

The Board of Finance held a regular meeting on **August 21, 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, Charles Pennewill, Anna Crawford, and Nectalis Martinez.

1. Call to Order

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

2. Public Comment

Tracy Lambert from the Board of Education commented she is here to answer any questions on the Windham High School roof.

Jerome Perry commented on the high school roof and the research he has done. A school is more successful when parents are involved. The Board should take into consideration that we are talking about kids and get the roof fixed.

3. Board of Finance Comment

Lynne Ide commented there are board members with children in the school system.

Upon a motion by Anita Sebestyen seconded by Anna Crawford to move agenda item 8 before agenda item 4.

Charles questioned if Thomas White would be attending.

The motion passed unanimously.

8. Discussion and possible action on an appropriation of \$4,000,000 for the Windham High School Roof Replacement Project and Bond Authorization of \$4,000,000 to finance such appropriation.

Upon a motion by Anna Crawford, seconded by Nectalis Martinez

RE: Appropriation of \$4,000,000 for the Windham High School Roof Replacement Project and Bond Authorization of \$4,000,000 to finance such Appropriation.

RESOLVED, that the Board of Finance of the Town of Windham (the “Town”), on recommendation from the Town Council, approves and recommends to the electors and all others entitled to vote at town meetings of the Town that the sum of \$4,000,000 be appropriated for the cost of the Windham High School Roof Replacement Project, including but not limited to, asbestos abatement and other corresponding renovations as necessary and appropriate, as well as engineering, architectural and temporary and permanent financing costs (the “Project”), and to meet such appropriation and in lieu of a tax therefor, bonds of the Town be issued pursuant to Chapter 109 of the Connecticut General Statutes, as amended, the Charter of the Town or any other provision of law thereto enabling, in the amount of \$4,000,000 or so much thereof as may be necessary after deducting grants or other sources of funds available therefor.

Anita questioned Natchaug roof being changed to a metal roof and will the same be for the high school roof.

Wayne Donaldson commented on the Natchaug roof but it has not been decided on the high school roof.

Charles Pennewill questioned if this is just for the roof and will they be coming back for more funds to replace or repair tiles flooring

Wayne commented the \$4,000,000 includes the costs for additional repairs too.

The motion passed unanimously.

4. Approval of meeting minutes

Upon a motion by Charles Pennewill, seconded by Anna Crawford to approve the meeting minutes from July 17, 2013.

Anna Crawford had a name correction for agenda item 15. Mary Liska should be Marie Liskom.

The motion passed unanimously.

5. Chair’s Report

Lynne Ide commented she attended the Town Council last night and agenda items 8 and 9 were approved by the Town Council.

The audit for fiscal year 2013 has begun and a conference call will be set up to get things going.

At last months meeting the board requested a report on Health Insurance. Someone could not be here for a presentation and will hopefully be scheduled next month.

The superintendent was able to provide a contact person who will put something in writing regarding the \$300,000 in transportation. She just received contact information and will be sending a request.

The interviews for a Finance Director have been done and hopefully a candidate will be chosen.

6. Presentation and Special Reports

There were no presentations or special reports.

7. Controller's Report

The controller's report was presented by Tom Pesce.

We are continuing to close the year. The retro payment for the settlement of the police contract has been made. We anticipate a favorable variance for the Town and Willimantic Service District.

The Town Council approved using contingency to pay for cameras at Garden on the Bridge

The Town Council also approved a contract with the Town of Chaplin for Windham to collect taxes.

The Health Insurance Fund had a less than expected claims for the fiscal year. As the fund is closed an additional appropriation will be requested for a reserve in the fund.

A bid for electricity for the Board of Education was completed with a substantial savings.

The auditors are in to begin their preliminary testing and will be back in November.

9. Discussion and possible action on an appropriation of \$448,000 as recommended by the Town Council to acquire Munis financial software, to pay for project management services and to obtain off-site server services.

Upon a motion by Anita Sebestyen, seconded by Charles Pennewill to table agenda item 9.

Motion passed unanimously.

10. Discussion and possible action on approval of \$12,000 from the Town Reserve for Capital improvements fund to purchase and install parking lot lighting at Windham High School

Upon a motion by Anita Sebestyen, seconded by Nectalis Martinez, to approve funding from the Town's Reserved for Capital Improvement Fund in the amount of \$12,000 to purchase and install parking lot lighting at Windham Center School.

Wayne Donaldson commented there have been incidences with falling and vandalism in the playground. Anita questioned the type of lighting would interfere with residences. Wayne commented it will not interfere.

The motion passed unanimously.

11. Discussion and possible action on approval of \$35,000 from the Town Reserve for Capital improvements fund to purchase a BOE pickup truck with plow and sander

Wayne Donaldson commented the State did not approve a vehicle for the Magnet School so now they are asking for a vehicle.

Charles Pennewill questioned why public works can't plow the parking lot.

Wayne commented they also need a service vehicle.

Upon a motion by Anna Crawford, seconded by Nectalis Martinez, to approve funding from the Town's Reserved for Capital Improvement Fund in the amount of \$35,000 to purchase a Board of Education pickup truck with plow and sander.

Motion passed with 3 yes votes and to 2 no votes

Upon a motion by Charles Pennewill, seconded by Anita Sebestyen to remove from the table agenda item 9.

The motion passed unanimously.

9. Discussion and possible action on an appropriation of \$448,000 as recommended by the Town Council to acquire Munis financial software, to pay for project management services and to obtain off-site server services.

Upon a motion by Anna Crawford, seconded by Anita Sebestyen, to appropriate \$450,000.00 from the Town's unassigned fund balance for the purchase of Munis financial software, project management services, and off-site server services.

Anita Sebestyen commented we have been working on this project and the combining of the finance departments and this will help in getting the audit done on time.

Lynne Ide commented the purchase of the software will help reduce the hours spent on duplicate work.

Charles Pennewill commented on the hosting expense and what is the cost.

Lynne commented the first year is \$20,000 and the annual cost for Munis is \$46,000.

Charles commented we are purchasing this software and hosting it off-site. How difficult would it be to move our information if we were to change hosting vendors.

The motion passed unanimously.

12. Old business

There was no old business

13. New business

There was no new business

14. Future agenda items

Report on health insurance fund
Transfers for year end closeout
Report from Department of Education on transportation
Update on finance director

15. Public Comment

Bernie Dauteuil commented the police chief went before the Town Council regarding the staff changes. Does the special master need to be reined in? The Board of Education is not maintaining school buildings. Should Wayne Donaldson be a Town employee since he watches the Board of Education buildings that are town buildings.

Lynne Ide commented the Charter Revision commission is meeting tomorrow night at Windham High School and one of the topics is the Board of Finance. She will be speaking on behalf of herself and not the board.

Charles Pennewill commented this board had appropriated a lot of money for the schools and the information he received at the beginning of the school year was confusing. The schools were not prepared to begin. We need to get kids educated.

16. Adjournment

Upon a motion by Nectalis Martinez , seconded by Charles Pennewill the meeting was adjourned at 8:07 p.m.

Attest: _____
Thomas Pesce