



Town of Suffield

Board of Finance (BOF) - Regular Meeting Minutes

Suffield Town Hall – 83 Mountain Road, Suffield, CT

Monday, June 10, 2024 – 7 pm

Members Present: Chris Childs, Michael Haines, Eric Harrington, Mark Sinopoli **Members Absent:** Dr. Ann Huntington, Brian Kost **Alternates Present:** Mark Englander, Tom Frenaye **Alternates Absent:** Arthur Christian

Also Present: Interim Finance Director Lynn Nenni, First Selectman Colin Moll, and Treasurer Kacy Colston

1. Chair Harrington called the Board of Finance Regular Meeting to order at 7:02 pm and conducted the Pledge of Allegiance. **Mr. Haines made a motion to assign voting rights to Mr. Frenaye for Dr. Huntington and to Mark Englander for Brian Kost. Mr. Childs seconded. All were in favor; the motion passed 4:0.**

2. Correspondence/Citizen Comment–None

3. Approval of minutes – **Mr. Childs made a motion to approve the minutes of the May 13 Regular Meeting. Mr. Haines seconded. All were in favor; the motion passed 6:0.**

4. Approval of transfers from contingency (Subject to Board of Selectman Approval)

a. Current Balance Contingency - \$480,288

b. Finance Department	From: 0195011-50920 Contingency	58,000
	0141501-50160 Payroll	12,500
	0141501-50210 PR Taxes	2,500
	To: 0141501-50310 Contracted Services	73,000

Mr. Haines made a motion to transfer \$58,000 from Contingency, \$12,500 from Payroll, and \$2,500 from PR Taxes to Contracted Services. Mr. Englander seconded. All were in favor; the motion passed 6:0.

c. Tax Collector	From: 0195011-50920 Contingency	2,203
	To: 0141401-50160 Payroll	2,203

Mr. Haines made a motion to transfer \$2,203 from Contingency to Payroll. Mr. Sinopolis seconded. All were in favor; the motion passed 6:0.

d. BAA	From: 0195011-50920 Contingency	132.90
	0141351-50540 Advertising	37.04
	0141351-50811 Con't Education	100
	0141351-50530 Postage	26
	To: 0141351-50160 Payroll	275
	0141351-50210 Employee Benefits	20.94

Mr. Child made a motion to transfer \$132.90 from Contingency, \$37.04 from Advertising, \$100 from Continuing Education, and \$26 from Postage with \$275 going to Payroll and \$20.94 to Employee Benefits. Mr. Haines seconded. All were in favor; the motion passed 6:0.

e. Selectman's Office	From: 0195011-50920 Contingency	50,000
	To: 0197011-50932 Transfers to Capital	50,000
	From: 1096-4091 Transfers from General	50,000
	To: 1088102-50745 Town Hall and Facilities Vehicles	50,000

First Selectman Moll noted the \$50,000 is to replace two cars in the fleet. These cars are used by the cleaners, building department, planning and zoning, town clerk, and other employees as needed. The Board of Selectman approved this new expenditure that was not in the budget. **Mr. Haines made a motion to approve the transfer of \$50k from Contingency to Transfers to Capital and from Transfers from General to Town Hall and Facilities Vehicles to fund a new project to purchase two vehicles. Mr. Sinopoli seconded. All were in favor; the motion passed 6:0.**

f. Elections	From: 0195011-50920 Contingency	7,500
	To: 0141101-50160 Payroll	7,500

Ms. Nenni confirmed this is to cover expenses from early voting. **Mr. Childs made a motion to move \$7,500 from Contingency to Payroll. Mr. Sinopoli seconded. All were in favor; the motion passed 6:0.**

g. Town Council	From: 0195011-50920 Contingency	20,000
	To: 0141551-50341 Legal Fees	20,000

First Selectman Moll noted the overage is due to extra Zoning Board of Appeal fees (more litigation cases than last year, paying for a safety fence around a property). **Mr. Haines made a motion to move \$20,000 from Contingency to Legal Fees. Mr. Englander seconded. All were in favor; the motion passed 6:0.**

5. Discussion and approval to appoint Amanda Moore as Finance Director effective 6/6/2024 - Ms. Moore participated in the meeting via Zoom and was introduced to the members. Chair Harrington welcomed her on behalf of the Board and also thanked Ms. Nenni for helping the board through transition since joining in March during budget season. Ms. Nenni will continue through the end of July to help with Ms. Moore's transition. **Mr. Childs made a motion to appoint Amanda Moore as Finance Director, effective 6/6/2024. Mr. Haines seconded. All were in favor; the motion passed 6:0.**

6. Town Treasurer Report - Treasurer Colston gave updates on interest rates, noting they are coming down more slowly than originally anticipated. A \$3.0 million CD matured, so we will be purchasing T-bills that will be held at Fidelity and will mature on November 14, 2024. Interest income will likely come in at \$1.8 million for FY 2023-24. Ms. Colston will confirm the change in value of the Cemetery Fund and it was confirmed that GYL has rebalanced that account as requested.

7. Director of Finance Updates

a. FY 23-24 Review of YTD Budget vs. Actual Reports-May - Expenditures: Ms. Nenni reviewed departments with year-end estimates that are expected to have overages. All of these items were addressed in the transfers approved tonight, except for Animal Control. **Mr. Childs made a motion to amend the agenda to provide Chair Harrington authority to approve \$25,000 transfers during summer break. Mr. Haines seconded. All were in favor; the motion was approved 6:0.** First Selectman Moll reported that DPW is expecting a \$100,000+ surplus from operational savings and the Fire Department a \$50,000-\$100,000 surplus from payroll savings from new schedules and reduced overtime. The Library Director candidate decided not to take the position, so it is being posted again. Revenues: Revenues are very positive with a tax collection surplus of \$653,683; grants surplus of \$671,756, mostly due to an unbudgeted Municipal Revenue Sharing grant received and higher PILOT revenue; and higher interest income of \$681,756. We may not get the full estimated real estate conveyance fees as there have been fewer sales. Parks & Rec Department is doing very well with increased revenue. The total revenue surplus is expected to be approximately \$2.1 million.

8. First Selectman Update- First Selectman Moll thanked members that attended the Freedom of Information training. Contract negotiations are underway for DPW and Fire Departments. The Charter Revision Commission held a public meeting to review whether various positions should be elected or appointed. The Permanent Building Commission (PBC) has finished reviewing the facilities master plan for the Town buildings and will be doing the schools next. The grant funding for HVAC systems in the schools was received. The PBC will also look at a section of the high school roof that might need to be replaced. This would be eligible for 25% grant and could be included in a bond issuance. We have made a request to the EPA to change the PCB levels for the library so we do not have to test as often. The RFP bids for the Town-wide Safety Radio Project are due this Friday. The PBC received the report to determine if it is cheaper for the Babb's beach building to be turned into a pavilion; costs are being estimated. The second round of TIF funding was just distributed. The summer fair is in less than two weeks. June 27th is the second annual Boards and Commissions appreciation picnic at Sunrise Park. The program to have 2-3 prisoners help with DPW and facility work is starting up in the next couple of weeks. We are looking for ideas to use the Opioid funding that we are receiving. Foreclosure and tax sale notices have been sent with good results as some larger payments have been received. Permit fees (\$25) to use the land fill will begin in July. We will probably be re-forming the Landfill Commission to address other landfill issues. The status of the proposed Bridge Street Park project was discussed; the next step is for Parks & Recreation to present a concrete plan.

8a. Mr. Childs made a motion to grant Chairman Harrington the authority to authorize spending up to \$25,000 for movement of contingency dollars and capital expenditures until the next Board meeting on September 2, 2024. Mr. Haines seconded. All were in favor; the motion was approved 6:0.

9. Adjournment– Mr. Haines made a motion to adjourn. Mr. Childs seconded. All were in favor and the meeting was adjourned at 7:59pm.