

A **REGULAR MEETING** of the Board of Finance was held in the City Hall Auditorium on Tuesday, April 17, 2018.

Present were Mayor Elinor Carbone and Board of Finance Members Lance Boynton, Laurene Pesce, Jenna Reichen, and Joshua Ferreira. Christopher Anderson arrived at 5:12 p.m. Mark Bushka was absent.

City Comptroller Alice Proulx, Deputy Comptroller Gina Casper, City Engineer Paul Kundzins, Fire Chief Gary Brunoli, Superintendent of Schools Denise Clemons, Director of Facilities David Bascetta, and Interim Business Manager Rose Forzano were also present.

Mayor Carbone called the meeting to order at 4:59 p.m. starting with the Pledge of Allegiance.

#### **MINUTES**

On a motion by Mr. Ferreira, seconded by Mr. Boynton, the Board voted unanimously to accept the minutes of the Regular Meeting held on March 20, 2018.

#### **OPEN TO PUBLIC**

On a motion by Mr. Ferreira, seconded by Mrs. Pesce, the Board voted unanimously to open the meeting to the public. There was no one from the public who wished to speak.

#### **BOARD OF EDUCATION CAPITAL RESERVES**

On a motion by Mrs. Pesce, seconded by Mr. Ferreira, the Board voted unanimously to approve the reallocation of \$424,728.00 from the Board of Education Capital Reserve account to fund capital projects in accordance with Superintendent Denise Clemons' letter dated April 11, 2018.

Mr. Boynton questioned whether the amount requested for reallocation comprised all of the funds from the Capital Reserve account and requested clarification regarding the line items in Supt. Clemons' letter. Supt. Clemons explained the significance of each line item and stated that there would be approximately \$37.00 remaining after funds are reallocated.

Mrs. Pesce questioned whether there would be any reimbursement to the Capital Reserve account. Supt. Clemons stated that there would be no reimbursement to the account.

Ms. Reichen questioned whether Supt. Clemons had quotes available for the proposed capital improvement projects and questioned the process for designating their priority level. Supt. Clemons explained the projects' importance and stated that she has received quotes.

#### **DISCUSSION: BOARD OF EDUCATION BUDGET PERFORMANCE**

Mayor Carbone explained to the new Board of Finance Members that the Board of Finance does not have line item control over the Board of Education budget and summarized the challenges and opportunities that the Board of Education faces in regard to their budget.

Supt. Clemons discussed some of the challenges that the Board of Education faces, including increasing special education and health insurance costs, as well as pressing maintenance issues, and discussed some of the efforts that the Board is taking to save the district money. She stated that the budget that is being presented to the Board of Finance reflects a 5.24% increase and discussed additional funding opportunities including ECS and other available grants.

Mayor Carbone explained the challenge of budgeting for capital projects and recommended changing how capital projects are budgeted to consider grant eligibility and opportunities for reimbursement, and only reflect the portion impacting the taxpayers. Mrs. Pesce and Mr. Boynton expressed their concerns. Ms. Proulx further explained the proposed change in methodology and Mayor Carbone added that the change would increase transparency.

On a motion by Mr. Boynton, seconded by Mr. Ferreira, the Board voted unanimously to accept the change in methodology for budgeting for capital projects.

#### **BOARD OF EDUCATION FINANCIAL REPORT**

On a motion by Mr. Ferreira, seconded by Mr. Anderson, the Board voted unanimously to accept the Board of Education financial report for March 2018.

#### **FLEET TRACKING GPS UNITS**

On a motion by Mr. Ferreira, seconded by Mr. Anderson, the Board voted unanimously to accept the recommendation of the Fleet Manager, Superintendent of Parks and Streets, Public Works Director, and Purchasing Agent, and authorize the additional expenditure of \$2,158.92 through the NASPO Contract #17PSX0129 for the lease of approximately nine additional Fleet Tracking GPS Units to Vehicle Tracking Solutions of Commack, NY.

#### **AUTOCAD SUBSCRIPTION LICENSES**

On a motion by Mr. Anderson, seconded by Mr. Ferreira, the Board voted unanimously to accept the recommendation of the City Engineer and authorize the purchase of two (2) three-year single-user subscription licenses of AutoCAD Civil 3D 2018 software from DLT Solutions, LLC of Herndon, VA as one up-front lump sum payment of \$8,887.26 due by April 20, 2018, with funding transferred from the Contingency line item (0010.0047.5651.0000) to Service Agreements (0010.0027.5284.0000).

**MUNICIPAL ADVISORY SERVICES**

On a motion by Mr. Ferreira, seconded by Ms. Reichen, the Board voted unanimously to authorize the City Comptroller to issue payment of \$1,500.00 from the Contingency line item (0010.0047.5651.0000) to IBIC, LLC of Madison, CT for municipal advisory services related to the 2017 Moody's rating surveillance process.

**SYSTEM & SOFTWARE UPGRADES**

On a motion by Mrs. Pesce, seconded by Mr. Anderson, the Board voted unanimously to accept the recommendations of the IT Department and authorize the system and software upgrades described in IT Director Gerry Crowley's three (3) letters dated April 12, 2018 for the amounts of: \$11,200.00, \$20,838.00, and \$5,998.40.

**CITY FINANCIAL REPORT**

On a motion by Mr. Ferreira, seconded by Mr. Anderson, the Board voted unanimously to accept the City financial report for January 2018.

**BUSINESS: MAYOR & MEMBERS**

On a motion by Mr. Anderson, seconded by Ms. Reichen, the Board voted unanimously to consider business presented by the Mayor and Members of the Board of Finance.

Mr. Ferreira requested an update on the City's revenue. The Mayor stated that there is still a lot of unknown information but she would pull together a report for the next Board of Finance meeting to include what revenues have been received and what the City anticipates it will receive.

**ADJOURNMENT**

On a motion by Mr. Anderson, seconded by Ms. Reichen, the Board voted unanimously to adjourn at 5:40 p.m.

*Respectfully submitted,*  
Jonathan R. Draper, Asst. Clerk

ATTEST:



CAROL L. ANDERSON, MMC  
CITY CLERK