Minutes
Special Finance Committee Meeting
June 13, 2019
Town Hall Conference Room D

1. The meeting was called to order at 7:16 pm.
   
   Present: Carolyn Arabolos, Mike Sobol, Joan Lewis
   
   Also present: John Elsesser, Town Manager; Amanda Backhaus, Finance Director
   
   Absent: Lisa Conant (Joan Lewis seated)

2. Acceptance of Minutes: Joan moved to accept the minutes of the Finance Committee meeting on May 13, 2019. The motion was seconded by Mike Sobol. Carolyn noted she believes the $142k at the bottom of the first page is the incorrect number. Amanda noted she will verify and update accordingly. Motion to accept the minutes as amended carried on unanimous vote.

3. Reports:
   3.A. Chairperson: Carolyn has nothing to report.
   
   3.B. Committee Members: Mike inquired about the upkeep of the flags hanging over Main Street. He voiced concerned about how frequently the flags are breaking or leaning in their holder. John noted they are fixed the same day once PW is notified. Mike would like to see the Town spend money to invest in better/more sturdy flags if necessary even for a small expense.
   
   3.C. Finance Director's Report: Amanda reviewed the highlights of her monthly report. Tax revenue collections are at 100.62% and total revenues are 100.4%. Expenditures are at 90.2% for the year with a transfer request later on in the finance agenda. Amanda noted that the committee should also discuss any plans to make additional authorizations from the Council’s 1 ½% fund as these should be recommended to the full Council this month.
   
   Operating results for COVRA, Sewer and Recreation funds. Carolyn inquired about the status of the Caretaker’s house. John noted the house will be taken down June 17-19. Amanda noted the tax office is getting ready for bills to be sent out and the assessor is working on the revaluation. Mike Sobol inquired if we had any preliminary results from the revaluation. John noted that until all results are compiled there is no way to project results. John mentioned that not all houses will be visited during this process – only houses with changes or that noted issues in the data mailers will have a home visit. Amanda noted that her Finance department is working on year-end close and that our new IT staff started June 12. Carolyn inquired what the Town does in regards to cyber security. John and Amanda discussed the Town’s firewall, the built in security provided by CEN, staff training and plans to update the Town’s data recovery system.

   3.E. Board of Education Financial Reports: The BOE April reports were reviewed. May reports are expected after tonight. It was noted that in the joint meeting the BOE noted they expect to have $35 thousand left at year end and intend to request a transfer to their carryover fund of around $25 thousand. The $10 thousand that they intend to return will offset the
shortage in the excess cost reconciliation that will occur next fiscal year. Amanda noted that the BOE has included a report relating to the new created tuition revenue fund – it is included in “CIP and Special Fund” report.

4. Discussion/possible action: year-end budget transfers FY18/19: Amanda reviewed the proposed transfer request. Budget requests include an enclosed vestibule at Millbrook, roof repairs at Millbrook and the Police Station, CVFA garage door repair, Town Hall bathroom renovations and various salary lines, including $6 thousand dollars for the registrar. Funding will come from remaining balances in worker’s compensation, contingency and salary savings due to public works retirements. Discussion was held regarding possibly requesting CVFA to pay for the door due to the number of incidents that have occurred this year. Discussion over the registrars lack of concern for staying within their budget also occurred. Mike Sobol noted his support for the Town Hall bathroom repairs and requested additional maintenance/renovation on the Town Hall building if any funding remained after the bathrooms to improve the overall building appearance. Mike Sobol made a motion to recommend the Council approve the FY18/19 transfers as presented. The motion was seconded by Joan Lewis and carried on unanimous vote.

Amanda noted that in addition to the transfer request that the Committee should review the Council’s 1 ½% fund for any additional items they might want to consider, including potentially transferring additional money to CNREF. She noted $318 thousand remaining in the 1 ½% account and currently only $190 thousand remaining in CNREF. Mike inquired as to why a transfer to CNREF would be beneficial. John noted it allows the Town some flexibility as unexpected projects arise. In addition, we know the Town will need approximately $95 thousand for the third LOTCIP project. Mike Sobol made a motion to recommend to the Council to transfer $95,000 from the 1 ½% account to CNREF.

Joan Lewis noted that in addition to moving funds to CNREF, consideration should be given to the School Security Grant match. She noted that at the joint meeting with the Board of Education that had occurred immediately prior to this meeting, the BOE requested Council consideration of appropriating $35,000 as a match for the School Security grant that they had been awarded. It was noted that the full match needed was $70 thousand, of which half has already been covered by the Board of Education. John noted that historically the Council has been supportive of providing half of the match, as school security has been supported by the Council as a need. Joan inquired if the $35 thousand could come from the Board of Education 1% carryover fund. Mike Sobol noted that if they have a projected surplus at year-end the Board of Education could cover it themselves. Carolyn noted that all were options and feels that perhaps this should be discussed with the full Council.

Mike Sobol made a motion to recommend the Council appropriate $95,000 from the 1 ½% fund to be transferred to CNREF. The motion was seconded by Joan Lewis and carried on unanimous vote. Mike Sobol made a motion to recommend the Council consider appropriation of $35,000 to fund the match on the Board of Education’s school security grant. The motion was seconded by Joan Lewis and carried on unanimous vote.
5. **Dependent Eligibility Audit:** Amanda Backhaus distributed a summary report of the results from the dependent eligibility audit. Overall she was pleased with the results. There was 100% participation from both Town and Board of Education employees. Several ineligible dependents were identified and removed from the Town’s insurance. Amanda noted Finance will consider doing a self-audit every two to three years to ensure employee records are up to date.

6. **Proposal for investments:** Item marked not ready for action.

7. **Adjournment:** The meeting was adjourned 8:59 PM on a motion by Joan Lewis, seconded by Mike Sobol and unanimously approved.

Respectfully submitted,

Amanda Backhaus

Finance Director