

**Board of Finance
Regular Meeting
Tuesday, December 11, 2018**

MINUTES

Present: Chairman Jim Fitzgerald, Board Members Dan Charest, Ben Witte, Steve Tuxbury, Reggie Smith; Alternate Members Kerry Guilfoyle, Bart Baxter, Paul Leclair; Members of the Public: Bob Howson, Laura Garay, Tom Buzzi (in at 7:10), Bookkeeper Annie Witte, First Selectman Dan Jerram; Member of the Press Kathryn Boughton (Republican-American), Administrative Assistant Christine Hayward.

Chairman Jim Fitzgerald called the meeting to order at 7:00 PM.

Seating of Alternates:

Alternate Bart Baxter was seated for regular member Regina Wexler.

Approval of Minutes: November 13, 2018 Board of Finance Regular Meeting:

MOTION: by Charest to approve the minutes dated November 13, 2018 as presented; seconded by Witte.

Unanimous.

Opportunity for Public Comment:

No comments.

Reports:

Bookkeepers Report –Revenue and Expenditures July 1, 2018 to current date and Period to Period Comparisons, current FY to previous FY:

First Selectman's Report:

Bookkeeper Annie Witte distributed current revenue and expenditure reports to Board of Finance members via email prior to the meeting. Copies were available for review at the meeting. Chairman Fitzgerald asked if there were any questions regarding the reports. First Selectman Jerram commented that the highway overtime line item is getting "an early workout." Several storms have hit at the wrong time of day, creating need for overtime hours. Hopefully, the pattern will not continue and the line item will be OK.

Mr. Jerram provided explanation on several revenue line items; CIRMA equity distribution was higher than anticipated. This distribution is made possible due to lower than anticipated claims for the entire group. Jerram noted that the Town does its part to reduce claims by offering training and staying on top of risk control measures. Short term interest is also performing better than anticipated. Mr. Fitzgerald asked about the status of ECS payments, expressing concern that they have not been received. He was informed that there has been one payment received and that additional payments are generally received in January and April; with the bulk of the payment coming in April. First Selectman Jerram told

the Board that he had attended a meeting where Governor Elect Ned Lamont was present. Jerram felt that the meeting was “promising” – he stated that Mr. Lamont seemed to understand the need for an improved budget process this year, recognizing that Municipalities cannot be put on hold waiting for a State budget to be approved.

Alternate Member Guilfoyle questioned if additional payment had been made to Winchester Youth Services Bureau as approved by the Board of Finance at their last meeting. Ms. Witte responded that there had not been a letter of request sent and therefore no payment has been issued yet. She needs the letter of request for audit purposes.

Mr. Jerram informed the Finance Board members that the highway wages line item no longer showed an overage; a concern expressed at the last meeting. He explained that due to the recent departure of an employee who needed to remain on the books coupled with the addition of a crew member hired to fill a vacancy, the line item showed an encumbrance for the entire year for both positions. The departed employee has now been removed and the encumbrance is no longer an issue. Chairman Fitzgerald questioned the wage for the Highway Superintendent; asking if the recently hired Superintendent was receiving the same wage as the recently retired Superintendent. Mr. Jerram replied that he was not able to provide exact figures at the moment, but would be able to have that for the next meeting, if this was being requested. Mr. Fitzgerald stated that it didn’t need a formal answer - he was just wondering. Mr. Jerram replied that the current highway superintendent had done a lateral job change with respect to wage. Jerram stated that the move resulted in leaving the security of a union position to a non-union position.

First Selectman Jerram updated the Board on the Status of Capital Projects. He distributed a list that indicated the total expenditure to date of each item. A brief discussion of the Grand list occurred, with Board members asking if there was any indication of what the overall result of revaluation would be. Jerram stated that Vision Appraisal had completed their hearings, but he was not certain what the results might be. He indicated that the Grand List should be completed in late January 2019. Jerram did inform the Board that there have been additional permits for new construction within the last month.

Jerram updated the Board on the status of Carpenter Road Bridge, noting that water levels have continued to be a source of frustration regarding getting any work completed. The bridge deck is mandated to be removed by the end of the year and hopefully water levels will subside so that this can be accomplished.

First Selectman Jerram notified the Finance Board of a recent breakdown of equipment at MIRA, the Trash Authority in Hartford that may result in added costs to Regional Refuse Disposal District #1 , which in turn, could be passed on to member towns. Finance Board member Witte commented that if there is any additional costs passed on to the towns, he felt it would be worth a discussion with RRDD to have them consider use of their reserves.

The First Selectman informed the Board of new employees that had been recently hired. A land use Administrator has been hired as well as a Senior Director. Jerram also informed the Board that he was creating a new full time position in Town hall staffing. The Assistant Bookkeeper will become a full time employee with additional duties as of January 1, 2019. He told the Board members that he has reviewed

the budget and he has funds available due to savings in some line items and consolidation of some positions that will cover the majority of the costs. There will be a net effect of \$5,000 and the cost of benefits to the budget; however, Jerram was confident that it could be funded.

First Selectman Jerram stated that Highway Superintendent Helt has offered to come before the Board to discuss capital needs. Mr. Helt has indicated that his priorities are a wash bay, a new loader and a large plow truck. Jerram commented that a wash bay is needed in order to preserve and protect the fleet of vehicles the town owns.

At the conclusion of his updates, Mr. Jerram asked if there were any questions from the Board members. Mr. Tuxbury referred back to the Revenue report and asked if Mr. Jerram had any news regarding the WPCA's intent to make good on any of their debt obligations. Jerram replied that the Chairman of the WPCA had recently indicated that the WPCA would be making a payment; however, a water leak in a waterline has resulted in an unanticipated expense and it is doubtful that there will be funds available after those expenses are taken care of.

No other questions or comments were made regarding any of the updates provided by First Selectman Jerram.

Discuss and take any action regarding line item transfer requests for consideration and approval by the BOF for the current Fiscal Year July 1, 2018 to date:

No line item transfer requests.

Update on the Audit FY 2017-2018:

Chairman Fitzgerald stated that he had spoken briefly to Chris King of King & King , CPAS to see where things stood with the audit. He stated that it is more than likely that an extension will be needed. Mr. Fitzgerald asked if the Bookkeeping Department was making any headway with becoming consistent with the State of CT uniform Chart of Accounts. Bookkeeper Witte replied that this is still being worked on in conjunction with the assistance provided by the consultant.

Communications or other items to come before the Board:

Mr. Fitzgerald announced that effective at the close of the day on December 11 2018, he was resigning as a Member of the Board of Finance. He submitted a written letter of resignation for the record. He asked that no further communications related to Board of Finance matters be directed to him after the close of this meeting.

Members of the Board expressed their thanks to Mr. Fitzgerald for his service and wished him well. Mr. Smith thanked Mr. Fitzgerald for his time and the effort he put forth during his tenure on the Board, noting that "it was at times entertaining and at times controversial" but appreciated. Member Witte also publicly thanked Mr. Fitzgerald.

MOTION: by Tuxbury to appoint Member Smith to serve as interim Chairman until the next Board of Finance meeting; seconded by Charest.

AYE: Charest, Smith, Witte, Baxter, Tuxbury

Abstain: Fitzgerald

A brief discussion occurred regarding a meeting to be held on Tuesday, December 18 at Regional #7 for a preliminary budget discussion. Several members of the Board of Finance expressed an interest in attending the meeting. Members Charest, Smith and alternate member Guilfoyle intend to be at the meeting. First Selectman Dan Jerram also indicated that he would be present.

MOTION; by Smith to adjourn at 7:50 PM, seconded by Witte.

Unanimous.

Respectfully Submitted,

Christine Hayward, Administrative Assistant

Attachments: (filed with Town Clerk)

Bookkeepers Report December 11, 2018

Capital Project List with expenses to date

Jim Fitzgerald – letter of resignation