

MINUTES
BOARD OF FINANCE – REGULAR MEETING
JUNE 08, 2021
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MINUTES – APPROVED 7-13-2021

In Person:

Board of Finance Attendance: John Grabowski-Chairman, Sharon Huxley, Sally Huyser, John Ford, and Catherine Erickson.

Absent: Lars Demander.

Also, in person attendance: First Selectman Paula Cofrancesco and Finance Director Tom Ellis, Superintendent of Schools Colleen Murray, Board of Education Chair Dr. Christopher Pittenger, and Emergency Management Director Rod White.

1. CALL TO ORDER

The Board of Finance Chairman John Grabowski called the Regular meeting to order at 7:03 p.m.

2. APPROVAL OF MINUTES

Chairman Grabowski called for a motion of approval of the Regular Meeting minutes of April 13, 2021. So moved by Member Huxley and seconded by Member Erickson. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

Chairman Grabowski called for a motion of approval of the Special Meeting minutes of April 14, 2021. So moved by Member Huyser and seconded by Member Huxley. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

Chairman Grabowski called for a motion of approval of the Special Meeting minutes of April 21, 2021. So moved by Member Huyser and seconded by Member Huxley. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

Chairman Grabowski called for a motion of approval of the Special Meeting minutes of April 28, 2021. So moved by Member Huyser and seconded by Member Huxley. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

Chairman Grabowski called for a motion of approval of the Budget Hearing Meeting minutes of May 12, 2021. So moved by Member Huyser and seconded by Member Huxley. The Board requested to include in the minutes about the technological difficulties experienced by the audience via zoom during the hybrid meeting. Member Huyser moved to table the minutes. Member Erickson seconded. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. TABLED**

Chairman Grabowski called for a motion of approval of the Special Meeting minutes of May 13, 2021. So moved by Member Huyser and seconded by Member Huxley. **Voting for: Ford, Huxley, Huyser, and Grabowski. Abstained: Erickson.**

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Chairman Grabowski called for a motion of approval of the Special Meeting minutes of May 26, 2021. So moved by Member Huyser and seconded by Member Huxley. The Board requested to also list Fran Doba Tax Collector as an attendee. **Voting for: Ford, Huxley, Huyser, and Erickson. Abstained: Grabowski.**

3. DISCUSSION AND POSSIBLE ACTION – Board of Education – 10-248a Non-lapsing Account

Board of Education Chair Dr. Christopher Pittenger and Superintendent of Schools Colleen Murray were present to request approval from the Board of Finance for the allocation of the two percent (2%) of the surplus from the 2020-2021 operating budget on the Non-Lapsing 10-248a for future educational purposes.

Motion: Member Huyser moved to authorize the Board of Education to allocate up to two percent of the 2020-2021 operating budget from unexpected funds to be deposited into the Non-lapsing Fund 10-248a account to be used for future educational purposes. Member Huxley seconded. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

4. DISCUSSION AND POSSIBLE ACTION – LOCIP Projects

Emergency Management Director Rod White was present to speak about two projects that qualify under LOCIP:

- 1) Ceiling Tiles – BVFD – Headquarters: The day room at the facility needs renovation and the project is estimated to be around \$13,500.00.
- 2) Fence Behind Town Hall – Replace bushes. It is not safe for when the children are on their breaks/or at recess. It will require fencing to avoid having the children running thru the bushes. The estimated cost for fencing is about \$13,000.00.

Motions: Member Huyser moved to approve the LOCIP funding up to \$13,500.00 for the ceiling tiles replacement at the BVFD headquarters. Member Erickson seconded. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

Member Huyser moved to approve the LOCIP funding up to \$13,000.00 for the fencing behind Town Hall for safety of the children. Member Erickson seconded. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

5. DISCUSSION AND POSSIBLE ACTION – Green Light Auto – Incentive Programs Application – Status

First Selectman Cofrancesco mentioned to the Board that Green Light Auto Sales had provided the Assessor's Office with the Personal Property Declaration to qualify for the tax abatement – Incentive Program Application to be effective with the grand list of October 1, 2021. Present at the meeting to provide clarification on the application was Town Assessor Betsy Quist. The Board considered and discussed the application.

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Motion: Member Huxley moved to approve a 30% (thirty percent) tax abatement on the personal and real estate property for three (3) years for Green Light Auto Sales, 9 Russell Road. Member Erickson seconded. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

At 8:00 p.m. Member Huyser excused herself from the meeting. This would be her last meeting as a member of the Board of Finance. First Selectman Cofrancesco proceeded to present Member Sally Huyser with a proclamation of recognition for her service as to the Town of Bethany and declared June 8th the “Sally Huyser Day.”

6. DISCUSSION AND POSSIBLE ACTION – CHAIRMAN REPORT

Discussion about the Amity field. No other budget info provided.

7. DISCUSSION AND POSSIBLE ACTION – SELECTMAN’S REPORT

- 1) Request of Funds from Contingency – Employment Agency Fee for Finance Director – Partnership Employment.

First Selectman Cofrancesco made a request for the amount of \$8,508.24 from contingency to cover the invoice from the contracting company Partnership Employment, from which the Finance Director was hired.

Motion: Member Huxley moved to allocate the amount of \$8,508.24 from contingency to the Finance Director Line for fiscal year 2021. Member Erickson seconded. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

First Selectman Cofrancesco gave a quick update on the status of repairs on the airport hangar. Damage repairs from the 2018 tornado were all completed. Now work was being done on the corrective items that existed prior to the tornado. Additional work was being done for electrical (exit signs, overhead lighting and electrical control for the two large garage doors) and outside grading and seeding of portions of the property. A sidewalk was put in on the east side of the building between the two doors. These final repairs will use up most, if not all, of the remaining STEAP money. Any remaining money will go back to the state on July 1st.

Member Erickson inquired about the hangar project and any money collected. First Selectman Cofrancesco noted that to her knowledge this project was overseen by a committee and not the Town. There is money in an account called Hangar Donations, but First Selectman Cofrancesco indicated that she is not sure why it is under the Town’s control. There would have to be follow up with any remaining committee members. Bricks were purchased by donations for future placement by the hangar and were previously being stored by a resident; but are currently stored by the Town.

8. DISCUSSION AND POSSIBLE ACTION – FINANCE DIRECTOR’S REPORT

Finance Director Tom Ellis presented the Board with the Final Audit Invoice and an ARPA update.

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Mr. Ellis requested Board approval to move money from contingency to pay the audit report invoice of \$11,856.25.

Motion: Member Huxley moved to approve the allocation of \$11,856.25 from contingency to the Audit line to cover the cost of the invoice. Member Erickson seconded. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

Mr. Ellis then provided the Board with a checklist of activities for the Finance Department staff to stay on track and in preparation for fiscal year 2021 audit.

Mr. Ellis also provided the Board with an update on ARPA (American Rescue Plan Act). A grant being allocated to local governments as a Corona Virus Local Fiscal Recovery Fund. Further details will be provided regarding the application processes and paperwork trackability.

9. ADDRESS CONTROL ISSUES

- 1) Discussion about using P.O. within the Edmunds system. The Board would like Bookkeeping to use P.O.s for better trackability.
- 2) Chairman Grabowski requested building files and a report on 765 Amity Road construction. Mr. Grabowski would like to understand why the building is having so many repair issues and requests for funding.

10. ADJOURNMENT

At 9:30 p.m. the Board of Finance Chairman Grabowski motioned to adjourn the Regular meeting. Member Erickson seconded. **Voting for: Ford, Huxley, Huyser, Grabowski, Erickson. Unanimous Approval**

Respectfully submitted,

Lina V. Frazer
Board of Finance Clerk