

The Board of Finance held a regular meeting on **December 18, 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, Andrew Gibson, and Nectalis Martinez.

1. Call to Order

Chairman Lynne Ide called the meeting to order at 7:00 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 Andrew Gibson, seconded by Paula Haney to approve the meeting minutes from November 20, 2013.

The motion passed unanimously.

5. Welcome the new Finance Director

The new Finance Director Christian Johnson was welcomed by the board.

6. Chair's Report

Lynne Ide commented on the status of the audit and the auditors should be making a presentation of a draft audit at the January meeting.

Ad-hoc Capital Improvement Committee has been granted a 2 month extension by the Town Council to present a report. There are meetings scheduled on January 13th, January 17th, February 3rd, February 10th, and February 18th.

7. Presentation and Special Reports

Presentation from Board of Education on a one-time expenditure request

John French, chair of finance and administration for the Board of Education, gave a presentation to the board requesting additional funds for repairs needed for the damage inside Natchaug School from the roof.

The next presentation was to request funds for new musical instruments at the high school. Andrew Potts, a music instructor at Windham High School, commented the students are playing on instruments that are

not in good condition. If new instruments are purchased, any older instruments that are still usable will be passed down to the middle school. The high school will also be able to restore the marching band with the purchase of new instruments.

Ivy Velazquez from reading resources gave a presentation on a request to purchase Performance Plus software and a literacy program. This software is used to build a data system that will track a child's progress.

Presentation on Budget Process – A Brief Primer

Tom Pesce presented a budget schedule and reviewed the mandatory dates. A portion for the Town Charter was also presented that outlined the roles and responsibilities of the Board of Finance. A copy of the mill rate page from the budget book was reviewed.

8. Discussion and possible action on the Board of Education's expenditure request

Kenneth Folan commented on administrative positions and staffing reductions. John French replied the Special Master and administration did the cutting of positions.

Paula Haney commented on the Natchaug roof and that the building is the Town's responsibility.

Anita Sebestyen commented the Board of Education came before the Board of Finance for a one time purchase of reading materials. Teachers are responsible for assessing students needs and getting the materials for the students.

Ivy Velazquez commented we bought a core program with all the bells and whistles. The level of text books are critical for students needs. Struggling students need materials. Students need to read independently.

Upon a motion by Thomas White seconded by Paul Haney to approve an appropriation up to \$122,830 for repairs at Natchaug School from the capital improvement fund and recommend to the Town council to approve and send to town meeting.

The motion passed unanimously.

Upon a motion by Paula Haney seconded by Nectalis Martinez to approve an appropriation of \$311,197 for musical instruments and literacy materials and recommend to the Town Council to approve and send to town meeting.

The motion did not pass with 3 yes votes and 4 no votes.

Upon a motion by Thomas White, seconded by Paula Haney to approve an appropriation from Fund Balance for musical instruments in the amount of \$161,197 and recommend to the Town Council to approve and send to town meeting.

The motion passed unanimously

Upon a motion by Thomas White, seconded by Andrew Gibson to approve an appropriation from Fund balance for a Performance Plus and literacy program in the amount of \$150,000 and recommend to the Town Council to approve and send to town meeting.

The motion passed with 2 no votes and 5 yes votes.

9. Controller's Report

The controller's report was presented by Tom Pesce.

The current year revenues were reviewed for both the Town and Willimantic Service District. Overall revenues are at 40% collected. The expenditures will be watched for the overtime lines in the public works for snow storms, and also the police department and fire department.

There is a request for the board to approve a transfer request for professional affiliations. Two other transfers are for information purposes.

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

Upon a motion by Paula Haney, seconded by Anita Sebestyen to approve a transfer request in the amount of \$4,000.00 from 50706-283 to 50201-309.

Thomas White questioned if when Windham changes to CCOG is there going to be an additional fees?

The motion passed unanimously.

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

There were no transfer requests.

12. Old business

Tom White requested an update from the Town Manager on dispatch center

13. New business

There was no new business

14. Future agenda items

Board of Finance budget schedule

Magnet School

Natchaug roof

Presentation from auditors

Update on Dispatch services contract

Great West report

15. Public Comment

There was no public comment

16. Adjournment

Upon a motion by Thomas White, seconded by Anita Sebestyen the meeting was adjourned at 8:45 p.m.

Attest: _____
Thomas Pesce