

The Board of Finance held a regular meeting on **November 16, 2011** in the Meeting Room of Windham Town Hall, 979 Main Street, Willimantic, CT 06226

Members Attending: Barbara McGrath, Charles Pennewill, Anita Sebestyen, Anna Crawford, Nina Ricardez, and Leo Santucci

Chairman, Barbara McGrath called the meeting to order at 7:09 p.m.

Public Comment

David Hemenway thanked the exiting board members for their dedicated service and looks forward to serving the Town.

Approval of Meeting Minutes

Upon a motion by Anita Sebestyen, seconded by Charles Pennewill to approve the meeting minutes from October 21, 2011.

The motion passed with one abstention.

Update on audit for Fiscal Year 2010-2011

The controller stated that the Town was targeting November 30th to send the year end financials to the auditors. However, some of the major accounts of the Board of Education are not reconciled thus delaying the expected delivery date. A request for an extension must be submitted by the end of November. It was suggested that on a long-term basis staffing levels and financial software be reviewed to insure timely filings.

Town Controller's Report

The controller's report was presented by Tom Pesce.

The controller provided an update on five issues previously raised by the Board.

Shared Services: The Town is working more closely with the Board of Education regarding shared services. An example is the administration of both the Town and Board of Education are considering moving to self-insure the medical plan. The foundation was laid with self-insuring the dental plan last year. A presentation from the insurance agent will be scheduled within the next few months.

Dispatch: The RFQ for dispatch services has been issued. After reviewing the responses, the Town Manger will meet with the Town Council. Barbara McGrath asked that the Board be notified of the meeting date.

PILOT: The Town Manager, after reviewing the literature and issues concerning PILOT allocation, made recommendations to the Town Council on PILOT allocations for the 2011-2012 budget based in part on the type of services provided. The council and Board of Finance agreed with the recommendations.

Ambulance Services: The Town has issued a request for qualifications for evaluating the cost allocation of ambulance services. The Town Manager, after reviewing the responses, will meet with the Town Council to review. Barbara McGrath asked that the Board be notified of the meeting date.

Capital Improvement Program: Significant effort was made to incorporate the Town's capital plan in its budget deliberations. Some projects on the Capital Improvement Plan are under way. In developing next year's budget we want to make sure the Board of Education is more involved with the Capital Improvement Plan. At a tri-board meeting, it was questioned what the process was for the Board of Education to request funds that were in the Capital Improvement Plan. A suggestion was made to consider asking the tri-board to take the lead in facilitating this.

At a GFOA meeting, it was mentioned there will be a grant for sharing with municipalities.

Anita questioned if the State has released the study for regional call centers. Tom Pesce replied he has not seen the report but heard it was finished. He will check with WINCOG and the State.

The controller distributed year to date revenue and expenditure reports for the Town, Willimantic Service District, and Ambulance Fund. Current year revenues are on track and there are no major concerns. There are no real concerns on the expenditures but will be watching the overtime. There was a meeting with the police and fire chiefs a couple of weeks ago to review their budgets.

Anna Crawford questioned if we received all the PILOT funds for ECSU. Tom Pesce replied yes for ESCU but some others come in at different times during the year.

The revenues and expenditures for fiscal year 2010-2011 were reviewed. There is a surplus in the expenditures for the general government. The larger savings were in the salaries and benefits, workers compensation, unemployment, and Board of Education.

The Willimantic Service District has a shortfall in the revenues and a surplus in the expenditures. \$58,000 was from the Board of Education for the school resource officer. There is a surplus in the expenditures for the salary of the school resource officer.

Charles Pennewill questioned if the sale of the Met Life stock has gone through? Tom Pesce replied we are waiting for the dividend to come out and after that one quarter of the stock will be sold.

Charles Pennewill also questioned approving \$82,000 for the Board of Education. Barbara McGrath replied there are a couple of people that want to do different things with the funds and

after talking with the special master, Dr. Adamowski, it was decided to hold off for now.

Any other business appropriate to come before the BOF

Barbara McGrath thanked Nina Ricardez and Leo Santucci for their service and welcomed the newly elected members.

Public Comment

There was no public comment.

Upon a motion by Anita Sebestyen, seconded by Leo Santucci, the meeting was adjourned at 8:10 p.m.

Attest: _____
Thomas Pesce