

**BOARD OF FINANCE  
MEETING MINUTES  
MONDAY, APRIL 18, 2016  
7:30 P.M. – GREENE COMMUNITY CENTER**

Chairman Matthew Hoey called the meeting to order at 7:35 p.m.

Present: Board Members: Michael Ayles, Kenneth Gamerman, Matthew Hoey, Jeff Beatty and Peter Goletz

Town Officials: First Selectman Joseph Mazza and Finance Director Sheila Villano (arrived while meeting was in progress)

BOE Officials: Assistant Superintendent Jason Beaudin, Business Manager Linda Trudeau and BOE Member Ted Sands

Media: Mike Graziano, taping for GCTV

**1. Public Forum**

None

**2. Approve minutes of:**

**2.1 Regular Meeting Minutes of March 21, 2016**

Mr. Gamerman said he doesn't believe Ms. Villano has gotten back to them on how much Fusco has received for the GHS project. In addition there is a correction to page 6. The word "committee" should be "committed."

Mr. Hoey also noted that Ms. Villano was going to follow up and provide a sidewalk replacement schedule that Mr. MacKenzie requested. He then requested that the clerk forward to him a list of follow up items after that meeting that he could then send to town officials as a reminder.

Mr. Hoey noted at the last meeting there was discussion about a comment made in the Pension Minutes by Mr. Sands regarding the BOE not addressing pension contributions since the pension plans were closed.

Mr. Sands explained that historically the BOE has not required employees to make contributions, but other town employees do. He told the committee that in negotiations with their various groups of employees they have certain priorities. Since the plans have been closed for several years and there are a small

number of them at this point, pension contribution is not as high a priority compared to changes to healthcare and other bigger money items. Since the pension contribution would be a big change for very little money, it has been the consensus of the BOE and school administration that it is not something they want to do.

Mr. Hoey asked if the FEMA money for Public Works and the Finance Department that recently came in was put into the 2016 financials. Ms. Villano said that is correct it was a receivable for this year.

*Motion:* Upon a motion made by Mr. Gamerman and seconded by Mr. Ayles, the board voted unanimously to approve the Regular Meeting Minutes of March 21, 2016 as amended.

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

### **3. Correspondence:**

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

The minutes were not received and Mr. Ayles was not able to attend that meeting so there was no further discussion.

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

Mr. Hoey asked for a clarification to the minutes. He wanted to know if a long term disability insurance package is in place for all new hires. Ms. Villano said that is correct.

### **4. Review and accept report of expenditures for the Board of Education for March 2016.**

Mr. Sands said they are close to budget. There are some timing issues particularly with respect to state reimbursement, but based on analysis they still believe they are on target.

Mr. Goletz noted that legal is over mainly due to special education and contract negotiations. He asked why special education.

Mr. Sands explained that parents always have the right to engage counsel to develop a plan to educate their special education student. It is not common, but it does happen and when it does, the BOE needs to hire counsel to represent them in those discussions. Some years it happens more than others. Last year was a light year.

Mr. Gamerman noted that they are over at least \$500,000 in Tuition. He asked if

money was going to be transferred to cover this and where it would come from.

Ms. Trudeau said they did a \$50,000 transfer from contracted services to the tuition line. The rest will be covered by other areas later on. There is a little savings in salaries, they will hold back a bit in site improvements, some in pupil services and smaller amounts in other areas.

Mr. Gamerman said transportation is about 8 percent over last year at this time.

Ms. Trudeau explained that this is just the timing of the bills. Last year at this time they were a month behind, but this year they are current. She added that they will not be over in this line.

Mr. Gamerman asked about the issue of radon testing at the high school.

Mr. Ayles explained that he spoke with the GHSBC Chair today and asked him about this issue. The situation has been solved. It was simply the plastic on the piping or vents that was not removed after installation. Once they do that they will test again on Friday and that should resolve the situation.

Mr. Beatty asked about the PCB's at Baldwin.

Mr. Sands said he was at the last SBC meeting and there has not been much progress on that front. They have not made a decision as to what they are going to do. The problem is the project was on target for this summer, but it may take two summers now, because remediation is time consuming. They do not have an answer yet, but are working on it.

Mr. Hoey noted the worker's compensation line. He asked how many open cases there are.

Ms. Trudeau said she is not sure how many open cases there are, but that payment is just the quarterly billing.

Mr. Gamerman asked about the issue regarding perimeter lighting at the high school for a cost of \$360,000.

Mr. Sands said they had testing done at one of the fields where lighting is an issue. The poles are 20 years old. They are still doing additional testing, but it looks like they have to be replaced sometime within the next two years. The new lights would be very energy efficient when they are replaced with LED's so there is an opportunity to save on operating costs and the new lights would be less intrusive to neighbors, but it is a big job.

Mr. Ayles noted that Mr. Gurnham is looking to see if there is an existing bond that can cover the additional cost.

Mr. Trudeau stated that \$250,000 was placed into next year's budget, but the estimated cost is \$360,000.

Mr. Hoey asked why Clerical Building is only at 54%.

Mr. Trudeau said they did not fill a vacant clerical position at the high school and there were some other staffing changes so there will be a savings in that line. She added that the position was not budgeted for next year.

Mr. Hoey noted that security has only been about 20% expended.

Ms. Trudeau said they changed security companies and this one is less expensive.

Mr. Hoey noted that heat is at 42%, some of which can be attributed to the mild winter.

Ms. Trudeau added that GHS is such an unknown that they don't know what will happen when they go into the cooling season.

Mr. Beatty stated that electricity is substantially lower as well, which could change as they head into the warmer months.

Mr. Ayles asked why the radon testing for GHS was under the BOE budget and not the GHSBC project.

Mr. Sands noted that GHS was turned over to the BOE and is under their operations now.

Ms. Trudeau said they are not sure whether or not that will be charged back to the project.

Mr. Ayles asked if that was an annual number for the student activity account.

Ms. Trudeau said it was.

Mr. Gamerman asked where the underground drainage pump-out for \$8,000 was located.

Ms. Trudeau said she would check on that and get back to him.

Mr. Beatty asked about the new food service software. He wondered if there have been any problems or feedback.

Ms. Trudeau said there has been a little learning curve, but most of the staff likes it and finds it very easy to use. The parents like it because they can see exactly what their child is eating.

*Motion:* Upon a motion made by Mr. Beatty and seconded by Mr. Goletz, the board voted unanimously to accept the report of expenditures for the Board of Education for March 2016 in the amount of \$4,393,506.

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

**5. Review and approve expenditures for the Town Government for March 2106.**

Revenues

Ms. Villano said at 75% through the year they have collected 99.3% of the revenue budget compared to 99.6% last year at this time. During April through June the last two years they have collected \$1.1 and \$1.2 million. If they collect another \$1 million this year, with only \$570,000 of the revenue budget remaining to collect, they are looking at a \$400,000 to \$500,000 revenue surplus. The fire department is ahead. Tax collections are at 99.9%, but there will be more taxes coming in. She added that on the state side they will be \$30,000 to \$40,000 short because of the state hospitals pilot reduction.

Expenditures

Ms. Villano said they have obligated 79.7% of the budget compared to 80.8% last year at this time. All the departments do a great job of managing their budgets. Some departments this year will see a substantial surplus. There will be savings in insurance due to the CIRMA equity distribution they did not budget for. Police will have a savings in salaries, which could be about \$180,000. Public Works received FEMA money and had a mild winter. Legal is trending better than it was last year. Ms. Villano said they also haven't touched the \$175,000 contingency. She added that they should see a comfortable surplus here as well.

Ms. Villano noted that debt service interest shows a negative \$172,000. They have funds reserved for that, but will wait it out and see.

Mr. Beatty noted that two Human Services disbursements haven't been made yet.

Ms. Villano said she would have her office call them tomorrow.

Mr. Gamerman asked about three special fund items for a presentation, senior trip and a Parks and Recreation reimbursement for a winter session program. He questioned if they could have better descriptions.

Ms. Villano said she has wanted to make those changes to the report, because it is cryptic, but there is a space issue. She added that with regard to the Parks and Recreation reimbursable, the town pays up front for trips and then the program fees

come in and cover it. None of these are taxpayer dollars with the exception of the bonded projects.

Mr. Goletz asked if the payment to Constellation Energy was for each light.

Ms. Villano said it was for each electric meter.

Mr. Gamerman asked about field turf maintenance. There is an invoice for \$3,700. He asked if that was an annual fee.

Ms. Villano said she did not have specifics. Mr. Hoey said it is his understanding that this is the annual grooming fee for the turf. Ms. Villano said she would verify that.

Mr. Gamerman asked about two property tax refunds, one for \$5,500 and another for \$3,300.

Mr. Beatty noted that the first is an assessment appeal. Ms. Villano added that the other is most likely a normal refund that takes place after the February 1 installment.

Mr. Gamerman asked about the \$36,000 monthly payment to rent the fire hydrants.

Ms. Villano explained that they are paying for the size of the pipe that allows more water to flow.

#### Medical Benefits

Ms. Villano said they have covered the stop-loss premium and are \$57,000 ahead at this point. She is projecting a surplus of \$900,000 for the year, which will bring the fund balance to over \$1.5 million. There are six contracts that have exceeded the stop-loss and at least 10 are approaching it. She added that they may see a better month next month.

#### Golf Course

Mr. Hoey said there has been a significant infusion of memberships since the rates were set to go up April 16.

*Motion:*            *Upon a motion made by Mr. Gamerman and seconded by Mr. Beatty, the board voted unanimously to approve the expenditures for the Town Government for March 2016 in the amount of \$2,100,300.*

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

#### **6. Consider and take possible action on request from the Board of Selectmen with**

**regard to Capital Plan purchase.**

Mr. Hoey noted the selectmen did not act on this item so there was no action required by the Board of Finance.

**7. Committee Reports**

None

**8. Old Business**

None

**9. New Business**

None

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

*Motion: Upon a motion made by Mr. Ayles and seconded by Mr. Goletz, the board voted unanimously to adjourn the meeting at 8:32 p.m.*

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

Respectfully submitted,

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Traci K. Brinkman  
Clerk  
Board of Finance