



**Minutes of the Regular Meeting of the Board of Finance (BOF)
Town Hall 1st Floor Conference Room December 12, 2022**

Members Present: Ryan Anderson, Chris Childs, Michael Haines (via zoom), Eric Harrington, Brian Kost
Members Absent: Dr. Ann Huntington
Alternates Present: Tom Frenaye (via zoom), Mark Sinopoli, J. Michael Stevens
Alternates Absent: None.
Also Present: First Selectman Colin Moll, Finance Director Eric Remington, Treasurer Kacy Colston (via zoom)

Chairman Anderson called the meeting to order at 7:03pm and conducted the Pledge of Allegiance.

Citizen Comment/Correspondence:
None

Mr. Childs made a motion to assign Dr. Huntington's voting rights to Mr. Frenaye. Mr. Harrington seconded. All were in favor; the motion passed 5:0.

Approval of Minutes -Regular Meeting 11-14-2022

Mr. Kost made a motion to accept as written. First Selectman Moll requested a correction to bottom of page 4: "They are going into arbitration with the Police Union, which is the only one remaining." to "They are going into *mediation* with the Police Union, which is the only one remaining." Mr. Kost revised his motion to accept with the noted correction. Mr. Childs seconded. All were in favor, none opposed; the motion passed 6:0

Suffield Volunteer Ambulance Association, Agency Update – passed on the topic; rescheduling to January or February meeting.

Discussion and approval of the purchase of development rights to the Chmiel Farm located on Hill Street – Bill Hawkins, Director of Planning & Development

Mr. Hawkins reviewed the details of the property and the cost and benefits of the purchase of development rights, for which the town portion can be covered by monies in the Open Space fund.

Mr. Kost made a motion to approve the expenditure of \$37,600 (subject to any adjustment due to the final survey acreage) from the open space fund for the purchase of development rights to the 38.97 +/- acre Chmiel Farm located at 1449 Hill Street and refer the request to a Town Meeting. Mr. Childs seconded. All were in favor, none opposed; the motion passed 6:0. Mr. Kost asked Mr. Hawkins to add a column to our regular report showing cost per acre for all of the open space/development right purchases.

Discussion and approval of transfer of \$50,000 from the Open Space Account Development Rights line item into the Appraisal/Survey Services line item – Bill Hawkins, Director of Planning & Development

Mr. Hawkins shared that these types of surveys and appraisals are much more expensive than for residential real estate, running around \$20k and \$4k-\$5k respectively. He provided documentation accounting for all such expenditures from the last time he made this transfer request. Mr. Kost made the motion to approve the request to transfer \$50,000.00 from the development rights line item to the surveys and appraisals line item of the Open Space account. Mr. Childs seconded. All were in favor, none opposed; the motion passed 6:0

Discussion and approval to apply for 2023 Local Transportation Capital Improvement Program (LOTICIP) grant – The Board passed on this topic for a future meeting.

Recommendation for the Board of Selectman to call a Town Meeting to appropriate funds from the undesignated fund balance for HVAC system projects at McAlister, A.Ward Spaulding School and Suffield High School and to authorize the Board of Education to apply for grant funding for said projects – Bill Hoff, Business Manager, Suffield Public Schools.

In order to be considered for the grants, towns must appropriate the full amount needed to complete each project and refer this to town meeting for approval before January 20th. If received, the grant funding would cover 54% of the project cost, with any overage being the town’s responsibility. The projects must be completed by December 2024, with possible extensions for extenuating circumstances. If we receive the grants, we can still bond for these projects, provided we get bond funding in place before we spend any of the project monies. Mr. Childs made a motion to approve motions 1-8 as shown on the board packet pages 50-52 (see motions at the end of the minutes below). Mr. Harrington seconded. All were in favor, none opposed; the motion passed 6:0.

HVAC Projects				
12/5/2022				
School	Project	Project Total Cost	Estimated Town Share	Estimated State Reimbursement
A. Ward Spaulding	Replace Two Boilers	\$296,000	\$136,160	\$159,840
McAlister School	Replace One Boiler	\$138,000	\$63,480	\$74,520
McAlister School	Replace Six Split System Unit	\$33,000	\$15,180	\$17,820
Suffield High School	Replace All RTUs	\$3,337,047	\$1,535,042	\$1,802,005
Total		\$3,804,047	\$1,749,862	\$2,054,185

Review of school security project and budget changes– Bill Hoff, Business Manager, Suffield Public Schools.

Last year \$227,483 on the ACCE list was approved for school security projects. This amount was the town’s portion of a state grant application. We did not get the grant, however there are a few items within the scope of original project that we are completing to enhance school security. This is an informational update only; no action needed from the board as the funds were already approved.

General discussion of the Facilities Master Plan (FMP) developed by the Joint Facilities Committee
 Before the Joint Facilities Committee brings a vision with proposed projects and costs to the Town, they want to understand what we can afford as that may affect what they propose. The Board discussed various ways to do scenario modeling with different inputs that can be altered, noting any assumptions. Action items:

- Mr. Kost started scenario modeling and will provide to Mr. Remington.
- Mr. Frenaye would like to see money put towards items that bring more enjoyment of the town such as a dog park, outdoor recreation areas, beyond just facilities improvements.
- The Board asked to confirm 30-year debt restrictions; to review ACCE list for any “must-do” projects not under the FMP; to get the new road study from Town Engineer Karen Isherwood; and to use some of January’s regular meeting as a working session for scenario modeling.

Discussion and approval of 2023 Board of Finance meeting calendar

Mr. Childs made a motion to accept the calendar as proposed. Mr. Harrington seconded. All were in favor, none opposed: the motion passed 6:0.

Director of Finance Update – Eric Remington

FY 22-23 Review of YTD Budget vs. Actual Reports

We are doing very well in revenue with regular and supplemental motor vehicles taxes being higher, Pilot came in a bit higher than budgeted. Expenses are also in good shape. There is approximately \$28k over budget across a few payroll line items but we have contingency and payroll vacancy favorability. Mr. Kost requested a status update on the Fuel Fund and utilities as we may already have a deficit and electric rates are going up in January. Mr. Remington sent a report on bank credit rates to Mr. Childs and a discussion on maximizing return was held. The \$500k transfer to CNRE should be done now and invested per the directions specified in the November regular meeting.

The Board discussed the transfer of \$874k from the General fund to OPEB trust. The expense was budgeted across various accounts (Town, BOE, WPCA). Next July we should do the accounting differently to have retiree premiums be deposited into OPEB and retiree claims be paid out of OPEB. This can be discussed further in the OPEB budget session.

Town Treasurer Reports – Kacey Colston

Ms. Colston reported there is \$23M in STIF. They moved \$2M from insurance payments fund into STIF since there was \$2.5M in the fund but monthly claims average \$625k. To-date \$220k has been accrued, with \$73k last month. The bank will send notification if the insurance payments fund balance goes below \$500k.

Budget process and recommendations for changes

- Focus early on the key items that drive the budget: payroll, health insurance, energy, ACCE, ARPA funds.
- Minimize the amount of hard copy – system generated summary page, the department highlights page (make sure it ties out to the summary page), department supporting details in the online file folders.
- Chairman Anderson requested ACCE be the 2nd or 3rd budget meeting, in the first two weeks of March and the employee benefits consultant should be in an early meeting as well.
- Mr. Kost requested a page that shows GL accounts this year vs. last year. Mr. Harrington can provide this to Mr. Remington.
- Mr. Remington should make any suggestions to improve the Town Meeting presentation.
- The proposed budget meeting calendar needs to be reviewed and given to Town Clerk Kathy Dunai to post.

First Selectman Update – Colin Moll

Mr. Sinopoli volunteered to be the BOF representative on the Affordable Housing Committee. The police contract is in mediation with a current offer.

Executive Session Litigation Update

Mr. Childs made a motion to move into Executive Session to include the Finance Director, Town Attorney and First Selectman. Mr. Haines seconded. All were in favor, none opposed; members moved into executive session at 8:51 pm.

Adjourn

The Executive Session concluded at 9:38pm. Mr. Childs made a motion to adjourn. Mr. Kost seconded. All were in favor, none opposed; the meeting was adjourned at 9:38 pm.

Respectfully submitted,
Kris Kelliher

These minutes are not official until accepted at a subsequent meeting

Below are the detailed motions referenced under the topic “Recommendation for the Board of Selectman to call a Town Meeting to appropriate funds from the undesignated fund balance for HVAC system projects at McAlister, A. Ward Spaulding School and Suffield High School and to authorize the Board of Education to apply for grant funding for said projects”.

McAlister Boiler Replacement MOTION 1

- RESOLVED, that the Suffield Board of Finance authorizes the Suffield Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the proposed boiler replacement project at McAlister School.
- RESOLVED, that the McAlister boiler replacement project is hereby assigned to the Permanent Building Commission.
- RESOLVED, that the Board of Finance hereby authorizes at least the preparation of schematic drawings and outline specifications for the proposed boiler replacement at McAlister School.
- RESOLVED, that the Board of Finance hereby refers this motion to the Town Meeting of the Town of Suffield.

McAlister Boiler Replacement MOTION 2

Whereas, it is in the best interest of the Town to apply for certain grant funding for HVAC repairs at the Suffield, Public Schools, therefore, be it:

- RESOLVED, that the Board of Finance of the Town of Suffield, authorizes the appropriation of \$138,000 from the undesignated fund balance for the proposed boiler replacement project at McAlister School.
- RESOLVED, that the Board of Finance hereby refers this motion to the Town Meeting of the Town of Suffield.

McAlister AC Unit Replacement MOTION 3

- RESOLVED, that the Suffield Board of Finance authorizes the Suffield Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the proposed AC unit replacement project at McAlister School.
- RESOLVED, that the McAlister AC unit replacement project is hereby assigned to the Permanent Building Commission.
- RESOLVED, that the Board of Finance hereby authorizes at least the preparation of schematic drawings and outline specifications for the proposed AC unit replacement at McAlister School.
- RESOLVED, that the Board of Finance hereby refers this motion to the Town Meeting of the Town of Suffield.

McAlister AC Unit Replacement MOTION 4

Whereas, it is in the best interest of the Town to apply for certain grant funding for HVAC repairs at the Suffield, Public Schools, therefore, be it:

- RESOLVED, that the Board of Finance of the Town of Suffield, authorizes the appropriation of \$33,000 from the undesignated fund balance for the proposed AC unit replacement project at McAlister School.
- RESOLVED, that the Board of Finance hereby refers this motion to the Town Meeting of the Town of Suffield.

A. Ward Spaulding Boiler Replacement MOTION 5

- RESOLVED, that the Suffield Board of Finance authorizes the Suffield Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the proposed boiler replacement project at A. Ward Spaulding School.

- RESOLVED, that the A. Ward Spaulding boiler replacement project is hereby assigned to the Permanent Building Commission.
- RESOLVED, that the Board of Finance hereby authorizes at least the preparation of schematic drawings and outline specifications for the proposed boiler replacement at A. Ward Spaulding School.
- RESOLVED, that the Board of Finance hereby refers this motion to the Town Meeting of the Town of Suffield.

A. Ward Spaulding Boiler Replacement MOTION 6

Whereas, it is in the best interest of the Town to apply for certain grant funding for HVAC repairs at the Suffield, Public Schools, therefore, be it:

- RESOLVED, that the Board of Finance of the Town of Suffield, authorizes the appropriation of \$296,000 from the undesignated fund balance for the proposed boiler replacement project at A. Ward Spaulding School.
- RESOLVED, that the Board of Finance hereby refers this motion to the Town Meeting of the Town of Suffield.

Suffield High School HVAC Rooftop Unit Replacement MOTION 7

- RESOLVED, that the Suffield Board of Finance authorizes the Suffield Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the proposed HVAC Rooftop Units replacement project at Suffield High School.
- RESOLVED, that the HVAC Rooftop Units replacement project is hereby assigned to the Permanent Building Commission.
- RESOLVED, that the Board of Finance hereby authorizes at least the preparation of schematic drawings and outline specifications for the proposed HVAC Rooftop Units replacement project at Suffield High School.
- RESOLVED, that the Board of Finance hereby refers this motion to the the Town Meeting of the Town of Suffield.

Suffield High School HVAC Rooftop Unit Replacement MOTION 8

Whereas, it is in the best interest of the Town to apply for certain grant funding for HVAC repairs at the Suffield, Public Schools, therefore, be it:

- RESOLVED, that the Board of Finance of the Town of Suffield, authorizes the appropriation of \$3,337,047 from the undesignated fund balance for the proposed HVAC Rooftop Units replacement project at Suffield High School.
- RESOLVED, that the Board of Finance hereby refers this motion to the Town Meeting of the Town of Suffield.

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