



**Minutes of the Regular & Special Budget Meeting of the Board of Finance (BOF)  
Town Hall 1<sup>st</sup> Floor Conference Room & Zoom Call April 11, 2022**

*Call recording available under BOF on Town Website*

**Members Present:** Ryan Anderson, Chris Childs, Eric Harrington, Dr. Ann Huntington, Brian Kost

**Members Absent:** Michael Haines **Alternates Present:** Tom Frenaye, Mark Sinopoli, J Michael Stevens

**Alternates Absent:** None

**Also Present:** First Selectman Colin Moll, Retired Finance Director Debbie Cerrato, Treasurer Kacy Colston

Chairman Anderson called the meeting to order at 7:00pm.

**Citizen Comment/Correspondence:** None

Dr. Huntington made a motion to assign Mr. Haines' voting rights to Mr. Stevens. Mr. Harrington seconded. All were in favor, the motion passed 5:0.

**Approval of the Minutes of the following meetings:**

- a. Special Budget Review, March 7, 2022
- b. Regular and Special Budget Review, March 14, 2022
- c. Special Budget Review, March 21, 2022
- d. Special Budget Review, March 28, 2022

Some members wanted more time to review so Mr. Kost made a motion to table until the next meeting. Dr. Huntington seconded. All were in favor, the motion passed 6:0.

**Discussion of Town Clerk's Historical Grant Application – Town Clerk, Kathy Dunai**

Ms. Dunai requested permission to accept the annual historical document preservation grant. In the past 10 years this has provided close to \$100k for preservation efforts. This year they will focus on digitizing veterans' DD214s. Mr. Harrington made a motion to approve acceptance of the \$5,500 historic document preservation grant. Mr. Stevens seconded. All were in favor, none opposed and the motion passed 6:0.

**Finance Director – current budget review**

There is \$390k remaining in Contingency, which could be used to cover inflation in fuel and road salt. The fuel fund is managed by Finance and Town vehicles and school buses that use the fuel are charged back at the current average rate for fuel. They can be charged back at the rate they budgeted and contingency used to pay the difference. Mr. Kost commented that the policy should be to move revenue into CNRE in August and in January, after tax bills are collected. This can be discussed with our investment advisors and new Finance Director when they attend the May meeting.

**Discussion and approval of ARPA Committee's recommendation for use of American Rescue Plan funds – First Selectman Moll**

The Committee was made up of First Selectman Moll, Mel Chafetz, Tom Frenaye, Brian Kost and Michael Stevens. Their recommendation for this year which was approved by the Board of Selectman (BOS) is as follows: \$500k to the Insurance Fund for Covid claims experience, \$750k for turf replacement at Beneski field, \$650k for pavement management, \$100k down payment for the Fire Department's new tanker truck (the balance of \$750k to be paid the following year) and \$100k for youth services programming to help children affected by Covid. The remaining half of the relief funds (over

\$4M) will be used the following year and they will have further meetings to finalize those recommendations.

It is easier to do the required compliance reporting on a few larger items. Once the BOF approves, the recommendation will go to Town Meeting along with the budget. Full projects/costs (i.e. the full tanker truck cost) must be approved, even if only paying a portion of it now with the relief funds. Mr. Harrington made a motion to use the ARPA funds as proposed, Mr. Kost seconded. All were in favor, none opposed. The motion passed 6:0.

Mr. Childs requested a new report on road conditions and First Selectman Moll will follow up with the Town Engineer to provide.

#### **First Selectman – update**

First Selectman Moll welcomed our new Treasurer, Kacy Colston. The new Director of Finance, Eric Remington starts Monday. He thanked Ms. Cerrato for continuing to support the Town, post retirement, until they could fill the position.

They are looking for volunteers for 2.5 days for the Town carnival June 17-19. There will be rides, games, food, bands Friday-Sunday, Fireworks Friday (rain date Saturday) at the Middle School.

#### **Adjourn**

Mr. Harrington made a motion to adjourn, Dr. Huntington seconded, and the meeting adjourned at 7:29pm.

#### **Special Meeting for the Budget review**

Chairman Anderson called the meeting to order at 7:30pm.

#### **Citizen comment/Correspondence – None**

Dr. Huntington made a motion to appoint Mr. Haines' voting rights to Mr. Sinopoli. Mr. Harrington seconded. All were in favor, none opposed. The motion passed 5:0.

#### **Overall Budget Review**

With all budget inputs provided, the Board worked through the complete budget and made motions on various changes.

Mr. Kost made a motion to reduce the cost of the new Fire Department tanker truck from \$850k to \$100k to cover just the down payment in this budget, and to add a new \$750k expense line for the cost of the Beneski field turf replacement, both items to be covered by the Covid relief funds. Mr. Harrington seconded. All were in favor, none opposed. The motion passed 6:0.

Mr. Kost made a motion to increase Revenue with a \$2.1m transfer in from the American Rescue Plan Fund and to add two more transfers to expenditures, one to Insurance Fund for \$500k and one to a new Youth Services Fund (to be created post Town budget approval) for \$100k. Dr. Huntington seconded. All were in favor, none opposed. The motion passed 6:0.

Several members had privacy concerns regarding the proposed speed cameras in the Police Department budget as well as the proposed number of new cruisers and with the district storage building in the BOE capital request given the upcoming facilities master plan.

Cameras: Mr. Childs understands the privacy concerns but they will improve operating efficiencies and reduce expenses. Police Chief Cannon was on the meeting and clarified these are *not* speed cameras; they are license plate reader cameras to identify stolen vehicles, vehicles of interest specific to criminal activities. Mr. Harrington is opposed believing the benefit will not outweigh the privacy risk and made a motion to remove speed cameras for \$12k (it was noted they are incorrectly labeled as speed cameras on the ACCE capital list). Mr. Sinopoli seconded. Dr. Huntington thinks they are valuable and wouldn't be abused. Chairman Anderson, Mr. Harrington, Mr. Sinopoli and Mr. Kost were in favor of removing from the budget; Mr. Childs and Dr. Huntington were opposed. The motion carries at 4:2.

Storage shed: Mr. Harrington made a motion to remove the district open bay storage shed for \$125k. Mr. Kost seconded, noting they can use temporary space from Public Works for now until the master facility plan is presented. All were in favor, none opposed. The motion passed 6:0.

Police cruisers: Chairman Anderson proposed approving a police cruiser fund to let the police buy what they can for that amount vs. approving each cruiser, providing incentive to buy some less expensive vehicles for worksite etc. This capital fund can roll forward similar to the Pavement fund and all BOF members agreed it would not be swept. Mr. Kost made a motion to reduce the cruiser capital request from \$230k to \$172,500, the equivalent of 3 cruisers if they so choose. Mr. Harrington seconded. The Board would like to see more cost effective options being researched, such as hybrids and Chief Cannon said they are doing so but they also need vehicles to be safe when operated at high speeds. All were in favor, none opposed. The motion passed 6:0.

Mr. Kost made a motion to approve the capital list with net capital of \$4,390,608. Mr. Harrington seconded. Mr. Childs would like to include a line item that would match funds raised by the library up to \$50k to help replace materials destroyed due to the PCB issue. Other members were not opposed but suggested doing so out of Contingency. All were in favor, none opposed. The motion passed 6:0.

Mr. Kost made a motion to reduce the school budget by \$250k which would include the reduction for the insurance rate decrease as well as another \$80k that the BOE would take action on. There is still \$100k in the BOE surplus fund that could be used for unexpected items, pending BOF approval. All were in favor except Mr. Childs. The motion passed 5:1.

The Selectman's budget should be reduced by \$67k to reflect the lower insurance premium; however the revaluation is expected to cost more than budgeted. Mr. Kost made a motion to approve the Selectman's budget as-is with the expectation that First Selectman Moll will provide an updated estimate for the budget, but this motion was not seconded. Mr. Kost made a motion to reduce Insurance by \$67k and increase the Assessor's revaluation line item by \$67k. Mr. Harrington seconded. All were in favor, none opposed. The motion passed 6:0.

Mr. Harrington made a motion to increase the Cemetery fund by \$550k to make it an even \$1m that can be invested to cover maintenance with investment earnings. As a perpetual care fund, more can be added through donation and the sale of cemetery plots and the Finance Director should create a formal investment policy. Once this is approved by the BOS and BOF, the investment manager can invest it at 60%-70% equity similar to a trust. This line item can then be removed from this budget because it would be self-funded. Mr. Kost seconded. All were in favor, none opposed. The motion passed 6:0.

Mr. Harrington made a motion to move \$500k into the Capital Non Recurring (CNRE) fund. Mr. Childs seconded. All were in favor, none opposed. The motion passed 6:0. It was noted that we still have inflation on fuel and road salt and can consider using contingency for a match on library books. Mr. Kost made a motion to increase the amount for contingency to \$600k. Mr. Childs seconded. All were in favor, none opposed. The motion passed 6:0.

Mr. Frenaye was concerned we've only funded capital at the target 12% a couple times in the past seven years. Mr. Harrington clarified the target is 11% and that we have been close to that target. Mr. Childs agreed we are saving for future capital but not taking care of some current capital needs such as Woodlawn Cemetery paving. Mr. Kost made a motion to reduce Contingency by \$100k and add a \$150k line item into ACCE Pavement Management to provide capacity for cemetery paving. Mr. Harrington seconded. All were in favor, none opposed and the motion passed 6:0.

Mr. Harrington made a motion to accept the budget as adjusted with a mill rate of 28.61% and total expenditures of \$62,880,936. Mr. Childs seconded. All were in favor, none opposed. The motion passed 6:0.

Chairman Anderson noted that no action was taken to increase the fuel fund and road salt budget but he asked Mr. Shwayhat to put this on the June meeting agenda so the Board can take funds from Contingency as needed. Regarding the salary for a new Library Director, First Selectman Moll thinks the budget is adequate given ongoing dialog with the Library Commission and associated endowment funding levels.

The next meeting will be the Town Meeting to approve the budget on April 27. The final package and presentation will be sent to members in advance of that meeting.

### **Adjourn**

Mr. Kost made a motion to adjourn. Dr. Huntington seconded. All were in favor and the meeting adjourned at 8:49pm

Respectfully submitted,  
Kris Kelliher

*These minutes are not official until accepted at a subsequent meeting.*