Minutes of the Regular Board of Finance Meeting
May 12, 2008 – Police Station Conference 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 S. Lingenfelter, Treasurer C. Davidson, Director of Finance, D. Cerrato

Chairman Justin Donnelly called the meeting to order at 7 p.m.
Citizen Comment: None
Minutes: Mr. Kreps moved to approve minutes of the April 7, 14, 17, 21, 30 (Public Hearing) and May 5, 2008 with the following amendments: April 30, page 1, change BF to BOF (2 places), page 2, add "r" to Observer, May 5, page 2, change see to "set" ; Mr. Sangiovanni seconded. The minutes were accepted as amended.

Correspondence: The Chairman noted correspondence from the Assessor and the Tax Collector regarding salary increases. The Board discussed non union raises; Mr. Kreps stated he thought this was the Selectman's responsibility; he has a sum of money to be used for non union raises. Chairman Donnelly noted that he worked extensively with the Director of Finance, and he would have liked to have input into her salary/annual review. Mr. Kreps asked is there a policy for annual reviews? Mr. Donnelly asked for the policy regarding non union salary increase and annual reviews. He felt that the Board of Finance should have some input to the evaluation review process for the Director of Finance.

Suspense List - Director of Finance Deborah Cerrato briefly reviewed the 10 page report, documenting the Tax Collector's certification to the BOF, recommending transfer of uncollectible uncollected property taxes to the suspense tax book. These are uncollected motor vehicle taxes, and have been turned over to a collection agency. After a brief review, Mr. Fuller moved to approve the transfer of uncollectible uncollected property taxes (total $33,150.12) to the Suspense Tax Book as documented by the Tax Collector. Ms. Sullivan seconded. The motion was approved by unanimous vote.

Funding Transfer:
Tax Collector: Ms. Cerrato reviewed the request by the Tax Collector for additional funds for payroll, employee benefits, and printing. These were needed due to additional training costs associated with the new tax assessment and collection system. This request has been approved by the Board of Selectmen. Mr. Kreps moved to transfer from Contingency 01 8190 01 50391, $1,600 to Tax Collector –payroll 01 4140 01 50100 $1,115; to Tax Collector – employee benefits 01 4140 01 50208 $85, to Tax Collector – printing 01 4140 01 50413 $400. Mr. Sangiovanni seconded. The motion was approved by unanimous vote.

Highway Department – union position upgrades – Ms. Cerrato explained the need for such action. After a brief review and discussion, Mr. Kreps moved to ratify the position of Assistant Foreman and Lead Man in the Highway Department, effective Jan. 25, 2008, per contract. Mr. Fuller seconded. The motion was approved by unanimous vote. It was noted that the Board of Selectmen had also approved this at their April 16, 2008 meeting.

Grant Request -

- Connecticut Small Cities Community Development Block Grant Program – $750,000 – for the acquisition and conversion of Calvary Church for a Senior Center – Patrick McMahon – Director of Economic and Community Development
  Mr. McMahon was present and he reviewed in detail the memo dated May 7, 2008 and sent to BOF members prior to the meeting. The Town has another opportunity to seek Small Cities grant funds with the application deadline of May 30, 2008. The grant application would be for $750,000. The Town has negotiated a purchase price of $675,000 for the Calvary Church which would serve as the Town's new senior center.

He noted the advantages as documented in the memo. He stated that the total Project cost is estimated to be $1,716,920 (purchase price plus renovation costs).

Financial impact:	Small Cities Grant (if awarded)	$750,000
	Small Cities Program Income	185,000 (received, and on hand)
	STEAP grant	500,000 (reallocation of ambulance grant, approved by State)
	Town funds/private fundraising	285,000
	Total	$1,720,000

Mr. Kreps moved that the Board of Finance approve a grant application to the Connecticut Small Cities Community Development Block Grant Program in the amount of $750,000 for acquisition and renovation of the Calvary Church on Bridge Street for a Town Senior Center, pending Board of Selectmen approval. Ms. Sullivan seconded. Mr. Donnelly stated he believes that the renovation costs will be higher than projected. How does this project fit in with the Master Plan and did this project go before Advisory Commission on Capital Expenditures? Mr. Craig Horrigan, Chairman of ACCE was present and stated that the project had not be presented formally before ACCE. Did it fit in within the long range planning? Could other projects taken priority of these funds?
Mr. McMahon noted in his memo, that ACCE has been kept informed of this potential acquisition and it has categorized it as a capital project awaiting master plan. The Selectmen have ranked the priority of this project as an A-B in its long range planning efforts.
Mr. Tagliavini noted that sometimes opportunities come up and the Town must take advantage of special circumstances. He noted that this has great support from the senior population. After discussion, Mr. Kreps called the question. Vote: 5 votes in favor; 1 vote against, Mr. Donnelly.

Treasurer's Report – Treasure Christine Davidson was present and reviewed her two new policies; Town of Suffield Cash and Deposit Policy and Town of Suffield Investment Policy. Copies of these policies were sent to BOF members prior to the meeting. She is seeking feedback from the BOF members. The Board complimented the Treasurer for a job well done. These policies will be placed on the June 30 BOF meeting agenda for adoption. Mr. Tagliavini would like to see current investment returns and returns earned in past years.

Review of the Audit Report – Ms. Cerrato noted the items noted by the auditors and actions taken by the Town to correct mentioned items. The WPCA has taken steps to overcome their deficiency; a new system has been implemented to dispense and track gas/diesel usage and charges, and the Director of Finance and the EDC Director are working together to implement more timely accounting procedures involving grant funds. Mr. Frenaye requested that the Director of Finance provide a written report of actions taken by the Town in response to the Auditor's report and concerns. The Water Pollution Control Authority has addressed their issues in the management letter.

First Selectman's Report- Mr. Lingenfelter stated that instead of a tri-board meeting between the Board of Finance, Board of Selectmen, and the Water Pollution Control Authority, the chairmen of the said boards had met and worked well together to resolve concerns noted by the audit report.

New Business –
Mr. Donnelly reported that Mr. Fuller had sent him an email, noting his concerns and questions regarding the re-imbursement of State funds for the construction of the high school. Ms. Cerrato will respond to the email sent by Mr. Fuller. This will be placed on the June 30 meeting agenda.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary to the Board of Finance
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