

BOARD OF FINANCE
REGULAR MEETING
November 15, 2022 - 7:00 pm
Via Zoom Meeting
MINUTES

Recording Begins

Members Present: Liz Charron, Chair; Meghan Scott, Vice Chair; Diane Malozzi, Secretary; Gregg Lafontaine Philip Johnson, David Scata.

Alternates Present: Mike Ninteau, Haley Messier, A.J. Dunnack

Others Present: Kevin Cwikla, First Selectman; Hayley Wagner, Finance Director; Laurie Bergeron, Recording Secretary

1.0 Call to order – A quorum being present, L. Charron called the meeting to order at 7:00 pm.

2.0 Approval of Minutes

a) Regular BOF meeting 10/18/2022

P. Johnson MOVED to accept the minutes of the 10/18/2022 regular meeting; D. Scata SECONDED.

MOTIONCARRIED: 6:0

3.0 Public Comments - None

4.0 BOE update with Superintendent Gonzalez – No update.

5.0 Financial Reports: Fiscal Year 2022-2023 Expenditures, Revenues, TIP/SIP, BOE non-lapsing account.

H. Wagner said the cyber policy has been deleted due to numerous requirements that the town does not have in place to complete the insurance application. Office manager, Bernard Dennler III is working with Novus to identify these requirements. M. Scott volunteered to work with the Office Manager and the Finance Director to pull the information needed together.

Revenue – H. Wagner said the town received \$142,000.00 that was not budgeted for from State Municipal Revenue sharing.

6.0 New Business

6.1 Consider and act on a calendar for regular Board of Finance meetings in 2023

M. Scott MOVED to adopt the calendar for the regular board of finance meetings 2023 as presented. P. Johnson SECONDED.

MOTION CARRIED 6:0

6.2 Consider and act on a calendar for budget meetings in 2023

*G. Lafontaine **MOVED** to adopt the calendar for budget meetings in 2023 as presented. M. Scott **SECONDED.***

MOTION CARRIED 6:0

M. Scott MOVED to add to the agenda: Consider and act on the budget letter to all departments, boards and commissions. D. Malozzi SECONDED.

MOTION CARRIED 6:0

6.3 Consider and act on the budget letter to all departments, boards and commissions

G. Lafontaine MOVED to accept the letter to adopt the letter as drafted. M. Scott SECONDED.

MOTION CARRIED 6:0

7.0 Subcommittees Update

7.1 Policies & Procedures

Discuss and act on Fund Balance Policy & Procedures

The Board discussed the percentage range of unassigned fund balance to keep in reserve and if a hard cap is needed. The Policy & Procedure subcommittee will work on additions and language to present to the Board at a future meeting.

7.2 Long Term Planning

M. Scott gave the report from the LTP Subcommittee meeting. She said the funds for tree removal were approved at the Town meeting on Monday night. The funding for the HVAC system at the Elementary School was not approved. The BOE is not confident they can get the information to apply for the State grant by early December. Difficulties getting bids has also been an issue. The committee will be reviewing the entire 5 year long term plan.

7.3 Audit – P. Johnson reported that a questionnaire was sent out for the post mortem review of the audit but has not received responses. M. Scott recommended that we hold off and wait for audit to be completed before anything moves forward. H. Wagner reported that audit is going well due to the ability to upload information to the auditors. G. Lafontaine said this could be a good time for all parties involved in the audit process to keep good notes and records for the audit review.

8.0 Other

L. Charron welcomed AJ Dunnack to the Board as an alternate to replace T. Tyler who resigned earlier this year. She asked all BOF members to email her with an alternate by name order should an alternate be needed due to their absence.

Alternate M. Nintean is on the Charter Commission Review board. He informed the Board that there will be a presentation on December 05, 2022 at 7:00pm in town hall regarding information concerning a possible new Town position being added.

9.0 Adjourn

L. Charron adjourned the meeting at 7:58 p.m. without objection.

Recording ends.

Respectfully submitted,
Laurie Bergeron, Recording Secretary
Diane Malozzi, Secretary, Board of Finance
November 17, 2022