

The Board of Finance held a regular meeting on **February 15, 2012 at 7:00 p.m.** in the **Meeting Room of Windham Town Hall, 979 Main Street, Willimantic, CT 06226**

Members Attending: Lynne Ide, Charles Pennewill, Anna Crawford, Anita Sebestyen, David Hemenway, Jeffrey Smith, and Thomas White.

1. Call to Order

Chairman Lynne Ide called the meeting to order at 7.03 p.m.

2. Public Comment

There was no public comment

3. Board of Finance Comment

There was no Board of Finance comment

4. Approval of Meeting Minutes

Upon a motion by Thomas White, seconded by Anita Sebestyen to approve the meeting minutes from January 18, 2012.

The motion passed with one abstention.

5. Chair's report

Chairman Lynne Ide explained that the BOF did not take action on the ambulance purchase or on the request for increased funding for the dispatch center because additional information was needed.

The chair will e-mail a draft of the proposed standing rules for discussion at the next meeting.

Presentations and Special Reports

Presentation on Ambulance Purchase

The Fire Chief presented a proposal for a replacement ambulance. The total cost, after trade-in and with a power stretcher will be under \$175,000.

Presentation on Dispatch Center:

Town Manager Neal Beets explained how the appropriation for dispatch costs was allocated between the Town and Willimantic Service District. One half of the cost for dispatch is allocated to police. The other half is split between fire and ambulance by a percentage of 70% Ambulance 30% Fire. 80% of calls are police calls, 15% are ambulance calls, and 5% are fire calls. There was a total cut in the amount of \$125,000. To get the Willimantic Service District to a zero mill rate increase, the reduction was an additional 46,000 to the Willimantic Service District and an additional reduction of \$54,000 to the General Government. The dispatch center has achieved some savings but not 125,000. It is estimated that by April, the funds allocated for dispatch will run out.

Charles Pennewill asked if there will be a contract drawn up with a specific dollar amount.

We need to have stability to make a regional dispatch center.

Neal Beets commented we want to work towards a more regional dispatch center and that the Council had authorized him to negotiate a contract between the switchboard association and the Town.

Jeffrey Smith asked if there was any benefit to fold the dispatch into the Town as an entity?

Neal Beets commented it is not the current direction but has not been ruled out.

John Wiley, Vice President of the Willimantic Switchboard Association presented the board with their current budget. It is estimated they will need approximately an additional 78,000 for the remaining of the year. The savings is from a vacant position that will be filled next year. He also explained that governance is through a seven member board and the Willimantic Fire Chief and Police Chief each have one seat.

Anna Crawford asked if Franklin was still a part of the dispatch center and how much to they contribute. They contribute \$14,000.

Thomas White commented the Switchboard Association needs someone with a business background to run the dispatch center as a business. It's not just about the money, it's how you run the business. If we are going to go after other towns we need a business plan to attract other towns.

Charles Pennewill commented it is a business and we need a business plan and a marketing plan.

Lynne Ide commented there is a concern on how to move forward.

Tri-board update:

Charles Pennewill did not have an update from the Tri-Board.

Any other presentations and special reports:

There were no other presentations or special reports

Upon a motion by Thomas White, seconded by David Hemenway to move agenda items 8, 9 and 10 ahead of item 7.

The motion passed unanimously.

8. Discussion and possible action on the appropriation of funds for the purchase of an ambulance and to recommend a town meeting on March 6, 2012.

Upon a motion by Tom White, seconded by Dave Hemingway, an appropriation not to exceed \$175,000 for the purchase of a Horton 553C type III ambulance equipped with a power lift stretcher.

The motion passed unanimously

Upon a motion by Thomas White, seconded by Dave Hemingway; to recommend a Town Meeting on March 6, 2012 for the purpose to approve an appropriation not to exceed \$175,000 for the purchase of a Horton 553C type III ambulance equipped with a power lift stretcher.

The motion passed unanimously.

9. Discussion and possible action on the appropriation of funds for the dispatch center.

Discussion centered on the amount needed to cover expenses through the end of the year. While there was unanimous support for the additional funding as there is no immediate cash flow issue and there was no specific approval from the town council.

Upon a motion by Thomas White, seconded by Jeffrey Smith asking the Town Council and the Willimantic Service District Town Council to come back with a clear recommendation on the dispatch center allocation

The motion passed with 4 yes and 2 no.

10. Discussion and possible action to amend the capital improvement plan for the skate park project.

Dennis Cronan stated that the skate park is completed and very successful. The request is for authorization to amend the capital plan to allow for an additional \$10,000 to construct a smaller skate facility which would be used by younger children. The funds are available from the State LOCIP program.

Neal Beets commented we have a hit on our hands with the skakeboard park and the expansion is to make it safer for all ages.

Upon a motion by Tom White, seconded by David Hemingway, to amend the Capital Improvement Plan for the skate park line item by \$10,000 to \$160,000.

The motion passed unanimously.

7. Controller's report

Update on the FY 2010-11 audit

The controller stated that the auditors are scheduled to conduct their final field work at the Board of Education during the first week of March and the audit should then issued by the end of the month.

Any other information as appropriate.

The status of the current year budget was discussed. The Town pension fund Actuarial Valuation for the calendar year 2010 was presented and discussed.

It was reported that the Town is continuing to research how much money was received from the State of Connecticut on behalf of the Windham First Taxing District.

The Town has submitted a request to sell 1/3 of the holdings of Met Life stock.

The Town attorney will be meeting with the Town Manager regarding repapering with Great West

11. New Business.

Report on the status of Fund Balance

The controller stated that the Town has no formal policy regarding the level of fund balance. A strong fund balance is one factor in evaluating a municipality's financial condition. The implementation of GASB 54 will result in eliminating some of our existing funds and reclassifying portions of our fund balance as nonspendable, restricted, committed, or assigned. Unrestricted fund balance should be targeted at no less than 2 months of operating revenues or expenditures.

12. Future Agenda items

Action item regarding the WFTD request for grant reimbursement

Presentation on ambulance fund revenues

Status of current year tax collections

Resolution on dispatch center

Status of met life repapering agreement

Presentation from School Building Committee on status of WMS

Board of Education finance director for status on audit

13. Public Comment

Joe Marsalisi spoke about the state PSAP study, and compared the proposal of QV with the services currently being provided.

Tom Devivo, School Building Com Chair, stated that the magnet school project is progressing smoothly, the GMP has been established; there is a 5% contingency and a list of nonreimbursable and partially reimbursable costs is being developed.

Lloyd Niles thanked the board for allocating funds for the ambulance.

14. Adjournment

Upon a motion by Thomas White, seconded by David Hemenway the meeting was adjourned at 9:11 p.m.

Attest: _____
Thomas Pesce