

**BOARD OF FINANCE
MEETING MINUTES
MONDAY, NOVEMBER 20, 2017
7:30 P.M. – GUILFORD TOWN HALL**

Chairman Matthew Hoey called the meeting to order at 7:30 p.m.

Present: Board Members: Veronica Wallace, Michael Ayles, Kenneth Gamerman, Matthew Hoey, Jeffrey Beatty and Jonathan Trotta

Town Officials: Finance Director Maryjane Malavasi, First Selectman Joseph Mazza, Standing Building Committee Member Chris Anderheggen, Public Works Commission Member Richard Wallace and Clerk Traci Brinkman

BOE Officials: Business Manager Linda Trudeau and BOE Member Amy Sullivan

1. Elections and Appointments:

1.1 Election of Chairman Pro-tempore

Mr. Ayles nominated Mr. Hoey for Chairman Pro-tempore and his nomination was seconded by Mr. Gamerman. No other nominations were made.

Motion: Upon a motion made by Mr. Ayles and seconded by M:r. Gamerman, the board voted unanimously to close the nominations.

*Vote: In Favor: Ayles, Wallace, Gamerman, Hoey, Beatty and Trotta
Opposed: None
Abstaining: None*

The board voted unanimously to elect Mr. Hoey as Chairman Pro-tempore.

1.2 Election of Chairman in accordance with Section 6-1 of the Guilford Town Charter.

Mr. Gamerman nominated Mr. Ayles for Chairman and his nomination was seconded by Mr. Hoey. No other nominations were made.

Motion: Upon a motion made by Mr. Gamerman and seconded by Ms. Wallace, the board voted unanimously to close the nominations.

Vote: *In Favor:* Ayles, Wallace, Gamerman, Hoey, Beatty and Trotta
 Opposed: None
 Abstaining: None

The board voted unanimously to elect Mr. Ayles as Chairman.

1.3 Election of Vice-Chairman in accordance with Section 6-10 of Guilford Town charter.

Mr. Hoey nominated Mr. Gamerman for Vice-Chairman and his nomination was seconded by Ms. Wallace. No other nominations were made.

Motion: *Upon a motion made by Mr. Hoey and seconded by Ms. Wallace, the board voted unanimously to close the nominations.*

Vote: *In Favor:* Ayles, Wallace, Gamerman, Hoey, Beatty and Trotta
 Opposed: None
 Abstaining: None

The board voted unanimously to elect Mr. Gamerman as Vice-Chairman.

1.4 Appointment of Clerk to the Board of Finance in accordance with Section 6-1 of Guilford Town Charter.

Motion: *Upon a motion made by Mr. Beatty and seconded by Mr. Trotta, the board voted unanimously to appoint Traci Brinkman as Clerk to the Board of Finance.*

Vote: *In Favor:* Ayles, Wallace, Gamerman, Hoey, Beatty and Trotta
 Opposed: None
 Abstaining: None

Mr. Ayles said he is humbled by the support to take on this position that has been filled for 24 years by Mr. Hoey. He accepts the position with gratitude looks forward to working with Mr. Hoey and his fellow selectmen.

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

None

3. Approve minutes of:

3.1 Regular Meeting Minutes of October 16, 2017

Mr. Ayles said there were a number of items Ms. Malavasi addressed in her email that had been open from the last meeting.

Mr. Gamerman said with regard to discussion on the SAFER grant, he thought they should include the amount of money associated with that.

Mr. Mazza explained that the grant will cover 75% of the cost for the additional 8 firefighters in the first and second years and then 35% of the cost in the third year. He added that the estimated cost for the town once the grant runs out is \$1 million. Mr. Mazza said it is based on salaries and benefits in the current year.

Mr. Ayles noted a correction just below that paragraph, change “the” to “they.”

Motion: Upon a motion made by Mr. Hoey and seconded by Mr. Beatty, they board voted to approve the minutes of the October 16, 2017 Regular Meeting as amended.

Vote: In Favor: Ayles, Gamerman, Hoey and Beatty
Opposed: None
Abstaining: Wallace and Trotta

4. Correspondence

4.1 Standing Building Committee Minutes

Mr. Ayles said he attended the meeting, but did not stay for the duration since it was election night.

Mr. Gamerman asked about the Community Center roof replacement project. According to the new capital report the total is \$165,000. They have appropriated \$16,000 already.

Mr. Mazza said the \$16,000 was for design. He had put a hold on all capital projects until they had a state budget. He noted, however, that this project would exceed the budgeted amount so they will need additional funding for it before they can move forward.

Mr. Trotta asked about the wrong window color with regard to the Baldwin windows.

Mr. Ayles said the wrong color was noticed first and then they found out there is an egress issue. He noted that it will be corrected and it will not cost the town any money because the responsibility is on the company.

Mr. Gamerman asked where things stood with the BOE and the Performance Contracting.

Ms. Sullivan said they were waiting for the new members to be seated and

get caught up on the issue before voting on it.

4.2 Pension Committee Minutes

Mr. Ayles noted a comment on the third page with regard to the Board of Finance having no authority over the Pension or Standing Building Committees.

Ms. Malavasi said she was not at the meeting, but they usually bring questions from the Board of Finance back to the Pension Committee so she believed it was just part of a larger discussion.

5. Review and accept report of expenditures for the Board of Education for October 2017.

Ms. Sullivan said at this point they are 28.69% expended compared to 27.662% last year at this time. They received a small amount of revenues from Pre-K tuition. She added that all the big numbers are special education tuition.

Mr. Gamerman asked about water damage at Jones, which was significant enough they are putting in a claim. He noted that \$14,000 was spent.

Ms. Trudeau said there were other costs in addition to the \$14,000, but she doesn't have the figures with her. She said it was a combination of the pipes being backed up and water getting into places it wasn't supposed to be.

Mr. Hoey said the projected cost of private tuition is about double what was budgeted. He confirmed that the \$400,000 increase in expenses is net of the Excess Cost Grant. In addition there is probably another \$100,000 increase in public tuition. He questioned with a potential \$500,000 in expenses over budget if they have looked at freezing anything.

Ms. Trudeau said they haven't frozen anything yet, but asked everyone to only spend a portion of their budgets. They are watching things very carefully and hoping the numbers stay so they can cover it within the overall budget.

Mr. Ayles asked if the final enrollment numbers are in and if they are close to the numbers they saw last month.

Ms. Trudeau said they are in and she will send out the final report to the board. She added that they are close.

Mr. Beatty noted, however, that they are still 250 higher than what the demographic study predicted.

Mr. Gamerman asked about Building Management being up 18% and the Athletic, Music and other Transportation being up 14-15%.

Ms. Trudeau said the athletic line is a timing issue, because they didn't have bills last year at this time. She added that there is no issue with the Building Management line.

Mr. Beatty asked about the fuel for buses particularly special education which is higher.

Ms. Trudeau said it is just a timing issue. In addition they are changing the budget line with regard to the special education buses to get it in line to where it should be so that will throw off the percentage. The fuel is just for town buses and the town billed the BOE earlier this year than last year.

Mr. Ayles noted that quite a few members of the public spoke at the October 25 BOE Operations Committee meeting regarding earlier start times, the blip in class size at Leete and more art at the elementary level.

Ms. Sullivan said parents did attend to discuss the third grade bubble at Leete. These class sizes are the largest. The parents are reasonable and just want the BOE to be aware so they can rectify it next year.

In addition they have developed a task force to look at school start times. They contracted with a company last year which provided three options. The most palatable was also the most expensive so they did not go ahead with it. They have been asked to ramp up efforts again this year so they established the task force to work on it. Their goal is to have something for this coming budget. The goal is to be as neutral as possible. She noted, however, that last year they had public comment on both sides of the issue.

Mr. Trotta asked if the biggest cost is logistics and transportation.

Ms. Sullivan said it really has to do with the cost for the buses and transportation, particularly due to the geography of Guilford and the complicated middle school bus runs. The option they were considering would have cost an additional \$500,000.

She added that the last issue was that parents would like to see more arts in the elementary schools. Right now they have one teacher in between two schools so it limits the art instruction. The parents would like to see one teacher at each school.

Mr. Gamerman asked about \$50,000 for materials and services for auditory needs. He asked if there were additional expenses needed or if this was the extent of it.

Ms. Trudeau said this is for multiple students and this is an annual cost for these services.

Motion: Upon a motion made by Mr. Trotta and seconded by Mr. Beatty, the board voted unanimously to accept the report of expenditures for the Board of Education for October 2017 in the amount of \$4,535,981.

Vote: *In Favor:* Ayles, Wallace, Gamerman, Hoey, Beatty and Trotta
 Opposed: None
 Abstaining: None

6. Review and approve report of expenditures for Town Government for October 2017.

Ms. Malavasi updated the board on the audit. She said it is going well and they already have a draft. They expect it to be completed by month end. There are no material findings at this time. She also updated the board on the state budget. The last time she came to the board they were expecting a \$251,000 surplus in state revenues. Since then the Circuit Breaker money has been removed. Last year they had received \$164,000. Last week on Friday the state distributed a list of hold backs which includes the renters rebate program, which would mean another \$267,000 in reductions. Now she is estimating a deficit of \$180,000. She added that this is still better than what they thought they might have at this point.

Revenues

Ms. Malavasi said at 33% through the year they have collected 52.4% of the revenue budget compared to 52.3% last year at this time. Everything is on target.

Expenditures

Ms. Malavasi said the town has obligated 49.1% compared to 48.4% last year at this time.

Mr. Trotta noted that Information Systems is running high.

Ms. Malavasi said that it his higher because the MUNIS contract is now being billed annually instead of quarterly.

Mr. Gamerman asked about Legal.

Ms. Malavasi said they are in contract negotiations so legal is running higher.

Mr. Trotta asked about Part-time salaries under the Board of Selectmen. Ms. Malavasi said she would get back to him on that. He also asked about Labor under Legal and she explained that is for the labor contracts.

Ms. Wallace said there is nothing budgeted for legal under part-time salaries.

Ms. Malavasi explained that there was someone filling in temporarily and they didn't have a person in that position.

Ms. Wallace asked if the town has a bid for Office Supplies.

Mr. Mazza said they do and he thinks the contract is about three years.

Ms. Wallace asked about a payment to Pro-Advantage LLC for a one-year license.

Ms. Malavasi said this is their licensing validation software.

Mr. Trotta asked about a golf membership for a person.

Mr. Mazza explained that this was a refund for a member who passed away. The widow asked for a refund since he was never able to use it.

Mr. Gamerman asked about a \$2,8041 refund for tobacco use cessation.

Ms. Malavasi said the town receives a grant to do programs and the entire grant money was not used so the remainder was returned.

Ms. Wallace asked about beer for a tournament.

Mr. Mazza explained that this was a special event/tournament at the golf course and the selectmen allowed them to serve beer.

Mr. Beatty asked about a payment for Laser Color Compass.

Ms. Malavasi said this is for a thermal imaging camera for the fire department.

Mr. Gamerman noted an over \$6,000 expenditure to NAPA. He questioned if this is bid out.

Mr. Mazza explained that anything over \$25,000 has to be bid. If it is up to \$7,500 it just requires three quotes. Anything over \$7,500 requires three quotes and Board of Selectmen approval.

Multi-year Capital Project Report

Mr. Ayles asked at what point will the older projects come off.

Ms. Malavasi said it is on her agenda to do. She added that she will be looking to reallocate or de-authorize and close the older ones out.

Mr. Gamerman asked about the Long Hill Road project.

Ms. Malavasi said as of September 30, \$2.1 million has been spent and they have \$634,000 left to collect for early design work.

Medical Insurance

Ms. Malavasi said October was another good month for claims. The revenues are steady at this point and she is projecting a \$2.6 million fund balance.

Motion: Upon a motion made by Mr. Gamerman and seconded by Ms. Wallace, the board voted to approve the report of expenditures for Town Government for October 2017 in the amount of \$2,093,465.

Vote: In Favor: Ayles, Wallace, Gamerman, Hoey and Trotta
Opposed: None
Abstaining: Beatty

7. Discuss and take possible action to transfer \$110,000 from Unassigned Fund Balance to Assigned Fund Balance – Reserve for Personnel to cover estimated retroactive pay for contracts currently under negotiation.

Motion: Upon a motion made by Mr. Beatty and seconded by Mr. Trotta, the board voted unanimously to transfer as of June 30, 2017, \$110,000 from Unassigned Fund Balance to Assigned Fund Balance – Reserve for Personnel to cover estimated retroactive pay for contracts currently under negotiation.

Vote: In Favor: Ayles, Wallace, Gamerman, Hoey, Beatty and Trotta
Opposed: None
Abstaining: None

8. Consider and take possible action on Board of Finance Meeting Calendar for 2018.

Motion: Upon a motion made by Ms. Wallace and seconded by Mr. Beatty, the board voted unanimously to approve the Board of Finance Meeting Calendar for 2018.

Vote: In Favor: Ayles, Wallace, Gamerman, Hoey, Beatty and Trotta
Opposed: None
Abstaining: None

9. Committee Reports

None

10. Old Business

Mr. Beatty said this is Mr. Mazza's last meeting with the board and he wanted to wish him the best of luck in his retirement. He also wanted to welcome Mr. Trotta back to the

board and Mr. Gamerman as well as Ms. Wallace. He thanked Mr. Hoey for his many years of service and for all the time and assistance he gave him when he was first elected to the board. He wished him much success as first selectman.

Mr. Gamerman thanked Mr. Hoey for his service and wished him well.

Mr. Hoey thanked the board for all the kind words and he looked forward to working with them in a different capacity as first selectman.

11. New Business

None

12. Public Forum (Limited to 2 minutes on any item)

Mr. Mazza wanted to welcome Mr. Trotta and Ms. Wallace to the board. He congratulated Mr. Ayles on being elected chairman and offered his congratulations to Mr. Hoey on being elected first selectman. He noted that they will have a difficult task ahead because the next budget is going to be tough, because of the position the state is in. It is going to be a juggling act to be fair to the taxpayers and deliver the services the taxpayers are used to getting and deserve. He knows they will all do a good job. He thanked them for all the support during his 24 years.

Motion: Upon a motion made by Ms. Wallace and seconded by Mr. Trotta, the board voted unanimously to adjourn the meeting at 9 p.m.

*Vote: In Favor: Ayles, Wallace, Gamerman, Hoey, Beatty and Trotta
Opposed: None
Abstaining: None*

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Finance