



Town of Suffield Board of Finance (BOF)

Town Hall 1st Floor Conference Room

83 Mountain Road, Suffield, CT

Tuesday, November 13, 2023 – 7 pm Regular Meeting Minutes

Members Present: Chris Childs, Michael Haines, Dr. Ann Huntington, Brian Kost, Mark Sinopoli

Members Absent: Eric Harrington **Alternates Present:** Arthur Christian II, Mark Englander, Tom Frenaye

Alternates Absent: None

Also Present: Finance Director Al Rusilowicz, Treasurer Kacy Colston, First Selectman Colin Moll, Superintendent Timothy Van Tassel, and Business Manager Eric Remington

1. Vice Chair Kost called the regular meeting to order at 7:01 pm.
2. Vice Chair Kost conducted the Pledge of Allegiance.
3. Citizen comment/Correspondence - NONE
4. **Mr. Haines made a motion to give Chair Harrington's voting rights to Mr. Englander. Mr. Childs seconded. All in favor; motion passed 5:0.**

Approval of minutes:

- a. Regular Meeting Minutes from 10-10-2023 – **Dr. Huntington made a motion to accept the minutes as written. Mr. Haines seconded. All in favor; motion passed 6:0.**
5. Board of Education (BOE) discussion
 - a. FY 2024 update – key highlights/trends – Business Manager Remington spoke about highlights for next year just to inform the Board for the next budget year.
 - b. Staffing turnover and vacancies – Superintendent Van Tassel discussed the handout provided summarizing staffing. Overall, they are budgeted to reduce staffing in the Middle School. There are several positions where staff are no longer at the school doing to resignations. The Board of Education discussed whether there was a need to fill the vacancies. Two years ago, it was proposed to have two Tech Ed teachers. The staffing turnover is less than normal. There are currently 2,023 students and it is expected that the number will be closer to 2,000 next year. Education costs continue to rise each year.
6. Board of Education Transfer Request
 - a. **Mr. Childs made a motion to Transfer \$11,645 from Capital Account #1088102-59583-8000 "SPED Van Replacement" to Capital Account #1088102-59649-8000 "Activity Van". Mr. Englander seconded. All in favor; motion passed 6:0.**
7. Director of Finance Update
 - a. Revised Final Transfers for FY 2022/2023. Change required due to unexpended ARPA funding for turf project. **Dr. Huntington made a motion to approve the revised year-end Contingency and final transfers totaling \$97,951 as presented by the Director of Finance. Mr. Haines seconded. All in favor; motion passed 6:0.**
 - b. Public Works cold storage building has a change order resulting from a test boring/survey in the amount of \$56,434. Transfer options were discussed with the Board. **Mr. Childs made a motion to transfer \$56,434 to Account Number 1088102-59461-6400 "Townwide Storage" with \$35,385 coming from Account Number 1088102-59254-6100 "Washbay-Highway" and \$21,049 coming from Account Number 1088102-59376 "Highway Garage Maintenance" for the purpose to funding a change order on the Townwide Storage Building project. Dr. Huntington seconded. All in favor; motion passed 6:0.**

7. Director of Finance Update (CONTINUED)
 - c. ARPA Update – as of 6/30/2023 all money has been expended.
 - d. Review of Current YTD variance reports – Municipal Reserve Sharing at \$397,887. There is \$12,000,000 with TD Back that is earning approximately \$50,000 per month. No ECS grant money has been received yet.
8. Town Treasurer Kacy Colston – STIF is currently earning 5.44% in interest. \$975,000 has been moved to the cemetery fund. Over time, the investments will prove to be profitable. A CD at TD Bank is coming to an end. Town Treasurer Colston recommended to roll it back in. There is a need to be certain that the money in the CDs is protected.
9. First Selectman Colin Moll – Congratulations to all on their reelections. First Selectman Moll has the Board of Finance to look and see if there is anything needed in town. The Board of Selectmen approved TIF Program which is an 80/20 matching grant for any business in the district. It will be presented at a Town Meeting in either December or January. The Board of Selectmen continue to work on a blight ordinance and landfill policy. Open positions in town are the Fire Marshall, Library Director, and Assistant Building Official who is retiring. The facilities master plan is on its way to being discussed in the future.
10. **Mr. Childs made a motion to adjourn. Mr. Haines seconded. All in favor and the meeting adjourned at 8:58 pm.**

Respectfully submitted,

Connie Irwin
Recording Secretary

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

ORG/DEPARTMENT	ORIGINAL BUDGET	CONTINGENCY TRANSFERS	LINE ITEM TRANSFERS	PAYROLL VACANCY ALLOCATIONS	REVISED BUDGET	YTD EXPENDED	CURRENT YEAR ENCUMBRANCES	AVAILABLE BUDGET	REVISED FINAL TRANSFERS	FINAL REVISED BUDGET
0141011 BOARD OF SELECTMEN	\$233,974				\$232,756	\$254,006	\$0	(\$21,250)	\$21,250	\$254,006
0141021 HUMAN RESOURCES	\$182,994		\$11,000	(\$1,218)	\$193,994	\$194,885	\$0	(\$891)	\$891	\$194,885
0141051 PROBATE COURT	\$6,100				\$6,100	\$6,893	\$0	(\$793)	\$793	\$6,893
0141101 ELECTIONS	\$66,088			(\$9,079)	\$57,009	\$50,561	\$0	\$6,448		\$57,009
0141151 BOARD OF FINANCE	\$11,979			(\$900)	\$11,079	\$4,980	\$0	\$6,099		\$11,079
0141301 ASSESSORS	\$344,978				\$344,978	\$184,195	\$168,488	(\$7,705)	\$7,705	\$352,683
0141351 BOARD OF ASSESSMENT AP	\$648			(\$63)	\$585	\$360	\$0	\$225		\$585
0141401 TAX COLLECTOR	\$186,086			(\$6,995)	\$177,091	\$177,076	\$0	\$15		\$177,091
0141501 FINANCE	\$335,745		\$31,988		\$367,733	\$377,717	\$0	(\$9,984)	\$9,984	\$377,717
0141511 INFORMATION TECHNOLOGY	\$206,875				\$206,875	\$220,539	\$1,625	(\$15,289)	\$15,289	\$222,164
0141512 WAN & INTERNET COSTS	\$192,805				\$192,805	\$233,133	\$3,240	(\$43,558)	\$43,558	\$236,363
0141551 TOWN COUNSEL	\$93,000			(\$936)	\$92,064	\$93,995	\$0	(\$1,931)	\$1,931	\$93,995
0141601 TOWN CLERK	\$200,046				\$200,046	\$196,082	\$0	\$3,964		\$200,046
0141651 TOWN HALL	\$60,200				\$60,200	\$57,768	\$0	\$2,432		\$60,200
0141801 EE BENEFITS	\$3,619,217		(\$42,988)	\$190,000	\$3,766,229	\$3,778,822	\$0	(\$12,593)	\$12,593	\$3,778,822
0141802 INSURANCE	\$549,592				\$549,592	\$484,963	\$5,327	\$59,302	(\$55,377)	\$494,215
0141901 PLANNING AND ZONING	\$207,837				\$207,837	\$204,913	\$0	\$2,924		\$207,837
0145051 ZONING BOARD OF APPEAL	\$4,468			(\$2,255)	\$2,213	\$3,945	\$0	(\$1,732)	\$1,732	\$3,945
0145101 ECONOMIC DEVELOPMENT	\$61,728			(\$28,376)	\$33,352	\$24,130	\$0	\$9,222		\$33,352
0145121 HISTORIC DISTRICT COMM	\$2,231			(\$250)	\$1,981	\$2,069	\$0	(\$88)	\$88	\$2,069
0145151 CONSERVATION	\$45,155				\$45,155	\$45,964	\$0	(\$809)	\$809	\$45,964
0145171 PARK MAINTENANCE	\$13,653	\$2,766		(\$2,000)	\$14,419	\$13,461	\$0	\$958		\$14,419
0151011 FIRE COMMISSION	\$1,102,447	\$4,922	(\$25,000)	(\$62,271)	\$1,020,098	\$1,027,891	\$0	\$7,793	\$7,799	\$1,027,897
0151022 MAIN STATION	\$22,350				\$22,350	\$22,606	\$0	(\$256)		\$22,606
0151033 WEST SUFFIELD STATION	\$14,360				\$14,360	\$14,511	\$0	(\$151)	\$151	\$14,511
0151014 MOUNTAIN STATION	\$7,077				\$7,077	\$7,907	\$0	(\$830)	\$830	\$7,907
0151015 EAST STREET STATION	\$8,175				\$8,175	\$7,092	\$0	\$1,083		\$8,175
0151501 POLICE COMMISSION	\$2,869,156	\$111,520	(\$12,000)		\$2,968,676	\$2,955,378	\$0	\$13,298		\$2,968,676
0151511 EMERGENCY MANAGEMENT	\$10,765				\$10,765	\$10,763	\$0	\$2		\$10,765
0151521 BUILDING DEPARTMENT	\$245,828	\$149	\$25,000		\$270,977	\$301,364	\$0	(\$30,387)	\$30,387	\$301,364
0151531 TOWN ENGINEER	\$119,111			(\$11,521)	\$107,590	\$108,577	\$0	(\$987)	\$987	\$108,577
0151551 ANIMAL CONTROL	\$73,267	\$32,000			\$105,267	\$103,327	\$0	\$1,940		\$105,267
0161001 PUBLIC WORKS	\$2,037,260	\$78,328		(\$57,532)	\$2,058,056	\$2,030,679	\$0	\$27,377	(\$20,911)	\$2,037,145
0161011 HIGHWAY	\$0				\$0	\$206	\$0	(\$206)	\$206	\$206
0161021 STATE AID ROAD FUNDS	\$292,924				\$292,924	\$295,001	\$0	(\$2,077)	\$2,077	\$295,001
0161201 PUBLIC UTILITIES	\$2,075,000				\$2,075,000	\$2,081,754	\$0	(\$6,754)	\$6,754	\$2,081,754
0170011 HEALTH AND SOCIAL SERV	\$201,351				\$201,351	\$201,351	\$0	\$0		\$201,351
0170021 SOCIAL SERVICES COMMIS	\$1,480			(\$250)	\$1,230	\$1,211	\$0	\$19		\$1,230
0170051 EMS/AMBULANCE	\$346,367				\$346,367	\$347,447	\$0	(\$1,080)	\$1,080	\$347,447
0173013 KENT MEMORIAL LIBRARY	\$527,674				\$527,674	\$527,674	\$0	\$0		\$527,674
0173081 COMMUNITY SERVICES	\$858,687			(\$4,354)	\$858,839	\$841,493	\$0	\$17,346		\$858,839
0173101 RECREATION	\$0				\$0	(\$1,082)	\$0	\$1,082		\$0
0173102 AQUATIC	\$0				\$0	\$7,068	\$0	(\$7,068)	\$7,068	\$7,068
0173111 RECREATION ACTIVITY	\$0				\$0	\$21	\$0	(\$21)	\$21	\$21
0181501 CEMETERIES	\$40,290				\$40,290	\$40,290	\$0	\$0		\$40,290
0185011 DEBT SERVICE	\$2,250,700				\$2,250,700	\$2,250,700	\$0	\$0		\$2,250,700
0195011 CONTINGENCY	\$500,000				\$500,000	\$97,951	\$0	\$402,049	(\$97,951)	\$0
0197011 TRANSFERS OUT	\$6,190,608	\$1,67,858	\$12,000		\$6,370,466	\$6,315,089	\$0	\$55,377		\$6,370,466
	\$26,420,276	\$0	\$0	\$0	\$26,420,276	\$26,108,761	\$178,680	\$132,835	\$0	\$26,420,276
SCHOOL DISTRICT	\$36,460,660				\$36,460,660					
ORIGINAL APPROVED BUDGET	\$62,880,936				\$62,880,936					
CHANGES FROM THE OCTOBER 10TH BOF MEETING HI-LIGHTED IN YELLOW										