

**BOARD OF FINANCE  
MEETING MINUTES  
MONDAY, OCTOBER 16, 2017  
7:30 P.M. – GREENE COMMUNITY CENTER**

Chairman Matthew Hoey called the meeting to order at 7:33 p.m.

Present: Board Members: Michael Ayles, Louis Federici, Kenneth Gamerman, Matthew Hoey, Jeff Beatty and Kenneth MacKenzie

Town Officials: Finance Director Maryjane Malavasi and Clerk Traci Brinkman. First Selectman Joseph Mazza joined the meeting at 8:20 p.m.

BOE Officials: Business Manager Linda Trudeau and BOE Member Christine Cohen

Media: Mike Graziano, taping for GCTV

**1. Public Forum (limited to 3 minutes on agenda items)**

None

**2. Approve minutes of:**

**2.1 Regular Meeting Minutes of September 18, 2017**

Mr. Federici noted an addition on Page 4. He asked Dr. Freeman to explain the difference between standardized tests and classroom evaluations.

He also noted a correction on Page 3. It should be 10.2% not 100.2 %.

*Motion: Upon a motion made by Mr. Gamerman and seconded by Mr. Ayles, the board voted unanimously to approve the minutes of the September 18, 2017 Regular Meeting as amended.*

*Vote: In Favor: Ayles, Federici, Gamerman, Hoey, Beatty and Mackenzie  
Opposed: None  
Abstaining: None*

**3. Correspondence:**

**3.1 Standing Building Committee Minutes**

Mr. Ayles recapped the meeting. He noted that the building committee added

an item for the first selectman candidates. The main concerns discussed were regarding the decreasing number of volunteers serving on the committee. It has been an ongoing issue. And a lack of members leads to a lack of expertise in different areas. The second issue discussed was a difference in representation between the school and town project. The schools have a lot more projects and they have the facility director who is the central point person at the meetings to answer any questions. On the town side it is usually the department head where the project is taking place that comes to the meeting. The recommendation was that the town designate someone to go over the town projects.

Mr. Ayles said last time they talked about the Baldwin Windows and Doors project and how the windows were the wrong color. Another issue has arisen, but it should be covered by the contractor, the egress windows are not meeting specifications. Now they definitely have to be replaced, which will take place next summer.

He added that with regard to the Melissa Jones roof project the solar specifications that were discussed as part of the Energy Performance Contracting are going to be part of the bid package in case that program doesn't move along. There was a meeting September 15 on the Energy Performance Contracting and ultimately there was agreement to move forward. The Board of Education is considering acting on it at the October meeting.

Mr. Gamerman asked how much money the window issue at Baldwin would cost.

Mr. Ayles said he doesn't know the number, but it will not cost the Town.

Mr. MacKenzie asked if the solar panels are part of the bid will it not fall under the Performance Contracting.

Mr. Ayles said they felt it was prudent to put it in the bid in case the Performance Contracting doesn't move forward, but if it does, it will be part of the process.

Mr. MacKenzie asked if they had a full complement of SBC members would that have made the Performance Contracting not necessary.

Mr. Ayles said he doesn't think the full review would have been mitigated, but the process of the contract review would have been helped by having more members with that type of experience.

### **3.2 Pension Committee Minutes**

Mr. Hoey confirmed that the five new employees hired in September are part of the Defined Contribution Plan as opposed to the Defined Benefit Plan.

**4. Review and accept report of expenditures for the Board of Education for September 2017.**

Ms. Cohen explained that expenditures are at 21.7% which is up slightly from the 19.42% at this time last year. Salaries and Transportation are about the same. Employee Benefits and Purchased Services are up due to the timing of payments. Tuition is up as well because special education is difficult to budget. They have a few new students that have been placed and some timing issues there as well. Supplies and Materials is lower than last year and that is due to timing. Capital is higher than last year mainly due to the technology lease purchases that will be reimbursed. In addition the planned expense for renovating additional special education classrooms in Adams is costing a bit more because they had to use interior rooms, which need proper ventilation.

Ms. Trudeau said the tuition report is slightly better than last month. She double counted a student which made a slight difference. Her projection is now about \$71,000 over budget. That is being conservative with the Excess Cost Grant, which is subject to change with the state budget. The counts are up a little than what was budgeted for private tuition, but the counts are lower than anticipated in public tuition.

Mr. Gamerman asked if a \$44,000 figure to the Old Saybrook Board of Education is one student for 2017-2018.

Ms. Trudeau said it is an annual payment for one student.

Mr. Federici asked if there have been any positions filled beyond what was budgeted or any that have not been filled.

Ms. Trudeau said there is a partial FTE social worker position that has not been filled and is on hold until they know what is happening with the state budget.

Mr. Gamerman said the site improvements line is 91% expended.

Ms. Cohen explained that it is due to the Adams improvements. Ms. Trudeau said there are also some other smaller things in there like carpeting, etc., but most is for Adams.

Mr. Gamerman said Legal, Security and Tuition are all up. Phone is also up 10%.

Mr. Trudeau said that Legal is higher since they still have one contract negotiation. As far as the phone line they have not received any e-rate credits, which they will be getting. Security is up since they did some camera installation at Baldwin.

Mr. Federici asked about \$175,000 for Adams HVAC.

Ms. Cohen said that is for the ventilation of the rooms she talked about earlier.

Mr. Beatty said in the warrants there are a lot of emergency calls for HVAC.

Ms. Trudeau explained that they still don't have an in-house HVAC person so they have to contract it out. They did hire someone but he got injured and is out recovering.

Mr. Gamerman asked about the public forum comments in the September 11 BOE minutes regarding blips in third grade and fourth grade.

Ms. Cohen said that this grade since they entered Kindergarten has traditionally been very low, but it is not an indication that the other schools are following suit. The other third grades are healthy, but there was an influx over the summer. They are still within the class size limits, but nobody likes to see them that large. The parents were concerned and asked the board to add a section to that grade, but leave the current fourth grade teachers in place. She added that there really is no cause for concern.

Mr. Ayles asked when they expect the reimbursement for the technology lease.

Ms. Trudeau said she is waiting for one other payment they made to clear then she will send it off this week and submit the reimbursement. They usually get it quickly, probably by the end of the month.

*Motion: Upon a motion made by Mr. Gamerman and seconded by Mr. Beatty, the board voted unanimously to accept the report of expenditures for the Board of Education for September 2017 in the amount of \$6,505,813.*

*Vote: In Favor: Ayles, Federici, Gamerman, Hoey, Beatty and MacKenzie  
Opposed: None  
Abstaining: None*

**5. Review and approve report of expenditures for Town Government for September 2017.**

Ms. Malavasi gave an update on the state budget. The governor submitted a new proposal. None of the numbers are set in stone, but she thought she would give the board a general idea of where everything is. The original governor's budget would have given the town a \$3.9 million deficit. The legislative budget which was vetoed would have given the town a \$30,000 deficit. The governor's current proposal would give Guilford a \$374,000 excess. She added however that it is still too soon to know what will happen.

Revenues

Ms. Malavasi said they are a quarter through the year and are trending favorably, similar to last year at this time. Tax collection is a little higher. There was a significant amount of tax payments prior to July 1 – over \$8 million.

Expenditures

Ms. Malavasi said expenditures are tracking normal for this time of year. Information Technologies last month was higher because they are paying MUNIS annually instead of

quarterly. Registrar is a bit higher because they had a primary. Operating transfers are down, because normally they make the golf course payment right away, but they no longer have that since it is now a town department.

Mr. Hoey said the golf course seemed to make a decision to spend more than they had in their advertising budget. Ms. Malavasi said she would look into it, but like any other department it is okay as long as the total overall budget is in line.

Mr. Hoey said that the Youth and Family Services part-time salaries are ahead of budget.

Ms. Malavasi said it is related to the summer programs they had.

Mr. Ayles noted that a good portion of the mosquito control is expended, but there is still some left in there. He questioned when the program is done and if more is scheduled for the spring.

Ms. Malavasi said she knows they contract for the full amount, but she will check on the progress. It would make sense that more is scheduled for the spring.

It was noted the capital sidewalk account is fully expended. Ms. Malavasi said they transfer that money into a sidewalk fund and it gets expended from there.

Mr. Gamerman said they haven't received a capital report update in some time. It is getting hard to determine the money for the Long Hill Road project or when the skate park is finished.

Ms. Malavasi said she did intend to have it this time. They updated MUNIS and had some glitches so she was not able to download the information. She has everything through June audited. She will update it and send it out right away.

Mr. Hoey said at the last meeting they were talking about a separate report regarding Long Hill Road.

Mr. Gamerman noted a cost of over \$10,000 to water the golf course. He asked if this was for a couple of months or one month. Ms. Malavasi said it was probably one month, but it does fluctuate depending on the weather. She will check on the time period.

Mr. Hoey said it was the summertime.

Mr. Hoey asked if the town was just a pass through for the VFW grant.

Ms. Malavasi said that is correct the town is just a conduit for the VFW money. The VFW manages the project.

There was a brief discussion about the Long Hill Road project.

Mr. Federici noted a monthly expense for the charging station.

Mr. Mazza said it is for the electricity. The town can't start charging until this spring or summer when the three years is up as stipulated in the grant.

Mr. Federici noted a \$200 charge for inspecting the dog park in capital.

Mr. Malavasi said she doesn't know but will look into it.

Mr. Hoey asked about an expenditure for a John Deere from a prior year encumbrance. He questioned if that was out of capital operating or capital bonded.

Ms. Malavasi said it was the capital budget line. This was a prior year expense, otherwise all other capital is on hold until they know what is going on with the state budget.

Mr. Hoey noted an expenditure for fire alarm testing. He asked how many were tested for that amount.

Ms. Malavasi said she would think they would do all of them, but she doesn't know for sure so she will look into it.

Mr. Gamerman asked about a payment to NexGen for \$15,000 for a service contract.

Ms. Malavasi said it is in the police budget, but she will check on what exactly it is for.

### Medical

Mr. Hoey noted they had been projecting a deficit and now it is a surplus. He asked if there were any claims nearing the stop-loss.

Ms. Malavasi said they have four claims nearing the stop-loss.

Mr. Hoey asked if they are monitoring how they are doing with the HSA contract on the Board of Education.

Ms. Trudeau said she doesn't get the reports from Anthem so she cannot monitor it.

There was a brief discussion about the administrative line for insurance.

*Motion: Upon a motion made by Mr. Ayles and seconded by Mr. Beatty, the board voted unanimously to approve the report of expenditures for Town Government for September 2017 in the amount of \$2,644,662.*

*Vote: In Favor: Ayles, Federici, Gamerman, Hoey, Beatty and MacKenzie  
Opposed: None  
Abstaining: None*

**6. Committee Reports**

None

**7. Old Business**

None

**8. New Business**

Mr. Hoey said this morning the Board of Selectmen voted to accept the SAFER Grant to add additional firefighters to bring down the increasing response time in North Guilford. They will need \$106,000 in this budget year to cover the town's share of costs. The fire department is doing their best to cover that amount, but they are not sure they will be able to.

Mr. Mazza said the will probably ask for a transfer at the end of the year.

**9. Public Forum (Limited to 3 minutes on any item)**

Mr. Hoey stated that Mr. Federici has served on the Board of Finance for 12 years and has decided to step down and pursue other things. He thanked Mr. Federici for his years of service on the board and noted that this board may have a significantly different composition a month from now.

Mr. Federici said he enjoyed working with the board, staff and other elected boards.

*Motion: Upon a motion made by Mr. Ayles and seconded by Mr. Gamerman, the board voted unanimously to adjourn the meeting at 8:47 p.m.*

*Vote: In Favor: Ayles, Federici, Gamerman, Hoey, Beatty and MacKenzie  
Opposed: None  
Abstaining: None*

Respectfully submitted,

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Traci K. Brinkman  
Clerk  
Board of Selectmen