

**TOWN OF POMFRET  
BOARD OF FINANCE MEETING MINUTES  
TUESDAY, OCTOBER 9, 2018 AT 6:30 PM  
POMFRET COMMUNITY SCHOOL CONFERENCE ROOM**

In Attendance: Board Members Margie Huoppi, Dayna Flath, Carolyn Gerrity, Michael Baum, Debi Thompson, Jen York. Also present: Selectman Ellsworth Chase, BOE Chair Kate Cerrone, Treasurer Cheryl Grist, Raymond Wishart

- I. Open Regular Meeting** – M. Huoppi opened meeting at 6:35 PM.
  - a. Approve Minutes Meetings of September 10, 2018 and October 1, 2018** – C. Gerrity moved to approve minutes of September 10, 2018. D. Flath seconded. All in favor. C. Gerrity moved to approve minutes of October 1, 2018. D. Thompson seconded. All in favor.
  - b. Items to be added to Agenda** – M. Huoppi stated she would like to add to Other Business - Discussion and Possible Action of BOE Unexpended Funds from 2017/2018 and Possible Transfer. So moved by C. Gerrity. D. Flath seconded. All in favor.
  - c. Citizen's Participation** - None
- II. New Business** - None
- III. Current Business**
  - a. Board of Selectmen Report** – E. Chase provided a written summary that had been provided by the First Selectman. He reviewed briefly and spoke about the proposed Community Outreach and Enrichment Fund that could be created with the Administration fees paid by the Sewer Project. This was reviewed and approved by the Board of Selectmen at a recent meeting. The fund could pay for a variety of small-ticket, community outreach type items that normally aren't budgeted. There was some brief discussion regarding this proposal.
  - b. Board of Education Report** – K. Cerrone stated that the BOE has narrowed the designated high school study down to Putnam or Killingly. They have toured both schools and she reviewed some of the criteria and considerations looked at for both. A presentation of these schools will be offered in a Public Forum style on the evening of October 30<sup>th</sup>. All interested are encouraged to attend and ask questions. She also reported that the Board of Education will be turning back \$30,502.11 in unexpended funds from FY 2017/2018.
  - c. Board of Finance Report** – The Tax report was distributed and reviewed. Collections are ahead of last year. The revenue and expense reports for July thru September were distributed.
- IV. Other Business**
  - a. Discussion/Possible Approval of Community Outreach & Enrichment Special Revenue Fund** – M. Huoppi motioned to 'establish this special

revenue fund, providing money for small expenses related to outreach and education that are not ordinarily budgeted for. Expenditures up to \$1,000 will be at the discretion of the Board of Selectmen. Expenditures over that amount will require Board of Finance approval. Funding will come from the reimbursement of the Town's administrative fees for managing the sewer project. Future payments will be transferred into the fund until the completion of the sewer project.' D. Thompson seconded. Discussion followed regarding criteria in spending the fund, limits on purchases, how the use of the fund is determined. The non-specific list of uses posed the biggest concern among members. The Board's oversight of expenses over \$1,000 met some of those concerns and that was added to the motion along with the word 'reimbursement' with motion made and seconded to include these revisions. All in favor for approval as revised. D. Thompson then moved to transfer the accumulated \$17,500 in administrative fees from the sewer project into this new Community Outreach & Enrichment Special Revenue Fund. C. Gerrity seconded. C. Grist asked that she be given time to review this with the auditors before any monies are transferred. D. Thompson revised her motion to include that approval is contingent on auditor's approval. C. Gerrity seconded with revision. All in favor.

- b. Review/Possible Approval/2019 Meeting and Budget Schedule–** Regular meeting schedule for 2019 was reviewed along with a timeline for budget presentations and review. It was suggested to eliminate the July meeting as it is normally canceled. D. Flath moved to approve the 2019 meeting schedule with no meeting scheduled for July. J. York seconded. All in favor.
- c. Discussion/Possible Action – BOE Unexpended Funds and Possible Transfer –** The Board of Education has supplied the Board with a year-end report and a total of \$30,502.11 in unexpended funds from FY 2017/2018. Their letter suggested that they would leave it up to the Board of Finance discretion to transfer \$2,533.32 of these unexpended funds into the BOE Non-Lapsing Fund, bringing the total to the allowable 2%. M. Huoppi asked if there was a motion to make this transfer. So moved by M. Baum and seconded by J. York. All in favor.

**V. Correspondence - None**

**VI. Citizen's Participation –** Ray Wishart thanked the Board for all of their hard work. C. Grist provided an update regarding the undesignated fund balance.

**VII. Adjournment –** M. Baum moved to adjourn. D. Flath seconded. All in favor and meeting duly adjourned at 8:05 PM.

Respectfully submitted,  
Bonnie Ryan, clerk

Date approved\_\_\_\_\_