

Minutes of the Board of Finance Regular Meeting
May 11, 2009 – Police Station Conf. Room – 7 p.m.

Members present: Justin Donnelly, David Tagliavini, Joseph Sangiovanni, Dennis Kreps, Sam Fuller, Brian Kost, alts. John Garber, Tom Frenaye Absent: J. Lennon
Also present: First Selectman, Treasurer, Director of Finance

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

Citizen Comment: Mr. S. Mehmed corrected a statement that was attributed to him, in a (non town) email .

Mr. Craig Horrigan noted that in the Agenda, a grant application was up before the Board of Finance (BoF). He wanted to know if this grant application had been screened by the Advisory Commission on Capital Expenditures (ACCE). It was important for ACCE to be aware of all grant applications, as grants can and sometimes do fund capital expenditures. This is necessary for the planning process. Minutes – Mr. Donnelly asked to amend, the minutes of April 13, 2009, page 5, third paragraph, delete the word mill, change to “tax”. Mr. Sangiovanni moved to approve the minutes of the April 5, April 13 (as amended), April 20, April 29, and May 4; Mr. Kreps seconded. The minutes were approved as amended.

Correspondence: The Chairman noted an email from David Ingraham, 12 Settlement Circle, regarding the proposed Town budget. All members received this email.

 Funding Transfer – Tax Collector Tina Lucia was present and explained her need for \$2,500 for postage. This request is being made due to the delay of sending the 2008-09 tax bills in July 2008 instead of June 2008. Mr. Kreps moved to transfer from Contingency 0195011 50920, \$2,500 to Tax Collector – Postage 0141401 – 50530 for additional postage. Mr. Kost seconded. The motion was approved by unanimous vote.

 Grant Request – Connecticut Small Cities Community Development Block Grant Program - \$125,000 – Suffield Housing Authority - Patrick McMahon was present and reviewed the request. He stated that this grant application was looked in respect to ACCE, but this grant is designed for projects that assist low and moderate income individuals and families. This would be for replacement of 32 electric hot water heaters, and replacement of the bituminous sidewalks with concrete sidewalks with appropriate base. The grant funding would also install new sidewalk from the current terminus in front of the public housing to the edge of the new Senior Center. The Housing Authority will cover costs over \$125,000. Estimates have been received for \$136,000. After discussion, Mr. Kost moved that the Board of Finance approve the application in the amount of \$125,000 to the Connecticut Small Cities Community Development Block Grant Program for funding for improvement to the public senior housing operated by the Suffield Housing Authority, and actual project costs in the excess of the \$125,000 shall be the responsibility of the Suffield Housing Authority, resulting in no cost to the Town. Mr. Sangiovanni seconded. The motion was approved by unanimous vote.

Amendment to the Agenda – Mr. Sangiovanni moved to add the Town Engineer – Farmington Valley Bike Trail to the Agenda; Mr. Kost seconded. The motion was approved by unanimous vote.

 Farming Valley Bike Trail -Town Engineer Gerry Turbet was present. The BoF had been sent a memo dated April 3 and several spread sheets from Mr. Turbet via email prior to the meeting. Mr. Turbet explained that bids had come in for the Trail Project and were much lower than the estimates. Because of the low bids, he does not have to ask for any additional town

funding. What he is asking for is the authorization to spend the grant funds before they are received. The General Fund will advance the funds to the Municipal Grants Fund for the \$225,000 for this Project. He is asking for no additional Town funding. This upfront money is temporary money. Mr. Turbet stated the Project will be finished by Thanksgiving. The Board of Selectmen has approved this request. This money will be reimbursed to the Town. After discussion, Mr. Kost moved that the General Fund will advance monies up to \$225,000 to the Municipal Grants Fund (for the Farmington Valley Bike Trail) until such time as the reimbursement is received from the State, at which point, those funds will be reimbursed to the General fund. Mr. Kreps seconded. The motion was approved by unanimous vote.

👤 Appointment of Auditors – Director of Finance Cerrato explained the process and need to appoint auditors. It was noted that there are few companies that do municipal audits. She anticipates bids will go out next year for this service. Mr. Kost moved to appoint Blum, Shapiro & Company, P.C. to serve as the Town Auditor for the Town for the next fiscal year. Mr. Sangiovanni seconded. The motion was approved by unanimous vote.

👤 Budget Highlights – Director of Finance Cerrato noted that the collections have exceeded the budget in the Current Tax Review, Prior Tax Revenue, and Supplemental Tax Revenue by \$336,000. The pilot manufacturing revenue does not show up in the Budget Highlights. Mr. Kreps says he would like to see this amount reported in the Highlights. Mr. Kost stated that we should also note the status of the investment income in the Revenues listed in the Highlights. This should also indicate if the investment earnings are on track as projected.

The Board discussed possible State funding scenarios and the procedures to be followed depending on what changes are adopted by the State in the Budget.

First Selectman's Report – Mr. Lingenfelter thanked all who had worked so diligently on the proposed budget. He announced that on May 20, we are having a Public Hearing on the Charter Revision proposal, at 6:30 p.m. in the Town Hall. The Bridge Street Study Committee has reported with a schematic design of proposed office space. It is proposing that Town offices be moved to the Bridge Street School. The BoS authorized to spend \$2,500 for an architectural analysis.

The BoF will discuss the POCD (Plan of Conservation and Development) and a police transfer of funds at the June meeting.

A Special meeting will be held immediately after the Town Meeting is adjourned, to set the mill rate and to consider the Tax Collector's motion.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary to the Board of Finance bf.MINUTES.May.11.09