

**New Hartford Board of Finance  
Regular Meeting  
Tuesday, October 13, 2015 & 7:00 pm**

**Present** Chairman Jim Fitzgerald, Members: Ben Witte, Reggie Smith, Jr., Steve Tuxbury, Alternates Bill Coates & Steve Roth (in at 7:05), Bookkeeper Annie Witte, Town Treasurer Gordon Ross, First Selectman Dan Jerram, Selectman Alesia Kennerson, BOE Chairman Josh Adams, Supt. Of Schools Brian Murphy, Members of the public: Bob Neilson, Kathryn Boughton (local reporter), Laura Garay, Recording Secretary Penny Miller

**Absent** Dan Charest, Maria Moore

Chairman Fitzgerald opened the meeting at 7:00 pm.

**Seating of Alternates** None seated. There was a quorum with the members present.

**Adoption/revision of agenda** None

**Approval of Minutes:**

**MOTION:** by Smith, second Tuxbury to approve the minutes of September 8, 2015 Meeting

*Aye: Fitzgerald, Smith, Tuxbury; Opposed: none; Abstained: Witte*

*Motion passes*

**MOTION:** by Witte, second Smith to approve the minutes of September 22, 2015 Special Meeting

**MOTION:** by Tuxbury, second Smith to amend the minutes on the 2<sup>nd</sup> page, 4<sup>th</sup> paragraph to read: "Board of Finance to have a picture of what Shared Services would look like in New Hartford."

*Aye: Unanimous on the amendment*

*Aye: Unanimous on the minutes as amended*

**Treasurers Report**

Treasurer Ross distributed screen prints of the activity of the last 30 days of the General Fund and the Sweep account. The Account Balances was also distributed. He said they have been self-financing for the school work and other works that have gone on. The Schedule of Expenditures indicates they have to do a BAN. With all the information they are waiting for final word from counsel and Dennis Dix. They expect to go before the Board of Selectman on October 27<sup>th</sup>. The intention is to do a BAN of 2 million on November 19<sup>th</sup> which will cover the current money expended and the money they anticipate will be expended over the next fiscal year. Member Tuxbury asked is the 2 million for the Carpenter Road Bridge and the school project? Ross replied yes. Chairman Fitzgerald asked Selectman Jerram what happens if we don't get the approval from the property owner for the easement on the Carpenter Road Bridge. Selectman Jerram responded the bridge is 10% of the bond.

### **Superintendents Report**

Superintendent Murphy wanted to give the BOF a brief overview of the current operating budget. The BOE is looking very good and at this time they don't plan on coming back to the BOF for money. That can change with outplacement tuition for students. Currently they have money in their operating budget to cover those students. The roof project is in its final stages. They are finishing work on the gutters. They had applied for a State Department of Education Technology Grant with many other districts and unfortunately, it has been pushed back many times. The state DOE isn't sure they will be awarding it this year. There are 17 students attending CREC magnet schools and they will be getting a bill for their tuition. Chairman Fitzgerald said within the budget you said you were okay. Can you save on oil to put toward CREC? Supt. Murphy said we are locked in. The BOE will have to decide whether to pay it this year or defray it until the next year. Member Smith asked do you have a contract with another company. Supt. Murphy said we are in a consortium with other school districts. We locked in this year at \$2.54.

**Line Item Transfers**                      None

### **Bookkeeper's Report**

Bookkeeper Witte has 3 items to mention. The first is the tax collection rate is 54.97% for September. They received some school security grant money - \$187,832. An email has been received from Kevin Witkos saying that the state owned property pilot program for \$18,700 will be taken away for this year. Member Smith would like a better explanation of the extra pay period. Ms. Witte said it is a moving target and too early to forecast. She said she doesn't see it going over \$50,000 if even that. Chairman Fitzgerald asked if she had found out from the accountant about the accrual. Ms. Witte will ask the accountants about it and confirm it. Chairman Fitzgerald said we should see that line item less the amount paid. He will send an email to Bob at King & King and ask him this question on accruals.

### **Selectman's Report**

Mr. Jerram said this is the tail end of the paving season. We finished up on South Road and did some patching on Cedar Lane which should expend the rest of the paving budget. The last bill from Galasso for \$190,000 is not in expenditures. They have been working on acquisitions. There are two trucks that are being restored. (Photos attached) The truck with the new dump body has been delivered and the other is being delivered this week. The new truck will be delivered the tail end of November. The smaller 550 they are trying to purchase they had budgeted \$65,000 and Mr. Jerram is searching in Massachusetts for a lower bid. Mr. Ross and Mr. Jerram will be working on the bond over the next few weeks. The town crew is making sure that all the trucks are ready for winter. All the barns are full of sand. There is new lighting at the barn up at Antolini. Sidewalk work being down in the downtown area.

### **Capital Expenditures Advisory sub-committee update**

Mr. Coates passed out the local BOE and the town capital (from the town's website) information. He met with First Selectman Jerram, Supt. Murphy and BOE chairman Adams to review the five year outlook for capital expenditures , 2017 - 2021. The biggest change was on the local BOE, technology was moved from a line item to capital. Mr. Adams said there should be \$20,000 in the years 2018-2021. Mr. Coates will send out an updated version (filed with minutes). Kitchen renovations at Antolini - \$25,000 for 5 years out. The Multi-Purpose Room has 4 sets of double doors that need to be replaced that is in F/Y 2017 budget. None of the kitchen items at Antolini are being done with the current project. Supt. Murphy responded to a question on replacing the phone system at New Hartford Elementary. Currently the announcements do not go through one central place and they are muffled. The new system will correct this problem. Chairman Fitzgerald asked how they are doing on capital for

this year. Supt. Murphy said they are in the process of purchasing a van and the rest of the projects are completed. The ADA compliant piece from the ramp to the playground couldn't be done this year because when they unearthed the soil they found ledge. The pavement not done was put into next year's capital projects.

Mr. Jerram said the only change was the actual payment structure for the big truck has been implemented. That had been left as a question mark during the budget process as to how much we were going to finance over a couple of years. Chairman Fitzgerald said looking at the 2016-17 proposed we won't have a police car to be replaced next year. Maybe we could plug a replacement jeep into there. Mr. Jerram responded the jeep is a 2004 with 139,000 miles on it. The brakes had to be replaced last month and the rear end rotted out. Mr. Fitzgerald asked can we generate a RFP beforehand and lock them into bids. Mr. Jerram replied all the capital projects are on the budget right now. For 2015-16 we haven't seen a dollar of overage. We may need to adjust it when we go into the budget cycle. Chairman Fitzgerald asked about the \$35,000 for general park improvements. Mr. Jerram responded the rec. commission is trying to be more conservative and looking to do a smaller scale project. They don't want to lose the boat mooring program that they offer. Chairman Fitzgerald thinks we have been pretty good with the numbers for this 5-year plan from a capital standpoint.

**Opportunity for Public to Speak**

None

**Other Items to Come Before the Board**

Chairman Fitzgerald received an email from Wells Fargo Advisory group offering their services. They offer advice on 401, 403 and financing. He forwarded the email to the BOF members (filed with these minutes). Mr. Smith said we have a pension advisory board and it is up to them and the first selectman to meet with them.

**MOTION:** by Witte, second Smith to adjourn the meeting at 7:49 p.m.

*Aye: Unanimous*

Respectfully submitted,

Penny Miller  
Recording Secretary

Attachments:  
Revenue Report  
Expenditure Report  
Account Balances  
Truck Pictures  
BOE Capital Projects  
Town Capital Projects  
Email from Wells Fargo