regular Meeting of the Board of Finance
Feb. 8, 2016 – Town Hall Conference Room
Special Meeting – 6: 30 p.m.
Regular Meeting - following the Special Meeting

Members present: Justin Donnelly, Chris Childs, Dr. Ann Mickelson, Ryan Anderson, Brian Kost, Eric Harrington, alternates John Sullivan, J. Michael Stevens, Tracy Eccles.

Also present: First Selectman Mack, Treasurer Davidson, Director of Finance Cerrato

Special Meeting

Chairman Justin Donnelly called the Special Meeting to order at 6:32 p.m. He introduced Mr. Gerry Paradis and Ms. Leslie Zoll . Ms. Zoll gave a brief review, of the Town of Suffield, Financial Statements, June 30, 2015, Town of Suffield, Connecticut, State Single Audit Report, June 30, 2015 and the Town of Suffield, Connecticut, Federal Single Audit Report, June 30, 2015 and reviewed the Management Letter. She stated there were no issues, and the Town was given a clean report. Mr. Paradis and Ms. Zoll responded to questions from the Board. One of their recommendations is for the Town to think about having a formalized fraud risk assessment done. You want to look at those departments that have cash collections. These run around \$10,000 to \$20,000.

Mr. Donnelly thanked Ms. Zoll and Mr. Paradis for the reports.
The special meeting was adjourned.

Regular Meeting –

Chairman Justin Donnelly called the Regular Meeting to order.

Citizen Comment/Correspondence – Mr. Donnelly noted that Mr. David Gauthier had sent an email to the Director of Finance and she forwarded it to all board members, His comments related to the First Selectman stating that she would be reviewing all of the Executive Salaries during the budget process.

Minutes of the Regular Meeting, Jan. 11, 2016 – Mr. Childs moved to approve the minutes of the Jan. 11, 2016, as amended by the following:

p. 6, paragraph 2 – rewritten as, “Mr. Kost stated we should have more time to review these applications before they come to BoF for review. Mr. Anderson mentioned that while good projects, none of these have been included on ACCE and the respective town capital prioritization process. Any future use of Town grant capacity should be weighed against the ACCE plan. Mr. Donnelly has spoken to Mr. McMahon regarding the timing of the application in the past.” BoF member Ann Huntington Mickelson, shall be addressed as Dr. Mickelson, P. 7, 2nd to last paragraph, 3.9%, instead of 3.%, P. 8, second sentence, change to the bond consultant, p.8 , 3rd to last sentence ...”Comprehensive Annual Financial Report in addition to the annual audit” in place of

“instead of” 9, (On the March meeting agenda). Dr. Mickelson seconded. The motion was approved by unanimous vote.

Approval of submission of Recycling Rewards Application –

Mr. Patrick McMahon, Director of Economic and Community Development, was present and reviewed the application by the Town of Suffield as submitted to the Department of Energy and Environmental Protection’s (DEEP) Recycling Incentive Grant Program as documented in his Feb. 3, 2016 memo. Municipalities with outstanding waste reduction and recycling programs may receive a payment in the form of a Recycling Reward. This grant seeks to reward municipalities that have strong waste prevention, reuse, recycling and composting programs and encourage such municipalities to continue to advance their programs. The application is scored through a points system. If the community scores a minimum of 10 points is awarded \$4,000. The maximum is \$14,400. If the Town is awarded a grant then it must be applied toward an approved activity from a list provided by DEEP.

After a brief discussion, Mr. Kost moved that the Board of Finance approves of the submission of the Recycling Reward application and expenditure of the grant should one be offered; Mr. Anderson seconded. The motion was approved by unanimous vote.

Discussion of Bond Issuance Time –

Mr. Childs noted that now that funding costs are down, should the bond consultant look at some numbers, and re-evaluate the timing of the bonding, and overall bonding time frame. A brief discussion followed. Mr. Donnelly stated that we should consider this issue and it be placed on the next BoF regular meeting agenda or have a special meeting. Should the bonding timing be re-examined?

Discussion FY 16/17 Budget Calendar and Budget Process – Director of Finance Cerrato reviewed the proposed budget calendar. Recommendations were made, and a revised meeting calendar will be sent to the Board by the Director of Finance.

Chairman Donnelly asked for a motion to amend the Agenda; by adding an Executive Session for an update on Litigation. There will be no vote. Dr. Mickelson moved to amend the Agenda by the addition of an Executive Session for update on Litigation. Mr. Childs seconded. The motion was approved by unanimous vote.

Executive Session regarding Interim Police Chief Riello’s contract-- The Chairman for the Police Commission, Mr. Kevin Armata was present for the Executive Session. Dr. Mickelson moved to enter Executive Session regarding Chief Riello’s contract. Mr. Childs seconded. The motion was approved unanimously. The meeting entered Executive Session at 7:30 p.m. Residents left the room at this time.

The meeting entered Open Session at 7:50 p.m. Mr. Anderson moved to approve the contract with Acting Police Chief Riello by extending 2 six month contracts in the amount of \$45,000 each and a bonus of \$10,000. The contract can be terminated upon mutual consent. Dr. Mickelson seconded. The motion was unanimously approved.

Executive Session regarding Huntley Retirement Agreement –
Dr. Mickelson moved to enter Executive Session regarding the Huntley Retirement Agreement, Mr. Anderson seconded. The motion was approved. The meeting entered Executive Session at 7:53 p.m. The meeting entered Open Session at 8:20 p.m

Mr. Anderson moved to authorize the First Selectman to have latitude to make one final offer to Capt. Huntley; Dr. Mickelson seconded. The motion approved by unanimous vote.

Executive Session – Litigation

Dr. Mickelson moved to enter Executive Session to discussion Litigation; Mr. Ryan seconded. The meeting entered Executive Session at 8:21 p.m. The meeting entered Open Session at 8:35 p.m. There was no vote; no formal action.

Finance Director Cerrato distributed her report; Revenues, Budget vs. Actual, FY 15/16 FY 14 /15 , Through January 31st. She responded to questions from the board. She then Reviewed Expenses, Budget vs the Actual , FY 15/16/ FY14/15 and responded to questions. Mr. Kost wanted to know where does Suffield stand in the matter of being reimbursed for the High School. Mr. Kost asked for a report on the status of the school reimbursements and or audits at the next Meeting.

First Selectman's Report – Ms. Mack reported that the Selectman's Office, now at 230 Mountain is being rented at \$860 per month. The lease is from one year to the next, and will be negotiated at the end of the current lease. We are seeking a bond counsel and interviews are being held. She will keep the BoF updated. She would like to know what percentage the BoF is going to set as a goal for budget increase. What is the anticipated figure? Should the budget be flat or to a increase of 1% to 2% ?

The meeting was adjourned at 9:20 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary
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