

Bozrah Board of Finance Quarterly Meeting Minutes
Bozrah Town Hall, 1 River Road, Bozrah, CT 06334
September 17, 2018

1. **Call to Order / Attendance: Chairman Michael O'Connor called the Quarterly Meeting of the Bozrah Board of Finance (BOF) to order at 7:00 pm.**
 - a. **Members present:** Michael O'Connor, Michel Leask, Raymond Barber, Evan Gilman, Phil Lavallee, Annie Chambers
 - b. **Members absent:** None
 - c. **Others present:** Selectmen: Glenn Pianka (1st), Bill Ballinger (2nd), and Carl Zorn (3rd); Tax Collector, Nancy Renshaw; Town Treasurer, Diana Santo; Board of Education Chair, Jeanne Goulart; Sue Lyon, Ev Brown, Ron Leask
2. **Public Comment** – none
3. **Review and approve minutes from the 25 July 2018 Special Board of Finance meeting.**
 - a. **Motion 1: Ray Barber made a motion to amend the agenda to approve the minutes from the meeting on July 24, 2018 and July 25, 2018. Phil Lavallee seconded the motion. Motion passed unanimously.**
 - b. The following corrections to the July 24th minutes were identified: change Jake Carson to Jay Carson, change Shirley Moth to Shirley Marth, change John Wade to John Way, add appropriate titles to the Selectman.
 - c. **Motion 2: Annie Chambers made a motion to accept the minutes of the July 24th meeting as amended. Evan Gilman seconded the motion. Motion passed unanimously.**
 - d. The following corrections to the July 25th minutes were identified: Change Jeanne Goulart to Jeanne Caplet. Identify Selectmen, add Selectman titles and BOE Chair as required.
 - e. **Motion 3: Annie Chambers made a motion to accept the minutes of the July 25th meeting as amended. Phil Lavallee seconded the motion. Motion passed unanimously.**
4. **Report from the Treasurer**
 - a. The treasurer distributed reports including: Account Balances for July and August 2018, and Revenue and Expenses for 7/1/18 – 8/31/18.
 - b. Total amount paid to date on Roof Replacement Project is \$803,431.79.
 - c. Sue Lyon reported she spoke with the Director of Special Education Grants Management about the reimbursement time line. Reimbursement process needs minutes from a Board of Education meeting verifying that the project is complete. If these are received by October 1, 89% of the reimbursement funds will be received in October and the remaining reimbursement balance will be received in November. The required user accounts on the state portal have been created.
 - d. Ray Barber requested the Town Treasurer notify all members of the Board of Finance when the town receives the reimbursement.
 - e. A line item for the roof reimbursement needs to be added to the town revenue.
 - f. Tax Collection is reported as one deposit at this time.
5. **Report from the Tax Collector**

- a. Approximately \$3.5 million have been collected in current taxes; about \$2.6 million remain to be collected.
 - b. Upcoming Tax Sale on two properties: 223 Lake Road and 144 Bozrah Street. Payments toward overdue taxes on these properties will be accepted until September 29, 2018.
 - c. Solar City is on track for paying their taxes.
 - d. Some people received refunds from their banks (tax escrow) due to decrease in mill rate.
- 6. Discussion of Capital Expenditures (5-10 Year strategic planning)**
- a. Both the Board of Selectman and the Board of Education need to inform the Board of Finance about planned expenditures over the next 5 years.
 - b. Options for Optimus Pipe Line Repayment were discussed: borrow money/adjust mill rate?
 - c. There was a discussion on what expenses qualify as capital expenses. (Capital Expenses are expenses that exceed \$20,000. Consumable items are not a capital expense.)
 - d. Recommendations
 - i. Next year's capital expenditures needs to be lower than this year.
 - ii. All boards should work together to decide on capital projects.
 - iii. Put capital funds aside for future years to minimize impact on mill rate based on bond payments and revenue streams.
 - e. First Selectman, Glenn Pianka, distributed a booklet from Yankee Institute on Assessing Municipal Fiscal Health in CT. It was noted that the Yankee Institute is not state funded. A handout on Education Cost Sharing Formulas was also distributed by the first selectman.
 - f. In 1995, 42% of the Board of Education budget was funded by the state. Now the Town of Bozrah receives less than 20% from the state. We need a long-term plan for meeting expenditures and reducing reliance on state funding.
- 7. Report from Board of Education**
- a. 18/19 Budget Status
 - i. Dr. Welch sent August spreadsheet to Board of Finance Members.
 - ii. Projected deficit is around \$32,000. Most likely, freezing other accounts can cover it. Reason for deficit is possible unemployment claim, special education tuition and special education transportation.
 - b. 17/18 Budget Status
 - i. ED001 completed. Approximately \$7,000 was returned to the town.
 - ii. Window treatments were encumbered in June and finished today, September 17, 2018.
 - iii. There was a discussion about the window treatment procurement. It was stated that transfers between line items >\$20K need to be approved by the Board of Education. Going forward we need better communication.
- 8. Report from Board of Selectman**
- a. 18/19 Budget Status
 - i. Budget is on track regarding expenses.
 - ii. Guardrail replacement on Hough RD is \$1600 over budget. This covers guardrails between Bashon Hill and Fawn Place. Original quote was

missing 137 feet plus the \$1600. Town agreed to pay an additional \$2,000 for the missing footage. Total over budget is \$3600. First Selectman, Glenn Pianka, noted that overall cost is still a good price.

- iii. White truck (F550) will not make it through the year. It may not hold up through the winter. The first selectman intends to order a replacement. New money required is \$20-25K. Some money will be returned from the sale of the ambulance.
- b. \$130K returned from last year's budget.
- c. Security committee chaired by Mary Elizabeth Lang has met 6-7 times. They are putting together questions for interviewing other towns. They would like to meet sooner than December, if possible, regarding recommendations of committee or the audit.
- d. New investment group purchased Acorn Acres. They own multiple mobile home parks. The town needs a snapshot of what exists at that campground. Possible conflict with zoning laws. The tax revenue from Odetah is twice as much as the tax revenue from Acorn Acres. In 1992, it was decided that 45 sites were allowed year round at Acorn Acres. Court order goes with property not owner. Need to declare which sites are year round. Concern pertains to possible students from the campground. Year round sites are Bozrah residents.
- e. Review Optimus Tax Program
 - i. Contract for Water and Sewers activates July 1, 2019. Do we assess Optimus for the value of the property that is in place? Do we renegotiate which year we purchase water and sewer or will we need supplemental tax bills? Project is 8-9 months behind schedule.
 - ii. 600-foot piece is missing from Norwich Public Utilities water sewer project plan. Bozrah is being asked to contribute \$200K towards this 21 million dollar project. We need to work with Norwich Public Utilities going forward. The 2nd half of this project will become part of our capital expenditure budget.

9. Such other business as the board may vote to hear – none

10. Final Public Comment - Ev Brown commented on the discussion about improving communication between the School Board and other boards. She noted there have been significant transitions with a new Superintendent and new Board Chair.

11. Adjourn: Motion 4: Phil Lavalley made a motion to adjourn the meeting. Annie Chambers seconded the motion. Meeting was adjourned at 8:40 pm.

Respectfully submitted for the Board,

Michel Leask

BOF Secretary