

*Board of Finance Meeting
8:00 a.m., Saturday, March 13, 2010
3rd Floor Meeting Room, Town Hall*

Minutes-Revised

Members present: Fran Korn, Loraine Coe, Rob DeSimone, Helen Larkin, and Rosemarie Naples

Members absent: Renee Edwards

Others present: Laura Francis, Maryjane Malavasi, Kurt Bober, Susan Viccaro, Ron Melnik, Kerrie Flanagan

Call to order

Fran Korn called the meeting to order at 8:00 a.m.

Approval of Minutes

MOTION BY ROB DESIMONE SECONDED BY ROSEMARIE NAPLES TO APPROVE MARCH 2, 2010 MEETING MINUTES AS PRESENTED. ALL AYE

MOTION BY ROB DESIMONE SECONDED BY ROSEMARIE NAPLES TO APPROVE MARCH 6, 2010 MEETING MINUTES AS PRESENTED. ALL AYE

Invoices: Recording Secretary

MOTION BY ROSEMARIE NAPLES SECONDED BY ROB DESIMONE TO APPROVE INVOICE #916 SUBMITTED BY BETH MONCATA IN THE AMOUNT OF \$360.00 AS PRESENTED. ALL AYE

Board of Education Presentation

Susan Viccaro, Ron Melnik, Kerrie Flanagan

Board of Education members present distributed handouts and discussed the following items:

- Budget calendar fy10-11
- Budgeting process
- Budget summary
- Salaries, certified and non certified staff
- Benefits; healthcare
- Expenditures; over 10 year period vs actual
- Fund balance
- Transportation costs
- Long Range Capital Requirements and Funding Plan
- Sports related expenses

Ron Melnik - Salaries & Benefits

2002-2009 audits show that these lines have historically been under spent, but R. Melnik noted that total payroll dollars have come down quite a bit because they have changed the way they budget; they have moved to using actual salary amounts and have been able to budget more closely. Due to the amount of employees (300) there is a lot of unpredictability; maternity, sick, and family leaves, certified and non certified salaries, special needs staffing, and substitute teachers. R. DeSimone asked if sick leave was a liability (if they account or track it), R. Melnik responded only if they terminate, GASB requirement.

F. Korn asked if the Board would be forecasting the long term use of the schools. S. Viccaro responded that they will be doing a building utilization study this year over the next 5 to 10 years.

R. Naples asked if any transportation studies have been done. K. Flanagan responded that a consultant was hired last year and noted that the transportation budget was reduced this year.

L. Coe asked how many students there were and the percentage of high school students going to other schools. S. Viccaro responded that there are 2100 students and that there has been a downturn in students attending other schools this year and last.

R. DeSimone asked what percentage of the budget the Board can have for a fund balance. R. Melnik responded that there are no state statutes or guidelines; they base on operational needs.

K. Flanagan asked the Board of Finance for feedback on increasing sports related expenses. There was discussion such as increasing or changing the current activity fee, fundraising, and booster funds.

R. Naples asked for a per student cost breakdown. R. Melnik stated he would provide.

Additional Appropriations

Request for additional appropriation #7510 Household Hazardous Waste based on actual expenditures.

MOTION BY ROB DESIMONE SECONDED BY ROSEMARIE NAPLES TO TRANSFER \$579.00 FROM #6020 CONTINGENCY TO #7510 HOUSEHOLD HAZARDOUS WASTE. ALL AYE

Public Works Vehicle Maintenance; currently over budget \$6,100, packet prepared by K. Bober distributed to Board for review, to be discussed at next meeting.

Appointment of Auditor for June 30, 2010 Audit

MOTION BY ROB DESIMONE SECONDED BY LORAIN COE TO APPOINT JAMES A. GEORGE FOR THE JUNE 30, 2010 AUDIT AND TO INCLUDE AUDIT OF AMBULANCE BILLING SERVICE PROGRAM AS WELL. ALL AYE

MOTION BY LORAIN COE SECONDED BY ROSEMARIE NAPLES TO GO OUT TO BID FOR AUDIT SERVICES FOR FY10-11. ALL AYE

Public Comment

None

Budget Workshop

1010-Office of the First Selectman

- 204 consultants; reduced to \$10,000
- Total \$41,406.00

1011-First Selectman's Salary

As presented \$75,347.00

1012-Selectmen's Salaries

As presented \$7,228.00

1013-Selectmen's Office Salaries

As presented \$77,005.00

1015-Board of Assessment Appeals

- 151 legal notices; increase to \$165.00
- Total \$165.00

1020-Office of the Tax Collector

As presented \$11,071.00

1021-Tax Collector Salary

As presented \$55,589.00

1022-Tax Collector Staff Salary

As presented \$23,712.00

1030-Office of the Town Clerk

As presented \$28,155.00

1031-Town Clerk Salary

As presented \$56,635.00

1032-Town Clerk Office Salary

As presented \$47,872.00

1041-Town Treasurer Salary

As presented \$9,293.00

1502-Assessor's Office Salaries

As presented \$70,548.00

1521-Building & Health Salaries

As presented \$201,585.00

1526-Finance Department Salaries

As presented \$125,870.00

1565-Information Technology

As presented \$45,830.00

1566-Computer Equipment

As presented \$3,000.00

2505-Social Security

As presented \$133,255.00

2510-Unemployment Compensation

As presented \$10,365.00

2515-Employee Retirement Plan

Maryjane to come back to the board with updated figures

2520-Insurance

- 208 audit adjustments; reduce/move \$2,000 to #2525 Health Benefits
- Total \$83,212.00

2525-Health Benefits

- 208 audit adjustments; add \$2,000 from #2520-208 Insurance
- Total \$500,433.00

Adjournment

Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Beth Moncata