

**Minutes of the Board of Finance Special Meeting with the Board of Education
Town Hall – Sept. 10, 2012 – 6 p.m.**

Members present:

Board of Finance: Justin Donnelly, Joseph Sangiovanni, Ryan Anderson, Brian Kost, Scott Lingenfelter, alts. Tracy Eccles, Eric Harrington, Peter Boyd

Board of Education: Jeanne Gee, Lori D'Ostuni, Mary Louise Sanborn, Bob Eccles, Sue Porcello, Mary Roy, Scott Schneider and School Superintendent Karen Baldwin

Chairman Justin Donnelly called the Special meeting to order at 6:05 p.m. Mr. Lingenfelter moved to enter Executive Session for the purpose of discussing Negotiations; Mr. Sangiovanni seconded. The meeting was voted into Executive Session at 6:07 p.m. Mr. Sangiovanni moved to enter Open Session; Mr. Anderson seconded. The meeting entered Open Session at 6:46 p.m. No formal vote was taken. The Chairman thanked the Board of Education members for attending this meeting.

The Special meeting was adjourned at 6:49 p.m.

**Minutes of the Regular Board of Finance Meeting
Town Hall – Sept. 10, 2012 – 7 p.m.**

Members present: Justin Donnelly, Joseph Sangiovanni, Ryan Anderson, Brian Kost, Scott Lingenfelter, Chris Childs, alts. Tracy Eccles, Eric Harrington, Peter Boyd
Also present: First Selectman McAnaney and Selectman Fitzgerald, Treasurer Christine Davidson, Director of Finance Deborah Cerrato

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

He called for Citizen Comment: No response.

Correspondence: None

Minutes : Mr. Kost moved to approve the minutes of the regular meeting, June 11, 2012, minutes of the Special meetings, June 18, 2012 and July 9, 2012; Mr. Lingenfelter seconded. The minutes were approved by unanimous vote.

Transfer approved by the BoF Chairman for FY 2011/2012 – Zoning and Planning – Payroll

The Board of Finance had approved the salary adjustment for the Town Planner. The Chairman of the Board approved this funding transfer. The request is to fund the \$2,000 adjustment to the Town Planner salary approved by the Board of Selectmen and by the Board of Finance at a previous meeting. Mr. Lingenfelter moved to approve the transfer of \$2,000 from Zoning and Planning – Contracted Services 0145011-50310 to Zoning and Planning – Payroll 0145011-501601. Mr. Anderson seconded. The motion was approved by unanimous vote.

Tri-Board Meeting – The Chairman announced that the Tri – Board meeting is scheduled for Monday, December 3, 2012. The location and time will be forthcoming.

Grant Application – Main Street Investment Fund (MSIF) – Fflyer Place
Patrick McMahon, Director of Economic and Community Development was present and reviewed his memo to the BoF, dated September 5, 2012. Suffield has the opportunity to apply for up to \$500,000 from the Main Street Investment Fund (MSIF) through the CT. State Office of Policy and Management. The application is due Sept. 28. The goal of the reconstruction project of Fflyer Place is to help encourage the development of the Stevenson property. Fflyer Place is a private road servicing both the Town’s Highway Garage complex and the former Stevenson Lumberyard. Acceptance of Fflyer Place as a Town Road would allow for the subdivision of the 27 acres, and promote the redevelopment of the area which would generate new tax revenue.

The Chairman noted the memo states that the relocation of the Town’s highway garage is an ideal scenario for development of the entire area, but such decision will not be made until such time as it can be demonstrated that relocation is financially beneficial to the community. Mr. Donnelly stated he supports the relocation of the Town garage only at zero cost to the Town. The First Selectman also agreed with Mr. Donnelly regarding “at zero cost to the Town.”

The Board of Selectmen has approved this grant application, and that a Town Meeting is required for authorization to proceed with the grant application. After discussion, Mr. Childs moved that the Board of Finance recommends the submission of a \$500,000 grant application (for the Fflyer Place reconstruction project) to the Office of Policy and Management for the Main Street Investment Fund to a Town Meeting for approval. Mr. Sangiovanni seconded. The motion was approved by unanimous vote.

Encumbrances – Director of Finance Deborah reviewed the list of year end encumbrances, totaling \$36,099.50. After a brief discussion, Mr. Kost moved to approve the Year end Encumbrances for the General Fund for June 30, 2012 totaling \$36,099.50 as documented by the Director of Finance; Mr. Sangiovanni seconded. The motion to approve was unanimous.

Transfer of old Capital Projects – Director of Finance Deborah Cerrato reviewed the list of unexpended but lapsed capital projects totaling \$153,125.57.
Mr. McAnaney: The money we are looking for is to assist us in moving some people out of Mountain Road office building to the Town Hall, and the relocation of some offices in the Town Hall.
Mr. Kost: We should be taking this money and transferring into the Capital Reserve Fund.
Mr. McAnaney: I think it is preferable to do what we are asking you to do so we can move ahead. I want to move the Parks/Recreation Department back into Town Hall so we surrender the space and reduce our rental. That money will facilitate our move, and we can move forward. This money will allow us the opportunity to move additional people into the building.

Mr. Kost: It seems to me that we should close these funds out; and then we have two choices of where the money goes. We can let it come into the General Fund, as undesignated fund balance or we could direct it and put it in the Capital Reserve, which has been running low, and a proposal would be brought before the BoF to spend some of that money at a later date, then we could act upon it. Mr. Donnelly asked if this job for \$153,125.57 job going out to bid? Mr. McAnaney said no, we are doing it piece meal. Mr. Sangiovanni asked how do you know if this is enough or is this a blanket check for \$153,000 and just spend it as necessary? Mr. McAnaney said yes.

Mr. Sangiovanni : I think we would be more comfortable if we had an estimate of how much it would cost. We could use a summary of what items are going to be addressed.

Ms. Cerrato reported that \$130,000 is the balance of the Capital Reserve Fund now.

Mr. Lingenfelter: We need a cost analysis of the proposed renovations.

Mr. Donnelly: We may have to think about Bridge Street School, if the vote to sell fails, we may need money to address the school building issues.

Mr. Kost moved to close the expended lapsed capital projects as documented by the Finance Director and totaling \$153,125.57 and to transfer \$153,125.57 from the unexpended lapsed capital projects, in the Capital Non Recurring Fund into the Capital Reserve Fund. Mr. Sangiovanni seconded. The Board discussed the uses of the Capital Reserve Fund. The Board discussed the various funds and the advantages of each. The motion was approved by unanimous vote.

First Selectman's Report:

Mr. McAnaney:

Bridge Street School – The vote is scheduled for Sept. 27. If the property is sold, I plan to put most of the funds into a Capital fund. We have received over \$900,000 from the Federal Emergency Management Agency (FEMA.) It was noted that this reimbursement goes back into the General Fund Undesignated Fund Balance and as of this date, the Town has received a total of \$1,039,000 from FEMA. The Town expects \$1,058,000. Mr. Kost asked for a written summary of expenses and reimbursements from the Oct. 29 clean up.

Mr. McAnaney noted that we had already discussed briefly, the renovation of the Town Hall.

Bonding: Mr. Donnelly asked if the Board of Selectmen has a bonding resolution from Bond Counsel. The BoS has to approve the resolution and then forward the bonding resolution to the BoF; when they approve it, it is sent back to the BoS, so they can set a Special Town Meeting Date. There is a time frame which the Town must follow as far as advertising the Town Meeting for a vote on a bonding resolution. You may have a timing problem. Mr. McAnaney stated he is not clear on this; he does not have a bonding

resolution. I am not sure we have to do this. Does the BoF need to have a special meeting? The First Selectman will address the bonding resolution process and the time frame.

It is noted that the Board of Finance already has scheduled a Special Meeting for September 24, to be held in Town Hall. This meeting would not meet the timeline for the Town Meeting scheduled for September 27, 2012.

Executive Session: Mr. Lingenfelter moved to enter Executive Session to discuss Pending Claims and Lawsuits; Mr. Kost seconded. The meeting was voted into Executive Session at 7:53 p.m. Mr. Childs moved the BoF into Open Session at 8:10 p.m.

It was decided that the issue of the Part Time Clerk – Public Works Department and proposed Pay Raises did not need to be discussed in Executive Session.

Mr. Sangiovanni moved to accept the recommendation of the First Selectman to increase the salary of the Director of Public Works, from \$83,201.81 to \$84,300 because the Director had met certain requirements and goals, and in concurrence with the Board of Selectmen's approval; Mr. Childs seconded the motion. There was much discussion. The motion was approved by a 4 to 2 vote.

Mr. Sangiovanni moved to increase the salary of the Information Technology Systems Engineer from \$63,288.14 to \$78,000, and name him as the Director of the IT department; Mr. Childs seconded. The vote: 3 to 3. Much discussion followed. Mr. Kost and then Mr. Anderson changed their votes in favor of the motion. The motion was approved by a 5 to 1 vote.

It was noted that the Board had no documentation regarding these issues. There have been no other requests for payroll increases received according to the First Selectman. The Board of Finance needs to be made aware and communication should improve.

Part time Clerk position – Public Works Department – Ms. Cerrato reported that a 10 hour a week part time clerk was approved by the BoF in the budget. The request is to change this position from 10 hours to 16 hours (two days). Mr. Sangiovanni moved to approve the change of the Part Time Clerk position, Dept. of Public Works from 10 hours to no more than 16 hours per week, (two days); Mr. Anderson seconded. The motion was approved by unanimous vote.

The Board of Finance will meet Sept. 24, 2012 for a special meeting.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary
BOARD.finance.minutes.Sept.10.2012

