

**BOARD OF FINANCE  
MEETING AGENDA  
MONDAY, SEPTEMBER 17, 2017  
7:30 P.M. – GREENE COMMUNITY CENTER**

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

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

Town Officials: Sandy Offredi, Assistant to the Finance Director, Payroll System Coordinator Carol Anderson and Clerk Traci Brinkman

BOE Officials: Business Manager Linda Trudeau, Superintendent of Schools Dr. Paul Freeman and BOE Member Ted Sands

Media: Mike Graziano, taping for GCTV

- 1. Public Forum (limited to 3 minutes on agenda items)**
- 2. Approve minutes of:**
  - 2.1 Regular Meeting Minutes of August 21, 2017**

Mr. Gamerman noted a correction on Page 5, the word “due” should be “dues.” He also noted that Legal on Page 3 should be capitalized.

Mr. Federici noted on Page 2 in the first sentence it should be “this” month not his month. On Page 6 the word should be “report” not “repot.”

Mr. Beatty stated that he recused himself from the vote on Page 6.

Mr. Goletz referred to the question he asked on Page 4 regarding how many coaches there were. Mr. Hoey noted that Ms. Trudeau had sent out an email. Ms. Trudeau said with the addition of one coach and reallocating the eight existing positions they have Literacy coaches covering grades K to 6 and Math Coaches covering grades K to 8. All nine positions have been filled.

Mr. Hoey said with regard to the asbestos testing done on the schools. He also got a memo from Ms. Trudeau he will forward. It is a state requirement that every school has to be done every three years.

*Motion: Upon a motion made by Mr. Federici and seconded by Mr. Beatty, the board voted unanimously to approve the minutes of the August 21, 2017 Regular Meeting as amended.*

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

### **3. Correspondence:**

#### **3.1 Standing Building Committee Minutes**

Mr. Ayles said he was able to get a draft copy of the minutes late on Friday. He updated the board on several projects. He noted that the Baldwin Windows and Doors project was on schedule, but there were a couple of issues. The windows that came in were a different color. They were still installed, because they needed to open school, but a decision has to be made as to whether we keep them and receive a credit or have them replaced at the expense of the contractor next summer.

Dr. Freeman stated that they also fail to meet the specifications, because they do not open as fully as they are supposed to so they will be swapping them out next summer.

Mr. Ayles noted that PCB's were found under soil that had already been tested. The cost will probably be an additional \$5,000 to \$10,000, but that should be covered in the project contingency.

There was a discussion regarding PCB testing and requirements. There was also a discussion regarding the Energy Performance Contracting proposal.

Mr. Sands explained that they had a meeting on Friday afternoon with the third party reviewer (Kohler Ronan) that the BOE hired to go over the project. They had many questions about each area that were ultimately resolved once everyone was using the same assumptions. Kohler Ronan will be preparing a report for the Board of Education regarding this.

#### **3.2 Pension Committee Minutes**

There was a question about a statement in the minutes under performance summary, which noted a fund growth of 8% against a policy of 10.9% in one year. It was thought that the assumed rate of growth was in the 7% range.

Mr. Sands said that was one of the first questions he was going to ask at the meeting on Wednesday.

*Motion:* Upon a motion made by Mr. Federici and seconded by Mr. Goletz, the board voted unanimously to add to the agenda a Memo from Jim Portley to the Board of Selectmen the Chairman received this evening regarding the Long Hill Road project costs versus Podunk Road costs.

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

Mr. Hoey said this was in response to a question raised by Mr. MacKenzie at the last meeting. He said he would have the information distributed to the board tomorrow electronically.

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

Dr. Freeman first updated the board on the opening of school. Their unofficial enrollment is 3,362 students. The final numbers will be available in October. He noted that the past four year's enrollment has been flat. They have been within 50 students of 3,400, which is about 250 students higher than what had been projected by the enrollment study. Guilford High School International Baccalaureate classes have begun for 60 juniors and seniors with 30 of those juniors on track to graduate with those credentials. All certified positions have been filled with the exception of a part-time school psychologist that they have been holding off on filling. They have made significant alterations to the busing schedule with nowhere near the number of questions and appeals they received last year. As a result they are looking at projected savings in diesel and they may be able to remove a smaller vehicle from the route. They opened very smoothly this year and on the first day of school the buses were all on schedule, proving the routes are cleaner and more efficient. In addition they recognized the First Selectman with the Friend of Education award this year.

Mr. Sands said he has a final number for the last fiscal year. In September the board made a few minor transfers and closed out the year with an \$8,000 surplus. This is after they made a \$20,000 payment into the pension plan.

Mr. Sands said with regard to the current budget. At the end of August they have expended 100.20% of the budget compared to 9.1% this time last year. Some of the differences are due to timing of payments. Last year several vendors, including the school bus vendor, were slower in sending the bills in, but as they go through the year it should even out. Secondly, this is the first time they made the Health Savings Contribution for the teachers, which is a big number. Last year that was not part of the teachers' contract.

Mr. Hoey said if it was not for the \$280,000 from the state for the Excess Cost Grant the number might have been different.

*Board of Finance Regular Meeting Minutes of September 18, 2017*

Mr. Gamerman noted that capital is 63% above last year.

Ms. Trudeau explained that this is mainly due to the equipment line. They are payments made for the previous year's technology lease and purchases for the lease. This will get reimbursed from the leasing company and that account will go down again.

Mr. Gamerman asked about an encumbrance for Upkeep for Building and Grounds totaling \$500,000.

Ms. Trudeau said this is for all kinds of testing, maintenance and facility items. There are a lot of blanket purchase orders.

Mr. Federici noted there were significant donations from the Adams PTO for the sound system for the gym. He questioned if that was the entire cost.

Dr. Freeman said that was the total cost. It was paid for through all private fundraising.

Mr. Federici noted that the town is doing well with regard to the standardized test results, particularly in math. There was a brief discussion about the tests.

Mr. Ayles noted in the Operations Committee Minutes that special education transportation was bid out. There were 14 vendors for 18 runs that bid, but STA declined to take the runs for the low bid price.

Ms. Trudeau said it is in STA's contract that they can take the runs for the same price as the low bidder. They opted not to, but did not tell them why. They have the right of first refusal.

Mr. Goletz asked about a \$2,400 reimbursement to a parent. He asked why a parent would pay tuition and then be reimbursed.

Mr. Trudeau said it could be a settlement and/or a case where the parent and BOE are splitting the cost.

Mr. Hoey noted that last January they were projecting special education tuition for 21 students to cost \$1.7 million and the actual cost is 27 students at \$2.2 million. He added that this just shows how volatile that account is and how difficult to plan.

*Motion: Upon a motion made by Mr. MacKenzie and seconded by Mr. Federici, the board voted unanimously to accept the report of expenditures for the Board of Education for August 2017 in the amount of \$2,728,534.*

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

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

Revenues

Ms. Offredi said they have collected 52.9% of revenues at the end of August with tax collections at 53.9%. The police department looks like a reduction, but it is due to the increase in the budget for police services and they usually comes in toward the end of the year. She added that there was a late deposit so they are actually at 9.7% this month versus the 1 percent in the report. Ms. Offredi also noted two state revenues she received, which are not affected by the state budget.

She added that a question was raised at the Board of Selectmen meeting about the Golf Course revenues. In FY2016 they received a transfer of \$30,000, but this year they are now an operating budget within the general fund and will no longer receive that. If you take that \$30,000 out, the revenues would be about the same last year versus this year.

Mr. Hoey asked about Engineering/Public Works Street excavations. He asked what those are because they are way over budget.

Ms. Offredi said she would check on that.

Expenditures

Ms. Offredi said they are 16.6% through the year and they have obligated 15.2% of the budget compared to 18.2% last year at this time. One of the August debt payments was not posted, but that would bring the obligated close to 34%. In addition MUNIS is now on an annual payment instead of quarterly so Information Systems is a bit higher. She added that a freeze still remains in effect for all capital purchases except for Emergency Services and Public Safety.

Mr. Gamerman asked where things stood with the skate park resurfacing.

Other members responded that they believed it was finished.

Mr. MacKenzie said that another \$478,000 was paid out for the Long Hill Road project. He has been told that the money comes back somewhere from the state, but he would like to see how much goes out and how much comes back.

Mr. Hoey said he believed Ms. Malavasi was going to put a reconciliation together and he will see if they can have it next month.

Mr. Federici noted that the Shellfish Commission had a nice display at the fair and it showed all the good work the commission was doing. They deserve congratulations on that.

Mr. Beatty noted two small items for \$238 for weather services for Engineer/Public Works.

Ms. Offredi said she believes it is a weather service the town subscribes to for alerts about storms, etc. She noted that it is very accurate.

Mr. Hoey noted a \$40,944 payment to Wright-Pierce for a water main feasibility study. He questioned if this was prior to the referendum or subsequent. Ms. Offredi noted that it is for design services for the project.

Mr. Hoey noted a payment to COTT Systems, which he knows is for Town Clerk, but it was labeled as monthly resolution and he wondered what that meant.

Ken MacKenzie raised a question about a \$2,300 for the bike lane painting, but he thought that was paid for by a grant. Ms. Offredi noted the money was encumbered last year, which might have been from the grant, but she would check on that.

Medical

Ms. Offredi noted that the average claims are higher this month, however the administrative charges are lower. At this point they are projecting a \$47,000 deficit, but it is too soon to project.

*Motion: Upon a motion made by Mr. MacKenzie and seconded by Mr. Federici, the board voted unanimously to approve report of expenditures for the Town Government for august 2017 in the amount of \$4,463,283.*

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

**6. Committee Reports**

None

**7. Old Business**

None

**8. New Business**

None

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

*Board of Finance Regular Meeting Minutes of September 18, 2017*

None

*Motion: Upon a motion made by Mr. Gamerman and seconded by Mr. Ayles, the board voted unanimously to adjourn the meeting at 8:45 p.m.*

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

Respectfully submitted,

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Traci K. Brinkman  
Clerk  
Board of Finance