

**TOWN OF POMFRET
BOARD OF FINANCE MEETING MINUTES
TUESDAY, OCTOBER 11, 2016 AT 6:30 PM
POMFRET COMMUNITY SCHOOL CONFERENCE ROOM**

In Attendance: Board Members Carolyn Gerrity, Margie Huoppi, Michael Baum, Jorge Martinez, Alyson Aleman. Member not present: Ken Kristal. Also present – Superintendent of Schools Stephen Cullinan, BOE Chair Kate Cerrone, First Selectman Craig Baldwin, Selectman Donna Smith and citizens John DiIorio, Jim Rivers, JoAnn Baldwin.

- I. Open Regular Meeting** – C. Gerrity opened meeting at 6:32 PM.
 - a. **Approve Minutes Meetings of September 12, 2016** – M. Huoppi moved to approve minutes. J. Martinez seconded. C. Gerrity listed some changes she would like to see: Current Business, e – please spell out ‘EOC’ (Emergency Operations Center); she would like an addition within the Longmeadow section of III.e. that references the residents were met with before the road work began; and under Other Business a. that she (C.Gerrity) has only sent a checklist to the auditors of what had been done in the past. M. Huoppi moved to approve minutes with revisions. M. Baum seconded. All in favor. A. Aleman abstained as not present.
 - b. **Items to be added to Agenda** - None
 - c. **Citizen’s Participation** – J. DiIorio stated that as he had to leave the last Board of Finance meeting early he went back and listened to the meeting tape. The Board discussion regarding Longmeadow indicated that their area of responsibility was with the funding/available funds for the project only. He would not agree. His understanding is that some type of correction is slated for this Spring, which would fall within this fiscal year. He has met with Craig Baldwin and discussed the issues. He also cited three items of research that C. Baldwin had forwarded to him and three items of research that he has reviewed in addition. He does not feel there was any ill intent in using this product but feels that it must now be dealt with aggressively. He understands that the current plan is to pave those roads with 2” of asphalt and install new curbing. He would hope that a certified, unbiased asphalt engineer will be approached to weigh in on this. He also has concerns with the base of the road. There had been discussion of core samples being done. He has spoken with two people that were involved with the original road construction who stated there was a high sand content. If the base is inadequate there will be additional problems in the future. He referenced the change in the Town Ordinance for soliciting bids. He would like to see the road correction go to bid – with the more input received the better. Jim Rivers had some questions about the size of the fund balance. His guess was that the town would be turning back money this year as well, bringing the balance well above the recommended percentage. He also questioned the reduction in capital funding for road projects in this year’s budget and wondered what the thinking was for that. He recognized that the roads were in good shape but after a few years when work needs to be done it gets expensive. He asked if there was a plan to bring these capital lines back up or if the reduction is related to future use of the rejuvenator that was used on Longmeadow. C. Gerrity stated that some unexpected revenues have brought the fund balance up. A subcommittee was formed last summer and the Board ultimately agreed to maintain 10% in the unassigned fund and anything above that, up to 12%, would be available for unexpected special education

costs or unexpected capital expenses. This year they did use more of the fund balance to balance the budget than they typically would. The Grand List is anticipated to remain flat and they continue to have State funding concerns.

II. New Business

- a. Review & Possible Approval of FY June 30, 2016 Transfers –**
Transfers were reviewed as presented and briefly discussed. J. Martinez motioned to approve the transfers for FY 2015/2016 as presented. M. Huoppi seconded. All in favor.
- b. Review & Possible Approval of BOE request to transfer FY 2016 unexpended funds to BOE Non-Lapsing Surplus Fund for Fuel Tank Replacement Project and HVAC Improvements and Repairs Project –**
The State was requiring that the school replace the current, aging, underground fuel tank. The Board of Ed is asking for their unexpended FY 2015/2016 funds to be transferred to the Non-Lapsing Surplus Fund and up to \$60,000 be approved to use from that fund to pay for the cost of replacement. S. Cullinan reviewed the estimates they had received to date. The project is currently out to bid and they anticipate the project will come in under the \$60,000. Any funds remaining they would like to put toward the HVAC project they are working to complete in the cafeteria and four more classrooms. C. Gerrity motioned to approve the transfer of the Board of Education surplus from FY 2015/2016 in the amount of \$98,881.50 to the BOE Non-Lapsing Surplus Fund and to use up to \$60,000 of the same for the fuel tank replacement project. J. Martinez seconded. All in favor. The Board of Education will use the money budgeted within the General Government budget for HVAC project and will come back to the Board if additional funds are needed to complete it.

III. Current Business

- a. Treasurer's Report - None**
- b. Tax Collector's Report –** Report briefly reviewed.
- c. Assessor's Report - None**
- d. Board of Education Report –** K. Cerrone reported that they are currently on track with the budget. They have set their budget calendar for the upcoming year with the first Workshop scheduled for February. S. Cullinan reported that Woodstock tuition is up and is expected to be up again next year. J. Martinez asked if the State action in relaxing some of the Common Core requirements has any impact on the budget. S. Cullinan reported that it is negligible.
- e. Board of Selectmen Report -** C. Baldwin stated that the Board has been working on the Longmeadow concerns and the report from the engineering firm is expected shortly. The Sidewalk Grant has been extended and will be installed as far along Pomfret Street as the money will allow. That currently looks like it will be from the Library to Most Holy Trinity Church. Property owners will plow, the Town will maintain. He reviewed the Sewer Project and DEEP's request for the town to complete the specifications for road crossings along the Air Line Trail and go after grant funding to complete the same. Building the crossings would put the Town at risk of approximately one million dollars and the Town has recommended the State pursue the crossings through a regional

avenue. They have agreed to this. The project is again moving slowly forward with the Hankin easement still be negotiated. The project is currently delayed by 8 to 9 months. A bid package for the Firehouse Extension is being finalized. The State requires a review of the same and then the ads will go out. The Emergency Operations Center Requirements Committee has been formed and will be meeting over the next few weeks. The thinking is that there will not be enough money in the grant funding to complete the project and the town may ask for some of the surplus funds to be put aside for the final stages of this project. The accounting software for the UCOA is now in use with an ongoing learning curve by staff.

- f. **Board of Finance – Member Reports & Discussion** – Brief review of YTD revenues and expenses.

IV. Other Business

- a. **Auditor Recommendations Update/Discussion** – The auditors have contacted Ken regarding the Conflict of Interest requests and a draft was distributed. J. Martinez motioned to table the discussion until the full Board was present. A. Aleman seconded. All in favor.

- V. **Correspondence** – The 2017 Board of Education Meeting Schedule was distributed. The Board will table the member assignments for attendance at these meetings until the full Board is present.

VI. Citizen’s Participation – J. Rivers stated that during his tenure as First Selectman it was found that many auditor recommendations were difficult to implement due to the limited number of staff at the Town Hall. Some changes were made at that time, however, to better meet auditor recommendations. He also had an additional comment regarding Longmeadow Estates. He has been asked by some friends who are realtors about the disclosure statement that is required to be completed by the sellers. Is this an environmental issue that must be disclosed? He stated that he supported complete remediation for these roads and as the correction will likely come before next July he would support a special appropriation to complete the work necessary. J. DiIorio stated that he would also support a special appropriation and asked the Board to do due diligence to correct.

- VI. **Adjournment** – M. Baum motioned to adjourn. M. Huoppi seconded. All in favor and meeting adjourned at 7:45 PM.

Respectfully submitted,

Bonnie Ryan, clerk

date approved_____