

Minutes of the Board of Finance Meeting  
Feb. 11, 2008 – Police Station Conf. Room – 7 p.m.

Members present: Justin Donnelly, Joseph Sangiovanni, Joanne Sullivan, David Tagliavini, Dennis Kreps, Sam Fuller, alts. James Lennon, Tom Frenaye

Also present: First Selectman Scott Lingenfelter, Selectman Brian Fitzgerald, Director of Finance Deborah Cerrato, Treasurer Christine Davidson, and Advisory Commission on Capital Expenditures (ACCE), Chairman Craig Horrigan

Chairman Justin Donnelly called the meeting to order at 7 p.m. He asked for Citizen Comment: No response.

Minutes of the Jan. 14, 2008 meeting – Mr. Kreps moved to approve the minutes of the Jan. 14 meeting as amended by the following: Minutes: Add the Date, Dec. 10, delete the incorrect "n" in Sangiovanni; p.2, First Selectman's Report – Add "is" to phrase " IS still supportING the CTBiodiesel application, change s to ing, supporting. Mr. Sangiovanni seconded. The minutes of the Jan. 14 meeting were approved by unanimous vote.

#### Budget Transfers –

- ☛ Highway Dept.- Mr. Jack Muska and Mr. Mark Cervione were present, and explained their request to the Board of Finance. Mr. Muska distributed a listing of Storms 2007/2008 which reported dates, and action required. It was noted that the Board of Selectmen had reduced their request to \$75,000 for the Road Salt line item and did not support the request for funding for Outside Services. The Highway Dept. originally had requested \$89,505 for Road Salt and \$31,000 for Outside Services. The budgeted amount for Rock Salt apparently does not reflect the real expense of Road Salt for an entire winter season. The BOF requested that the Highway Dept. budget for the actual cost required for Road Salt in the next fiscal budget; this line item has been under budgeted in the past budgets. Ms. Sullivan moved to approve the transfer of \$75,000 from the Contingency account 01 8190 01 500391 to Highway Dept. – Road Salt, 01 6101 01 50312; Mr. Kreps seconded. The motion was approved by unanimous vote.
- ☛ Police Dept. – Captain David Bourque and Police Commission Chairman Don Miner were present. Mr. Miner reviewed the request for a transfer of funds, \$19,500 from the "Off Duty Fund to "Police Cruisers', for the purchase of a new cruiser. Funds had accumulated in the Off Duty Fund, and the Police Dept. was requesting the transfer of the funds so that a new cruiser could be purchased. After much discussion, Mr. Miner stated that if this request was granted, the proposed budget request for 3 new cruisers would be reduced to 2 new cruisers. The BOF reviewed the summary of P.D. vehicles and Usage, and discussed the criteria for taking a patrol car off road; currently it is the mileage of \$100,000 miles. It was suggested that this limit of mileage be re-examined. Mr. Sangiovanni moved to authorize the expenditure of \$19,500 from the "Off Duty Fund" for the purchase of a new cruiser. Mr. Kreps seconded. The motion was approved. Mr. Fuller voted against the motion. Mr. Sangiovanni moved to approve the sale of an additional cruiser, and said monies received be appropriated to the "Police Cruisers' expenditure line item. Mr. Kreps seconded. The motion was approved by unanimous vote.

#### BOF Chairman's updates -

Board of Education budget – Mr. Donnelly has met with Jack Reynolds, and had received a preliminary budget for the BOE. It was noted that this budget had not been presented for approval before the BOE. Mr. Donnelly noted it was difficult to attend BOE budget meetings, as the times were early i.e. 7 a.m. Mr. Lennon volunteered to attend these meetings. Mr. Donnelly thanked Mr. Lennon for taking on this responsibility.

Water Pollution Control Authority,(WPCA) – Mr. Donnelly reported he had been informed by the Finance Director and by Scully & Wolf, the Town's auditors, that the Town audit could not be completed due to the state of the WPCA accounting process. It would take more time and cost an additional \$3,000 - \$5,000. The audit is already late. He noted he had met with the First Selectman and Bruce Remington, Chairman of the WPCA and discussed this situation. Corrective options recommended are more training for WPCA personnel and direct oversight of the

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WPCA accounting procedures by the Director of Finance. There is a management issue here. This needs to be corrected. It has been mentioned by the auditors for the past three years and yet no action was taken to correct the situation. The auditors now will list this faulty accounting as a "material weakness" in the audit report. Mr. Donnelly stated he has authorized the auditors to go ahead so that the audit can be completed. He felt that direct oversight is needed. Mr. Sangiovanni wants a permanent solution.

PILOT Funding - The financial reports of State reimbursement for PILOT, Payment in lieu of taxes, beginning 2001, were prepared by the Director of Finance and said documents were included the BOF packet. It is noted that in each year the State has decreased its funding, especially in the payment for the prisons. It is the State policy that the Town would receive 100% of the assessment in lieu of taxes. In 2007, the figure for the Prison is 77.89%. Suffield should have received 100% of taxes in lieu. Mr. Donnelly stated that the First Selectman should consult its legislators, and also have the Town Attorney investigate the Town taking action against the State in the lack of funding. The Town is not getting 100% and it should be. It was suggested that perhaps the First Selectman contact other "prison" towns such as Enfield and Somers, and perhaps a joint action against the State be taken. It was also suggested that the "Press" inform the residents of this issue.

**Treasurer's Report** - Ms. Christine Davidson, Treasurer was present. She noted that she would be attending the BOF meetings. She has investigated the duties of the Treasurer. It was noted that the former treasurer had reported the investment earnings to the BOF. Mr. Kreps asked if there was a policy regarding investments/deposits. Ms. Davidson stated that there would be a written policy by the end of the fiscal year. She has been busy "streamlining" the investment/deposit processes. She would report the investment earnings to the Board.

#### **Long Range Plan Discussion – BOS Priority List**

First Selectman Lingenfelter reviewed the Long Range Planning report; he noted this is a draft. He reviewed the process of obtaining information from the departments, reflecting the long term plan of needed staff, equipment, and buildings needed for future use. The BOS had met and compiled this preliminary priority list. The requests had been categorized by the highest and most current need. Mr. Craig Horrigan, ACCE Chairman, distributed copies of a 14 page document dated Feb.11.08, ACCE/BOF/Long Range Planning Committee. The report makes recommendations and noted priority of projects that are listed "Waiting for Master Plan." The Board took each report under advisement. Mr. Donnelly thanked Mr. Horrigan for such a detailed report.

**Director of Finance** - Deborah Cerrato noted the Budget Review Calendar that was enclosed in the BOF packet. This will be posted in the Town Clerk's Office. In her Budget Highlights report, she noted she had investigated the Insurance line item, and found that the Town had been billed and paid invoices for the WPCA, MiniBus, Firemen's Association, and 1 small invoice for the BOE. The Town has been reimbursed for these invoices.

**Executive Session** - Mr. Tagliavini moved to enter Executive Session for the purpose of discussion of possible purchase of real estate and building for municipal use; Mr. Kreps seconded. The meeting voted into Executive Session at 8:40 p.m. All left except for the Selectmen and Director of Finance. The meeting entered Open Session at 8:57 p.m. No formal action was taken.

Chairman Donnelly reported to the Board that the Grand List had increased by 1.4%. The Town could expect higher burn fees from CRAA and that costs for residential pickup fee would be increased. The meeting was adjourned at 9:00 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary

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