

The Board of Finance held a regular meeting on April 21, 2010 in the Courtroom of Windham Town Hall, 979 Main Street, Willimantic, CT 06226

Members Attending: Barbara McGrath, Jeffrey Smith, Charles Pennewill, Anita Sebestyen, Thomas DeVivo, Jay Handfield

Chairman, Barbara McGrath called the meeting to order at 7:02 p.m.

Public Comment

There was no public comment.

Discussion and possible action on the 2010-2011 Board of Education Budget

No action was taken.

Discussion and possible action on the 2010-2011 Willimantic Service District Budget

No action was taken.

Discussion and possible action on the 2010-2011 Ambulance Budget

No action was taken

Discussion and possible action on the 2010-2011 General Government Budget

No action was taken

Discussion and possible action on the Capital Improvement Plan

Barbara McGrath reviewed the Town Charter and steps for the Capital Improvement Plan. There is no longer a Capital Improvement Planning Committee. The projects on the Capital Improvement Plan were reviewed. Can the Capital Improvement Plan be maintained by the finance department?

Tom Pesce met with Town Engineer, Joe Gardner, about the Capital Improvement Plan and new projects. The Capital Improvement Plan was amended to include projects that were previously presented by Public Works Director, Brad Wojick. The projects are painting the Old Willimantic Cemetery Fence, repairing the Guild Field fence, and a Rec Park improvement project.

Tom Pesce recommends meeting with the Board of Education to review their Capital Improvement Plan and also commented the Board of Education has listed their top five priorities and also categorized the projects as a safety issue, State mandate, or OSHA

mandate.

Barbara McGrath commented there are some projects on the Capital Improvement Plan that have been completed and should be removed. The projects to remove are updating the fuel system, replacing the high school stage curtain, and repairing the high school pool. Replacing the library roof is currently being worked on.

Barbara McGrath questioned if we have any bond funds that haven't been used?

Tom Pesce replied all bond funds have been expended.

Barbara McGrath commented we have a massive number of small funds and we need to find out what the funds can be used for. There may be projects that can be paid for through these funds. A goal for this year is to organize funds that are listed in the audit.

Jeffrey Smith commented to talk to the town manager on an in-house capital improvement committee.

No action was taken on the Capital Improvement Plan.

Discussion and possible action to approve a resolution to fund various capital improvements

Tom Pesce reviewed the proposed resolution for funding various capital projects.

Charles Pennewill commented he is concerned about committing to this. We need to know the total of the capital improvement projects.

Tom Pesce replied we will come up with a new capital plan document that isn't as confusing.

Barbara McGrath commented she would like to postpone taking any action and have the Town Manager, Neil Beets, at the next meeting to discuss the Capital Improvement Plan.

Jeffrey Smith commented to look at current year projects and evaluate their impact on debt service.

Town Controller's Report

The town controller's report was presented by Tom Pesce.

Refinancing debt service will not be done right now. Interest rates have gone back up so now it is not a good time.

The status of the current year on the town side is the revenues are very tight but we expect to break even. Taxes should come in as budgeted. The Educational cost-sharing revenues of approximately \$3.5 million are not funded to the town and went to the Board of Education. This will create a shortfall in revenues but will be offset by the Board of Education expenditure having a favorable variance. Adjustments have been made for next year's budgeted revenues. An expenditure freeze has been implemented.

The Willimantic Service District anticipates a modest favorable variance in revenues. Taxes are also expected to come in as budgeted. Expenditures are coming in under budget. There are transfers for the fire departments overtime. They are down two positions. There are also transfers from various lines because of the fire chief's retirement. There is a large transfer from contingency to replace the oil water separator that was mandated. The life insurance expense transfer is a result from the police union contract increasing their life insurance amount.

Discussion and possible action on any General Government 2009-2010 budget transfer requests

Upon a motion by Jay Handfield, seconded by Thomas DeVivo to accept the following General Government transfers:

\$5,000 from 50706-283 – Town Contingency to 50102-221 - Advertising & Publications
\$5,000 from 50706-283 – Town Contingency to 50103-211 - Travel, Meetings, Training
\$ 500 from 50120-221 – Advertising & Publications to 50120-301 – Office Supplies
\$4,500 from 50305-218 – Heating Fuel to 50310-280 – Outside Contractors
\$2,000 from 50306-413 – Improvements other than bldg to 50306-207 – Other Prof. Serv
\$ 400 from 50101-221 – Advertising & Publications to 50101-105 – Temporary Wages
\$2,100 from 50302-110 – Medical Insurance to 50302-101 – Regular Payroll
\$1,800 from 50302-110 – Medical Insurance to 50302-114 – FICA/ Medicare
\$ 1,800 from 50303-110 – Medical Insurance to 50303-101 – Regular Payroll
\$ 700 from 50303-110 – Medical Insurance to 50303-114 – FICA/Medicare
\$2,000 from 50311-110 – Medical Insurance to 50310-103 – Overtime
\$2,800 from 50311-110 – Medical Insurance to 50310-110 – Medical Insurance
\$1,800 from 50311-110 – Medical Insurance to 50310-114 – FICA/Medicare
\$3,000 from 50501-101 – Regular Payroll to 50501-102 – Part-time payroll
\$1,100 from 50503-110 – Medical Insurance to 50503-214 - Telephone

The motion passed unanimously.

Discussion and possible action on any Willimantic Service District 2009 2010 budget transfer requests

Upon a motion by Jay Handfield, seconded Thomas DeVivo to accept the following Willimantic Service District budget transfers:

\$50,000 from 50905-101 – Regular Payroll to 50905-103 – Overtime
\$15,000 from 50900-115 – Retirement Benefits to 50901-101 Regular Payroll
\$15,000 from 50905-101 – Regular Payroll to 50901-101 – Regular Payroll
\$16,500 from 50905-110 – Medical Insurance to 50901-101 – Regular Payroll
\$27,200 from 50909-283 – Contingency to 50900-280 – Outside Contractors
\$ 2,500 from 50909-283 - Contingency to 50901-203 – Legal
\$ 1,000 from 50909-283 – Contingency to 50905-306 – Vehicle Repair Parts
\$10,000 from 50804-203 – Legal to 50804-280 – Outside Contractors
\$ 800 from 50802-110 – Medical Insurance to 50802-108 – Life Insurance
\$ 20 from 50802-110 – Medical Insurance to 50803-108 – Life Insurance
\$ 30 from 50802-110 – Medical Insurance to 50804-108 – Life Insurance
\$ 100 from 50802-110 – Medical Insurance to 50807-108 – Life Insurance
\$ 2,500 from 50802-110 – Medical Insurance to 50807-101 – Regular Payroll

The motion passed unanimously.

Discussion and possible action on appointment of Town Auditor for the fiscal year ending June 30, 2010

Tom Pesce reviewed a proposal from the current auditor, Carlin, Charron & Rosen, LLP. The proposed contract price for next year has been reduced. We will also be talking with a consultant for closing out the year and completing the audit by December 31, 2010.

Upon a motion by Thomas DeVivo, seconded by Jeffrey Smith to appoint Carlin, Charron & Rosen, LLP as the Town auditor for fiscal year ending June 30, 2010.

Charles Pennewill questioned if this is just for one year. Can we go out to bid next year?

Barbara McGrath replied it is just for one year and it has been a long time since we went out to bid for the audit. Considering the changes in the finance department it would be good to stay with the auditors for another year and plan to go out to bid for next year.

The motion passed unanimously.

Any other business appropriate to come before the BOF

Barbara McGrath commented S&P gave the Town of Windham an A+ rating.

Thomas DeVivo commented on the capital improvement layout and asked if we could also change the format of the budget. Could we save money using a different program?

Barbara McGrath commented on five goals she would like to look in detail at by December. They are the dispatch services, ambulance, reviewing the Payment In Lieu Of

Taxes study, shared services, and regionalization. They all have a critical financial impact on the budget.

Jeffrey Smith commented on dispatch services and that it would be nice to have more towns participate.

Charles Pennewill commented we need to look at consolidation of shared services including the Board of Education.

Public Comment

Lori Jeffers of Willimantic commented the board failed to consider the economic times in which we live. A contract for the magnet school that is being sent to the State of Connecticut states there is a town road right way that is going to be built. The cost for the magnet school could be higher and will come back to hurt the Town.

Upon a motion by Jay Handfield, seconded by Anita Sebestyen the meeting was adjourned at 8:25 p.m.

Attest: _____
Karen Williams, Clerk