

**TOWN OF POMFRET
BOARD OF FINANCE MEETING MINUTES
TUESDAY, NOVEMBER 13, 2018 AT 6:30 PM
POMFRET COMMUNITY SCHOOL CONFERENCE ROOM**

In Attendance: Board of Finance Members Margie Huoppi, Dayna Flath, Carolyn Gerrity, Jenn York. Members not present: Debra Thompson, Michael Baum. Also present – First Selectman Maureen Nicholson

- I. Open Regular Meeting** – M. Huoppi opened meeting at 6:40 PM
 - a. Approve Minutes Meeting of October 9, 2018** – C. Gerrity moved to approve minutes. D. Flath seconded. All in favor.
 - b. Items to be added to Agenda** -None
 - c. Citizen’s Participation** - None
- II. New Business** - None
- III. Current Business**
 - a. Board of Selectmen Report** – M. Nicholson asked that discussion of special revenue fund be added to agenda. Moved by M. Huoppi to first item under Other Business. D. Flath seconded. All in favor. M. Nicholson asked if the Board had particular information they would like to hear as part of report. M. Huoppi stated a summary of the past month. M. Nicholson provided an overview of the Sewer Project progress. It has been recommended by USDA and the engineers that an additional \$500,000 be applied for to bring the contingency for this project to 5%. The Board of Selectmen voted in favor of this at their last meeting and to bring to a Town vote at the next Special Town Meeting. It will need Board of Finance approval as well. She suggested a Round Table meeting of BOS, BOF, and BOE for some initial budget discussions and suggested for the next Selectmen’s meeting of December 3rd. An Informational Meeting is scheduled for Thursday evening at 7:00 regarding the proposed crossings along the Air Line Trail. Renditions of bridges as proposed will be available. She stated that a number of allegations have been made against NECCOG Animal Control. The allegations are being taken seriously and the Executive Committee is in the process of investigating and interviewing. She stated that she has spoken with auditors and bond council regarding the Community Outreach Fund. This should not exist as a Special Revenue Fund but can be set up as a non-lapsing fund.
 - b. Board of Education Report** - None
 - c. Board of Finance Report** – Tax Reports, Investment Report, and Revenue/Expense Reports were distributed and briefly reviewed.
- IV. Other Business**
 - a. Special Revenue Fund** – The fund approved at the last meeting needs to be set up in a different way. Money needs to first go into the general fund

as unanticipated revenues then can be moved by the Board of Finance into a non-lapsing fund. M. Nicholson provided an outline that better clarified the intended uses of this fund. Money that goes into this fund can be undesignated by the Board at a later date should they so choose.

Discussion followed. M. Huoppi moved to create a Non-Lapsing Community Enhancement and Enrichment Fund to be funded by \$20,000 of unanticipated revenue from the general fund. Monies can be spent by Board of Selectmen approval and if over \$1,000 Board of Finance approval as well. J. York seconded. Vote on motion: M. Huoppi, J. York, D. Flath in favor. C. Gerrity opposed. Motion passes.

- b. Review/Discussion – 2018/2019 Budget Survey** – M. Huoppi read to record an email received from Deb Thompson in support of conducting this survey. Board reviewed the questions and format of last year's survey and discussed ways to condense and clarify. The Board will continue to consider and send any further suggestions to Margie by the end of November. The goal is to run the survey from roughly mid-February to mid-March in order to receive earlier results.

V. Correspondence - None

VI. Citizen's Participation - None

VII. Adjournment – C. Gerrity moved to adjourn and D. Flath seconded. All in favor and meeting duly adjourned at 8:22 PM.

Respectfully submitted,

Bonnie Ryan, clerk

Date approved_____