



Town of Suffield

Board of Finance (BOF)

Town Hall 1st Floor Conference Room

83 Mountain Road, Suffield, CT

Monday, June 12, 2023 – 7 pm Regular Meeting Minutes

Members Present: Michael Haines, Eric Harrington, Dr. Ann Huntington, Brian Kost, Mark Sinopoli

Members Absent: Chris Childs **Alternates Present:** Arthur Christian II, Mark Englander, Tom Frenaye

Alternates Absent: None

Also Present: Finance Director Eric Remington, Treasurer Kacy Colston, First Selectman Colin Moll, Town Attorney Derek Donnelly, and Alan Rusilowicz

1. Chair Harrington called the regular meeting to order at 7:00 pm. **Dr. Ann Huntington made a motion to give Mr. Childs' voting rights to Mr. Frenaye. Mr. Haines seconded. All were in favor; the motion passed 5:0.**
2. Chair Harrington conducted the Pledge of Allegiance.
3. Citizen comment/Correspondence: None
4. Approval of minutes
 - a. Regular Meeting 5-8-2023 and Special Meeting 5-10-2023 – **Mr. Haines made a motion to amend the minutes from the May 8, 2023 Regular Meeting as follows:**
 - #1 – The motion should read, “Mr. Haines made a motion to give Mr. Kost’s voting rights to Mr. Christian.”
 - #6 a. – The third sentence should read, “Tuition for Agri-Science is down due to lower out-of-town enrollment.”
 - #6 b. – The first sentence should read, “Treasurer Kacy Colston reported that we ended the month with \$31,000,000 in STIF.”**The Special Meeting Minutes from May 10, 2023 are amended as follows:**
 - Treasurer Kacy Colston is added to Also Present.**Dr. Ann Huntington seconded the motion to amend the minutes as stated above. All were in favor; the motion passed 6:0.**
7. **Dr. Huntington made a motion to move items 6 and 7 ahead of item 5 on the agenda. Mr. Kost seconded. All were in favor; the motion passed 6:0.**

Fiscal Year 2022-2023 Transfers:

 - a. Transfer of \$65,000 from Contingency (0195011-50920) to Police Payroll (0151501-50160) to fund retroactive payments related to a contract settlement. Chief Canon spoke about \$20,000 not being allocated for educational stipend training. He is requesting a transfer of \$85,000 from Contingency to Police Payroll. **Dr. Huntington made a motion to approve the \$85,000 transfer from Contingency (0195011-50920) to Police Payroll (0151501-50160). Mr. Kost seconded. All were in favor; the motion passed 6:0.**
 - b. Transfer of \$7,000 from Contingency (0151551-50920) to Animal Control Payroll (0151551-50160) to fund a retroactive payment related to a contract settlement. Chief Canon requested that the transfer be increased to \$8,000 for educational stipend training. **Dr. Huntington made a motion to approve the transfer of \$8,000 from Contingency (0151551-50920) to Animal Control Payroll (0151551-50160). Mr. Kost seconded. All were in favor; the motion passed 6:0.**

- c. Transfer of \$12,000 from Police Cruiser Operating Budget (0151501-50744) to Capital Expenditures Police Cruisers (1088102-50744) to transfer the amount received from the sale of obsolete cruisers. **Mr. Haines made a motion to approve the transfer of \$12,000 from the Police Cruiser Operating Budget (0151501-50744) to Capital Expenditures Police Cruisers (1088102-50744). Dr. Huntington seconded. All were in favor; the motion passed 6:0.**
 - d. Transfer of \$24,000 from Contingency (0195011-50920) to Animal Control Veterinary Services (0151501-50364) to fund the costs to house an animal under quarantine. **Dr. Huntington made a motion to approve the transfer of \$24,000 from Contingency (0195011-50920) to Animal Control Veterinary Services (0151501-50364). Mr. Haines seconded. Mr. Kost voted no. The motion passed; 5:1.**
 - e. Transfer of \$7,200 from the Asset Forfeiture Fund (1551501-50760) to Police Consultant Fees (0151501-50360) to fund the costs of a promotional exam. Promotional exams cost \$5,000 two years ago. It is expected that they will now cost close to \$7,000. **Mr. Kost made a motion to approve the transfer of \$7,200 from the Asset Forfeiture Fund (1551501-50760) to Police Consultant Fees (0151501-50360). Dr. Huntington seconded. All were in favor; the motion passed 6:0.**
 - f. Transfer of \$2,850.76 from the Asset Forfeiture Fund (1551501-50760) to Police Consultant Fees (0151501-50360) to fund the costs of the Department Policy Project. The Department Policy Project has depleted the funds in this line item. Invoices have been received and this item will result in a new published policy manual and is expected to be completed by the next fiscal year. **Mr. Kost made a motion to approve the transfer of \$2,850.76 from the Asset Forfeiture Fund (1551501-50760) to Police Consultant Fees (0151501-50360). Dr. Huntington seconded. All were in favor; the motion passed 6:0.**
 - g. Transfer of \$8,000 from Contingency (0195011-50920) to Police Consultant Fees (0151501-50360) to fund the costs of the Department Policy Project. **Mr. Kost made a motion to approve the transfer of \$8,000 from Contingency (0195011-50920) to Police Consultant Fees (0151501-50360) to correct an overage. Dr. Huntington seconded. All were in favor; the motion passed 6:0.**
 - h. **Dr. Huntington made a motion to modify the prior transfers to note they are all subject to Board of Selectmen approval. Mr. Haines seconded. All were in favor; the motion passed 6:0.**
6. Approve payment of River Valley invoices totaling \$14,068.32 – Town Attorney Derek Donnelly updated the Board on the contractual arrangement to have River Valley provide animal control facility services to the Town. Attorney Donnelly refreshed the Board on the situation arising from a fatality in 2019 resulting from a canine attack. The Town ordered the dog be disposed of and appeals by the dog’s owners have necessitated the housing of the animal until resolution of the case. The dog’s owners initially paid the boarding fees but stopped paying the monthly boarding charges in January 2022 of approximately \$2,000. The Town is contractually obligated to make the payments. The Town has been presented with invoices for September 2022 through March 2023 totaling \$14,068.32, which was not a budgeted expense. The Town has cross claimed against the dog owners and is seeking a prejudgment remedy to secure payments to recover these costs. Legal fees have been substantial to date and reimbursement is likely capped at \$7,500 maximum per state statute if the Town is successful in defending the appeal. **Dr. Huntington made a motion to approve the payment of \$14,068.32 for River Valley invoices. Mr. Haines seconded. Mr. Kost voted no. The motion passed; 5:1.**
 8. FY 22-23 Encumbrances
 - a. Assessor Request to Encumber \$182,600 for EQUALITY revaluation services (0141301-50365). EQUALITY is the company being utilized for the revaluation. **Dr. Huntington made a motion to approve the request to Encumber \$182,600 for EQUALITY revaluation services. Mr. Haines seconded. All were in favor; the motion passed 6:0.**
 9. Discussion of cash investment options other than STIF. STIF is currently earning 5.12%. CDs could be locked in for a higher rate for a longer period. There is a need for a policy on how much money to diversify.

10. Consideration of authorization for the Chairman to approve transfers during the months of July and August – Due to no regular meetings held in July or August 2023, **Mr. Kost made a motion to authorize Chair Harrington to approve transfers up to \$25,000 each during that time. Dr. Huntington seconded. All were in favor; motion passed 6:0.**
11. **Mr. Kost made a motion for the appointment of Al Rusilowicz as Director of Finance effective 8/1/2023, contingent upon Board of Selectmen approval. Mr. Haines seconded. All were in favor; motion passed 6:0.**
12. Director of Finance Update
 - a. FY 22-23 Review of YTD Budget vs. Actual Reports – Overall, revenues are expected to be approximately \$1.5 million more than budgeted in FY 23.
 - b. Expenses – transfers discussed at this meeting Police and Animal Control have been approved pending approval by the Board of Selectmen. There is about \$370,000 remaining in Contingency with about \$100,000 at risk related to expenditures for fuel and a \$50,000 deficit in the fuel fund.
13. Town Treasurer Kacy Colston - the month ending STIF account balance is \$27,000,000. Interest analysis – interest income remains robust given efforts to invest as much idle cash as possible in the STIF fund. No changes in WPCA investment situation.
14. First Selectman Colin Moll – A new Fire Chief and Youth Services Director have been hired. \$1.2 million in new projects have been approved. The Summer Fair is this weekend.
15. **Mr. Haines made a motion to adjourn. Mr. Kost seconded. All were in favor and the meeting adjourned at 8:42 pm.**

Respectfully submitted,

Connie Irwin
Recording Secretary

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