



## Town of Suffield

### Board of Finance (BOF)

Town Hall 1<sup>st</sup> Floor Conference Room  
83 Mountain Road, Suffield, CT

Tuesday, October 10, 2023 – 7 pm Regular Meeting Minutes

**Members Present:** Chris Childs, Michael Haines, Eric Harrington, Dr. Ann Huntington, Mark Sinopoli

**Members Absent:** Brian Kost **Alternates Present:** Arthur Christian II, Mark Englander, Tom Frenaye

**Alternates Absent:** None

**Also Present:** Finance Director Al Rusilowicz, Treasurer Kacy Colston, and First Selectman Colin Moll

1. Chair Harrington called the regular meeting to order at 7:12 pm.
2. Chair Harrington conducted the Pledge of Allegiance.
3. Citizen comment/Correspondence:
  - a. TD Bank was asked at the September 11, 2023, meeting for a letter of credit. The Irrevocable Standby Letter of Credit No. HLB8315232620021 letter dated September 19, 2023, stated that, subject to terms and conditions contained in the letter, that the Town is approved for \$22,000,000.
  - b. A Donor Appreciation card was received.

**Dr. Huntington made a motion to give Mr. Kost's voting rights to Mr. Christian. Mr. Haines seconded. All in favor; motion passed 5:0.**

4. Approval of minutes
  - a. Regular Meeting Minutes from 9-11-2023 – **Dr. Huntington made a motion to amend the minutes as follows:**  
#8 should include – **Fiscal Year 2022-2023 transfers in the amount of \$240,849 and Fiscal Year 2023-2024 transfers in the amount of \$52,800 (see attached document for reference.)**  
#9 should read – The amount spent on the Turf project was less than expected by \$55,377.  
**Mr. Haines seconded to amend the minutes. All in favor; motion passed 6:0.**
5. Director of Finance Update
  - a. A Revenue Summary was provided for the Fiscal Year ended June 30, 2023. Revenue came in higher than budget by \$1,754,893 largely due to higher Interest Income, LOCIP, and Municipal Revenue Sharing. Education-related grants (VOAG and Other Tuition) came in lower than budget by \$126,343.
  - b. Payroll Vacancy account of \$190,000 was allocated to individual department budgets. A contingency analysis update was provided.
6. Other matters:
  - a. SAMSHA grant receipts - Recognized Chief Canon for electronically submitting the reimbursement request in the amount of \$89,648, which otherwise would likely have been a lost opportunity.
  - b. The Town received the State of Connecticut Tier PILOT payment of \$2,227,287, which is \$155,392 more than budgeted.
  - c. \$16,000+ of unexpected money received from the State of Connecticut "Big List" Unclaimed Property Division.

6. Other matters (continued):
  - d. **Dr. Huntington made the following motions: a) to approve year-end encumbrances of \$178,680, which includes \$168,488 previously approved by the Board of Finance, as presented by the Director of Finance; b) to approve year-end Contingency transfers totaling \$153,328 as presented by the Director of Finance; c) approve year-end Payroll Vacancy allocations totaling \$190,000 as presented by the Director of Finance; and d) to approve the transfer of \$36,400 from Capital Account # 1088102-59584-8000 to Capital Account # 1088102-59576-8000 for the boiler replacement at Spaulding School. Mr. Haines seconded. All in favor; all motions pass 6:0.**
7. Town Treasurer Kacy Colston – the Town is getting good returns on STIF and the CDs with TD Bank. A new account was added in September for the Housing Improvements Grant.
8. First Selectman Colin Moll – LED bulbs are being installed in Town Buildings. Level 2 charging stations will be installed soon. The Board of Selectmen are working on the TIF matching fund, a policy use for the landfill and buildings in town, and a blight ordinance. The Board of Selectmen approved looking into the idea of refurbishing the old skating rink at Babb’s Corner, near Babb’s Beach. It is hoped that the building will be used for Recreation events.
9. **Mr. Haines made a motion to adjourn. Dr. Huntington seconded. All in favor and the meeting adjourned at 8:00 pm.**

Respectfully submitted,

Connie Irwin  
Recording Secretary

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

**Town of Suffield**

**BOF Approved Transfers, September 11, 2023**

	Transfer From			Transfer To		
	Description	Number	Amount	Description	Number	Amount
<b>FY 2022/2023:</b>						
Purchase of vehicle by First Selectman-Previously approved by the BOF 10/11/2022. Actual transfer never recorded	Contingency	0195011-50920	\$ (25,000.00)	Capital-Town Vehicle Purchase	0197011-50932/ 1088102-59606	\$ 25,000.00
Fuel transfers for budget overages due to difference between fuel price per budget and actual fuel costs	Contingency	0195011-50920	\$ (47,991.00)	Park maintenance	0145171-50626	\$ 2,766.00
				Fire commission-gas	0151011-50626	\$ (503.00)
				Fire commission-diesel	0151011-50628	\$ 5,425.00
				Police commission-gas	0151501-50626	\$ 18,520.00
				Building Dept-gas	0151521-50626	\$ 149.00
				Public Works-gas	0161001-50626	\$ 7,521.00
				Public Works-diesel	0161001-50628	\$ 9,607.00
				Community Services-gas	0173081-50626	\$ 4,172.00
				Community Services-diesel	0173081-50628	\$ 334.00
Transfer to eliminate BOE fuel overage due to difference between fuel price per budget and actual fuel costs	Contingency	0195011-50920	\$ (49,470.00)	Transfer Out-Fuel Fund	0197011-50909	\$ 49,470.00
Transfer between Public Works capital line items to cover cost of town cold storage building	Capital-Washbay Highway Garage	1088102-59254	\$ (25,000.00)	Capital-Townwide Storage Building	1088102-59461	\$ 25,000.00
Transfer to cover Fire Marshal inspection deficiency at the Police Dept	Contingency	0195011-50920	\$ (19,150.00)	Capital-PD Cell Facilities	1088102-59442-6100	\$ 19,150.00
Transfer to the Fuel Fund to eliminate prior year cumulative deficits	Contingency	0195011-50920	\$ (74,238.00)	Transfer Out-Fuel Fund	0197011-50909	\$ 74,238.00
			\$ (240,849.00)			\$ 240,849.00
<b>FY 2023/2024:</b>						
Fire prevention educational materials-Building Dept	Contingency	0195011-50920	\$ (2,800.00)	Fire Prevention	0151521-50415	\$ 2,800.00
Transfer from salary to consulting fees for vacancy in Town Engineer position	Town Engineer-Payroll	0151531-50160	\$ (50,000.00)	Town Engineer-Consulting Fees/ Contracted Services	0151531-50310	\$ 50,000.00
			\$ (52,800.00)			\$ 52,800.00