
BOF Minutes 03/07/2017

302 Main Street Old Saybrook, Connecticut 06475-1741	
BOARD OF FINANCE MINUTES REGULAR MEETING MARCH 7, 2016 at 6:30 P.M. FIRST FLOOR CONFERENCE ROOM TOWN HALL	

BOF Attendant Members

David LaMay, Chairman
Brad Thorpe, Vice Chairman
Tom Stevenson
Breck Lindley
Barry O'Neill
John O'Brien
Carol Rzasa

Absent Members

In Attendance

Carl Fortuna, First Selectman

Bob Fish, Treasurer
Carol Conklin, Selectwoman
Lee Ann Palladino, Finance Director
Michael Spera, Chief of Police
Gerri Lewis, Clerk

Call to order

Mr. LaMay called the meeting to order at 6:30 P.M.

Minutes:

A motion to approve the minutes of February 7, 2017 was made by Ms. Lindley seconded by Ms. Rzasa and was so VOTED unanimously.

A motion to approve the minutes of February 27, 2017 was made by Mr. O'Brien seconded by Mr. LaMay and was so VOTED 5-0-2.

Budget Discussion: Department of Police Services

Chairman of the Police Commission Adam Stuart and Chief Spera were present to discuss the Department of Police Services budget.

Chairman Stuart thanked the Board of Finance for having them in to present their budget. He noted that the Police Commission was in agreement that they were presenting what they felt was a fiscally responsible budget. Chief Spera noted that the FY 2018 budget in the amount of \$1,394,204 included personnel expenses such as raises/step raises/holiday replacement; Expenses and Supplies which is utilities and disposable supplies; UCOA & Municipal Budget Organization Enhancement which includes custodial employees and benefits; Capital Expenses which include the fleet program, information technology and less lethal force.

Board of Selectmen action was a budget reduction of \$25,000.

Chief Spera also passed out the list of vehicles noting mileage, engine hours and idle hours as of March, 2017.

The board had several questions. Mr. LaMay thanked Chief Spera and Chairman Stuart.

Treasurer Report

Mr. Fish discussed the General Fund Operating Budget year ending February 28, 2017 and the General Fund Revenues noting property taxes and state and local revenues.

Mr. LaMay thanked Treasurer Fish.

Finance Director Report

Ms. Palladino reported as follows:

Budget performance through February 28, 2017

Budget Fiscal Year 2017

The general government budget for Fiscal Year (“FY”) 2017 presently stands at \$ 15,654,049, up \$16,341 due to FY appropriations, from the FY17 budget of \$15,627,618 approved at the May 2016 budget referendum.

Budget Appropriations

To date in FY17, the following budgetary appropriations, totaling \$26,431 were made

- \$16,431 to recognize the budget impact of the dispatcher’s collective bargaining agreement.
- \$10,000 to fund a marketing program for the Economic Development Commission

At the Town meeting held on March 6, 2017, it was voted to approve a sum not to exceed \$585 thousand (including principal and interest) to purchase street lights – along with a rebate from Eversource of not less than \$81 thousand. Said funds are to be taken from and paid out of, in whole or part, either the traffic and street light budget or the capital non-recurring account. The line items affected will be determined once the final funding decision, which includes the ability to borrow up to \$470 thousand, has been made.

Unassigned Surplus Fund Appropriations

During FY17 appropriations against the unassigned surplus fund total \$125,000:

- An appropriation of \$125,000 for the Saybrook Junction Infrastructure planning project was approved at March 6, 2017 town meeting. This is a reimbursable grant.

Municipal Reserve Fund Appropriations

During FY17 appropriations against the municipal reserve fund (“MRF”) total \$332,525:

- Account software system, approved at the Town meeting in August 2016 in the amount of \$170,000. Of that amount \$50,000 has been transferred so far this fiscal year.

Building repairs, approved at the Town meeting in October 2016, in the amount of \$138,000.

The Municipality permitting software system, approved at the Town meeting in January 2017, in the amount of \$24,525.

Budgeted Capital Outlays FY17

The balance of the MRF stands at \$949,606 as of February 28, 2017, please note that not all of the expenses associated with approved appropriations have been paid.

FY17 budgeted capital outlays totaled \$675,000, of which \$605,000 has been transferred to various reserve accounts. The difference, \$70,000, was not transferred as the projects were earmarked. To date, about \$61 thousand of this amount has been spent. The balance of the various reserve funds is noted below.

Municipal Reserve Fund – 200	FY 2017 Transfers	Balance 2/28/2017
Capital Non- Recurring Budget	\$230,000	\$534,606
Fire Apparatus	155,000	315,000
Public Works	60,000	100,000
Catastrophic Illness - 830	70,000	159,708

Retirement Payout – 840	40,000	20,910
Revaluation - 290	50,000	80,132
Total	\$605,000	\$1,210,356

Capital Expenditures FY 2017 has used 80% of the budgeted amount as noted below.

Department	Amount Budgeted	Amount Used
Fire Department	\$35,000	\$0
Police Department	\$94,000	\$93,810
IT – Town	\$25,000	\$1,064
Public Works	\$315,000	\$278,879
Total	\$469,000	\$373,753

Authorized Transfers – none

Fiscal Year 17 Budget Performance

Through February 28, 2017, eight months or 66.7% of the budget equates to \$10,429,366. Actual expenditures, which are running at 65.7%, are tracking slightly behind budget expectations. Actual expenditures through February 28, 2017 for general government equate to \$10,282,852 behind the eight month, straight lined budget figures by \$146,514. The budget lines that have expenditures in excess of 72% are attached. All budget overages are explained by timing differences or seasonal activities.

Fiscal Year 2016 vs. Fiscal Year 2015

The general government budget for FY16 was \$15,258,527, or \$385,522 less than FY17. When comparing the first seven months of FY 16 to FY17, the current fiscal year's budget is performing slightly better at 65.7%, versus 67.7% compared to this time last year.

Mr. LaMay thanked Ms. Palladino.

At this time Mr. LaMay made a motion to add Tax Collector's Report to the agenda, seconded by Ms. Rzasa and was so VOTED unanimously.

Mr. Maynard passed out "Tax Levy by Grand List Year" from 2003 thru 2016/2017 to the board. The other hand out was a "Monthly Receipts Detail" Grand List 2015; Fiscal Year 2016/2017.

He explained in detail the reports. The board had a few questions.

Mr. LaMay thanked Mr. Maynard.

Selectman's Report:

Mr. Fortuna touched on the following:

- Street Lights; Madison started their installation today; our installation will probably be in the Fall;
- 3 bids for Y&FS building; estimate under \$25K;

Mr. LaMay thanked Selectman Fortuna.

Public Comment:

There were comments/inquiries about the Police Department Tazers and Police vehicles.

Mr. LaMay thanked everyone.

A motion to adjourn was made at 8:58 p.m. was so VOTED unanimously.

This meeting in its entirety was video taped and can be viewed on Town Website YouTube.

Submitted,
Gerri Lewis, Clerk