

**Board of Finance
Regular Meeting
Tuesday, November 13, 2018**

Present: Chairman Jim Fitzgerald, Board Members Dan Charest, Ben Witte, Steve Tuxbury, Reggie Smith; Regina Wexler; Alternate Member Kerry Guilfoyle, Bart Baxter; Members of the Public Robert Howson, Alesia Kennerson, Selectman; Winchester Youth Services Bureau Director Jennifer Favorite; Member of the Press Kathryn Boughton (Republican-American); Administrative Assistant Christine Hayward.

Seating of Alternates:

All members present

Adoption/Revision of Agenda:

No changes to agenda

Approval of Minutes:

September 11, 2018 BOF Regular Meeting:

MOTION: by Tuxbury to accept minutes of the September 11, 2018 regular meeting of the Board of Finance as presented; seconded by Charest.

Unanimous

MOTION: by Smith to accept the minutes of the September 18, 2018 special meeting of the Board of Finance as presented; seconded by Charest.

Unanimous.

Opportunity for Public Comment:

Jennifer Favorite of Winchester Youth Services Bureau (WYSB) requested that she be able to speak regarding funding for the WYSB. Mr. Fitzgerald replied that she would have an opportunity to address the Board under the agenda topic of Communications or Other Items to Come Before the Board.

Reports:

Bookkeepers Report – Revenues and Expenditures; year to date and period to period comparison
Chairman Fitzgerald stated that the bookkeeper was not present at the meeting but reports had been sent in advance to all members. He asked if there were any questions that he could relay back to the bookkeeper to be addressed at the next meeting.

Concern was expressed regarding the highway wages line item. The expenditure sheet is showing that this line item will be over-expended. There was no explanation as to what may cause this. Member Tuxbury stated that he hoped that there would be an opportunity to address this overage before the line is over-expended.

Alternate Member Guilfoyle had questions regarding the status of capital line items; but stated she would ask for detail when the First Selectman was present to respond.

Chairman Fitzgerald commented that it would be nice to know if the Town is going to receive all of the revenues that were promised from the State.

Ms. Guilfoyle remarked that she found the 5 year comparison report to be “great.”

First Selectman’s Report:

Chairman Fitzgerald stated that the First Selectman had sent notice that he would not be in attendance at the meeting.

Discuss and take any action regarding line item transfer requests for consideration and approval by the BOF for the current Fiscal Year July 1 to date:

Chairman Fitzgerald stated that there were no requests for line item transfers received.

Discuss and take any action on the calendar of the meeting schedule of the Board of Finance for January 1, 2019 to December 31, 2019:

Chairman Fitzgerald informed the Board Members that he had communicated with Board of Education Chairman Tim Goff regarding aligning meeting calendars in order to limit conflict of meeting dates between boards. Mr. Fitzgerald noted that the Board of Finance has historically held meetings on the 2nd Tuesday of each month and intended to carry on with that practice.

He distributed the 2019 Meeting Calendar to the Board for review.

MOTION: by Witte to approve the 2019 Board of Finance Meeting Calendar as presented; meetings to be held on the 2nd Tuesday of the month at 7:00 PM; seconded by Tuxbury.

Unanimous.

Discuss and take any action on the FY2019/2020 Budget Timeline:

Chairman Fitzgerald distributed the New Hartford 2019/20 Budget Timeline (subject to modification) to the Board for consideration.

MOTION: by Smith to approve the New Hartford 2019/20 Budget Timeline as presented and to amend as necessary; seconded by Charest.

Unanimous

Communications and Other Items to Come Before The Board:

Chairman Fitzgerald commented that it won’t be long before the Capital subcommittee will be meeting and he was not certain as to where the appointment of a representative to the committee stood. It was noted that Ms. Guilfoyle is the representative. She was asked if she would continue in that role and she agreed to do that.

Chairman Fitzgerald distributed a letter received from First Selectman Jerram requesting that the Board of Finance consider an additional appropriation to fund Winchester Youth Services Bureau that would restore this agency to funding level equal to Fiscal Year 16/17. Executive Director Jennifer Favorite was asked to present her request to the Board. Ms. Favorite stated that the Youth Services Bureau serves as a vital resource to troubled youth. She noted that much of the work is confidential and therefore she is not able to share a lot of personal details regarding specific cases; but stated that there are New Hartford youth who benefit from the services provided. She stated that due to intervention provided by the Juvenile Review Board, area towns are saving hundreds of thousands of dollars in expenses that would be incurred by youth who were not offered this alternative action. She urged the Board of Finance to increase the funding provided by New Hartford to the WYSB. Ms. Favorite remarked that funding levels have been drastically reduced in the past few years.

Mr. Tuxbury questioned why the Board of Selectmen (BOS) would have made a choice to not fund the line item with the full request made by WYSB and turn around and ask the BOF to consider restore funding.

Ms. Kennerson, present in the audience, was asked if she could present some information regarding the decision made by the BOS. Ms. Kennerson stated that the BOS had difficult decisions to make at a time when state funding was uncertain. They had reduced the line item substantially in 17-18 and were not able to restore it (and many other agencies) in 18-19 without causing a tax increase. They were stuck “between a rock and a hard place” when trying to make a choice between funding agencies or increasing taxes. Kennerson stated that the Board of Selectmen appreciates the work done by the WYSB and believe it to be worthy of consideration of an additional appropriation.

Board of Finance Member Witte clarified for the Board that the Selectmen are seeking additional funding from surplus; stating that there was a surplus last year and noted that this would be an option for consideration.

Board of Finance Member Smith stated that there currently is \$4,000 in the Contingency Line item in the 18-19 budget. He recommended that this be transferred into the WYSB line item, with the understanding that if there is another need later by the Selectmen for contingency funding, “they can ask for it and I would be glad to approve it.” Smith would like to see this request for funding kept within budget at this point.

MOTION: by Smith to transfer \$4,000 from General Government Contingency line item #100.0330.250.520.012 to Winchester Youth Services Bureau line item # 100.0339.190.520.012 for a total of \$5,000 in funding; seconded by Tuxbury.

Member Charest asked rhetorically if doing this would set a precedent for other agencies to come and seek additional funding. He also wanted to clarify that it was his understanding that if there was a need seen by the Board of Selectmen for contingency funding, that they would be able to come back to this Board and ask for restoration.

Unanimous.

Chairman Fitzgerald asked to revisit the topic of Capital Expenditures representation. He asked for a motion to have Ms. Guilfoyle continue to serve in this capacity.

MOTION: by Smith to recommend that Kerry Guilfoyle continue as the BOF representative on the Capital Expenditures Subcommittee; seconded by Charest.

Unanimous.

Member Charest asked about the progress of the Fiscal Year 2017-2018 audit. Chairman Fitzgerald replied that he has kept in contact with Debbie Franklin, one of the auditors, and she has indicated that she is waiting on figures from Superintendent Murphy regarding reimbursement outstanding for Antolini School Renovations. Mr. Fitzgerald will ask that a draft of the audit be available by Thanksgiving for distribution to Board members for an initial review at the December meeting.

Member Witte questioned Chairman Fitzgerald regarding his intent to resign his seat on the Board. Mr. Witte noted that Mr. Fitzgerald had mentioned at a past meeting that he would be doing that in October. Mr. Fitzgerald replied that he has not yet sold his home and it is his intent to remain on Board and see the audit through to its end. Mr. Witte stated that with budget season coming up, he felt that it would be advantageous to be able to have a replacement in place and fully seated before the budget process began. He did not think it would be right to bring someone on during the process, as it would be best to be involved from the beginning.

Mr. Fitzgerald defended his position with regard to staying on as a member, stating that he continues to be a taxpayer. Mr. Witte acknowledged this, but added that he did not feel it was appropriate for Mr. Fitzgerald to remain as a member when he was not living in town anymore. Mr. Fitzgerald refuted this, saying, "I've got 2 beds, I've got 2 houses, I pay taxes and I have a vested interest."

MOTION: by Smith to adjourn at 7:35 PM; seconded by Tuxbury.

Unanimous.

*Respectfully Submitted,
Christine Hayward, Administrative Assistant
(substitute recording secretary)*

Attachments (available from Town Clerk):

Correspondence from First Selectman Jerram dated November 13, 2018 re: Winchester Youth services bureau, 2019 Calendar of Meeting Dates; 2019/20 Budget timeline