

**Board of Finance
Special Meeting Minutes
Monday, May 14, 2018
7:00pm Clifford B. Green Memorial Center**

Present: Jeff Otto, Drew Dionne, Heather Allen, Sandra Brodeur, Ken Dykstra and Melissa Bradley;
Recording Secretary
Kim Conroy present via conference call

Also Present: Rick Ives, Joe Voccio, Wayne Jolley, Kathy Erickson, Patti Buell, and Aimee Genna

1. Call to Order and determination of a quorum: Mr. Otto called the meeting to order at 7:03pm.

2. Public Comment: None

3. Action on Minutes of May 1, 2018 Meeting: Sandra Brodeur made a motion to accept the minutes of 5/1/18 as presented. Ken Dykstra seconded the motion. Motion passed 6-0.

4. Old Business

a. Request to include prior year expenses in subsequent year budget requests of East Brooklyn Fire Department: The department will provide this for next year.

b. Requests for explanation or adjustment to '18-'19 budget proposal related to: Health Insurance, Account 4117, Office Supplies, and Account 4203 (ambulance) noted at prior meeting: The health insurance HSA was in the system twice, it will be fixed. Office supplies was over budget because of unexpected computer purchases and furniture. The ambulance had an incorrect expense, it was corrected and charged to QVC.

c. Audit Status: The auditor is now on vacation and may need another extension to finish. Mr. Ives states the RFP for audit services is ready to go. Mr. Otto suggests waiting until after the audit is finished to avoid any more delays.

d. Other Old Business: None

5. New Business

a. Discussion aimed at finalizing recommendation of a budget for FY '18-'19

i. Board of Fire Commissioners proposed budget: No changes

ii. Board of Recreation proposed budget: No changes

iii. General Government revised proposed budget: The following changes were made:

4101 – Audit expense increased

4184 – Electricity and fuel oil increased

4219 – Vehicle maintenance and gas was removed; transportation expenses were added

4303 – Roads and bridges was decreased to \$195,000

4317 – Electricity was increased

4397 – Gas and electricity was increased

4398 – Electricity was increased

4596 – Electricity was increased

4997 – Fuel and electricity was increased

9800 – Contingency was changed to \$282,429

4900 – Capital projects were added

5000 – Health and dental insurance was updated

5001 – Municipal insurance was updated

This was a reduction of \$26,184.

Capital projects include:

Tanker Truck \$276,000

BOE technology and software \$167,116

Community Center roof \$28,000

Leaf shredder/vacuum \$12,200

BMS north parking lot \$65,000

Town hall computers \$17,274

Playscape \$75,000

Rose Wing parking lot \$39,950

BMS front parking lot \$63,500

Discussion ensued on the school parking lot and issues that will arise when the condo's are built off school street. This will be addressed at that time.

A shortfall to balance the budget totals \$223,000. \$125,000 of the \$145,000 in contingency will be returned to the reserve; \$125,000 of cuts in the general government budget and \$102,682 of the \$406,000 from the BOE. The reserve would then be \$1,143,682 with a balanced budget.

Discussion ensued on increasing the reserve. The board agrees to a 1.25 mill increase, and expense two capital projects; town hall computers and BOE technology and software. This would leave .92 to increase the reserve fund.

iv. Board of Education proposed budget: No changes

v. Capital Committee recommendations for inclusion in FY '18-'19 budget: Listed above.

vi. Discussion of Estimated Surplus: See above discussion.

vii. Summation and discussion of associated tax rate: See above discussion.

b. May 16 Meeting: Discussion of agenda, including prospective solar panel projects: The agenda will include a presentation for prospective solar project and the suspense list from the tax collector.

c. Budget Hearing 5/22/18: Discussion of meeting format: Mr. Ives will present the general government budget and Ms. Buell will present the board of education budget.

d. Budget Meeting 6/6/18: Discussion, if any: The town meeting is tentatively scheduled for June 6th.

e. Other New Business: None

6. Public Comment: Joe Voccio voices his concern in increasing the reserve and having a plan to increase it and sticking with it.

7. Adjournment: Sandra Brodeur made a motion to adjourn the meeting. Drew Dionne seconded the motion. Meeting adjourned 8:20pm.

Respectfully Submitted;

**Melissa J. Bradley
Recording Secretary**