

The Board of Finance held a regular meeting on **November 20, 2013 at 7:00 p.m.** in the **Meeting Room of Windham Town Hall, 979 Main Street, Willimantic, CT 06226**

Members Attending: Lynne Ide, Anita Sebestyen, Paula Haney, Thomas White, Kenneth Folan, and Andrew Gibson.

1. Call to Order

Chairman Lynne Ide called the meeting to order at 7:02 p.m.

2. Public Comment

Thomas DeVivo commented on the stipend he receives as a Town Council member. He would like his stipend to be transferred to the recreation department and to be used for the lights parade or boom box parade.

3. Introduction of New Board of Finance Members

Lynne Ide thanked Charles Pennewill and Anna Crawford for their service on the Board of Finance.

Lynne Ide welcomed Kenneth Folan and Andrew Gibson to the Board of Finance.

4. Election of Board of Finance Chair and Vice-Chair

Upon a motion by Thomas White, seconded by Andrew Gibson to nominate Lynne Ide as chair.

The motion passed with Lynne Ide abstaining

Upon a motion by Kenneth Folan, seconded by Paula Haney to nominate Thomas White as Vice Chair

The motion passed with Thomas White abstaining.

5. Board of Finance Comment

Paula Haney commented on having a workshop meeting for board members.

6. Approval of meeting minutes

Upon a motion by Anita Sebestyen, seconded by Paula Haney to approve the meeting minutes from October 16, 2013.

The motion passed with Thomas White abstaining.

7. Welcome the new Finance Director

The new Finance Director will be at the December meeting.

8. Chair's Report

Lynne Ide commented she sent out a copy of the letter she received from the State regarding transportation and will discuss this later in the meeting.

The board will need to set a schedule for next year.

9. Presentation and Special Reports

Upon a motion by Thomas White seconded by Anita to add a presentation from Fire Marhsall after the Lockton presentation.

The motion passed unanimously.

Presentation from Lockton on Health Insurance

Arch Henderson from Lockton gave a presentation on how the health insurance fund has done for the first year. The Town and Board of Education are paying a administration premium and the insurance company pays the claims. Being self funded means the Town and Board of Education pay an administrative cost and the insurance company charges the Town and Board of Education for the claims paid. The administrative costs are based on the projected claims. There are also IBNR costs - claim lag. There was a savings of approximately 900,000 in fiscal year 2013. A reserve was established in the first year.

Thomas White commented we added additional funds to the reserve at the end of fiscal year 2013.

Presentation from Fire Marshall

Fire Marshall, Michael Licata, presented a transfer request to the Board for additional funds for a new Fire Marshall vehicle. The additional costs for the vehicle include for lettering on the vehicle, a cap for the truck, an inverter for lights at the scene, radios, and lights on the vehicle. He is asking for the transfer of funds to finish the vehicle. These funds were not included because of his lack of experience in pricing out vehicles.

Upon a motion by Thomas White, seconded by Andrew Gibson to move Tom DeVivo's stipend request to item #12.

The motion passed unanimously.

10. Controller's Report

The controller's report was presented by Tom Pesce.

We are making good progress on the audit.. A decision will be made at the end of the week to decide if an extension should be filed. The auditors are scheduled to come back next week.

For an update on the new MUNIS finance software system, the software has been installed and training will begin in December. We are still working on the Chart of Accounts.

The status of the current year was discussed. We are on track to receive revenues as budgeted.

He asked the board if they would like a presentation from the Town's pension funds manager, Great West. Thomas White would like a report to look at first and then have a presentation if there are any questions.

11. Discussion and Possible Action on State Department of Education's Response Regarding School Transportation Funds

A response letter was received from when Lynne Ide questioned the State on transportation funds.

Should a request be sent to the Board of Education for them to come before the board with what they would do with the funds?

Anita Sebestyen commented she has been questioned about why the Board of Education needs additional funds when taxpayers need the relief.

12. Discussion and possible action any General Government 2013-2014 transfer requests.

Upon a motion by Thomas White seconded by Anita Sebestyen to approve a transfer request in the amount of \$5,258.76 from 50706-283 to 50201-309.

Thomas White commented department heads need to know nothing is to be purchased if going over budget. An approval is to be done first.

The motion passed unanimously.

Upon a motion by Thomas White, seconded by Andrew Gibson, to transfer a council member's stipend to recreation for firemen's light parade and anything left over is to go to the cost of parades.

The motion passed unanimously.

13. Discussion and possible action on any Willimantic Service District 2013-2014 transfer requests.

Upon a motion by Thomas White seconded Anita Sebestyen by to approve the transfer request for \$2,286.00 from 50909-283 to 50806-109.

The motion passed unanimously.

14. Discussion and possible action to approve the meeting schedule for 2014

Lynne Ide commented the Board of Finance and Board of Education have the same meeting nights. A proposed meeting schedule was presented to the board. A suggestion was made to change the day of the meetings so the Board of Education could attend. When reviewing the Board of Education's proposed schedule, there are only two conflicting dates: August 20th and December 20th.

Upon a motion by Anita Sebestyen, seconded by Andrew Gibson to adopt the meeting schedule as presented.

The motion passed unanimously.

15. Old business

There was no old business

16. New business

Paula Haney suggested having a workshop for the bonding process and the budget process. Lynne Ide suggested having the conversation during a regular meeting when there is not a lot to discuss. Other possible discussions could be audit, health of the general fund, capital asset policy, fund balance policy.

Thomas White would like an update on dispatch services contract.

17. Future agenda items

New finance director
Magnet School
Natchaug roof
Dispatch services
Great West report

18. Public Comment

Bernie Dauteuil commented on the transportation funds coming to the town. To be fair not all of the money should go to the Board of Education. The Natchaug roof is still under repair and there could be unforeseen cost.

19. Adjournment

Upon a motion by Thomas White, seconded by Andrew Gibson the meeting was adjourned at 8:42 p.m.

Attest: _____
Thomas Pesce