

MINUTES
BOARD OF FINANCE – REGULAR MEETING
November 9, 2021
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APPROVED AS AMENDED – 12-14-2021

In Person:

Board of Finance Attendance: John Ford, Sharon Huxley, Lars Demander, Catherine Erickson, and Kathleen Barone

Absent: John Grabowski

Also in attendance: First Selectman Paula Cofrancesco, Finance Director Tom Ellis, Facilities Director Rod White, and Town Counsel Vincent Marino

CALL TO ORDER

The Board of Finance Member John Ford called the Regular Meeting to order at 7:04 p.m.

1. APPROVAL OF MINUTES

The Board and those present addressed several typos and corrections to the October 12, 2021, meeting minutes. Member Huxley moved to accept the corrections of the October 12, 2021, minutes and Member Erickson seconded. **Voting for: Ford, Huxley, Demander, Erickson, and Barone. Unanimous Approval.**

The Board then voted to approve the amended Regular Meeting of the Board of Finance minutes for October 12, 2021. **Voting for: Ford, Huxley, Demander, Erickson, and Barone. Unanimous Approval.**

2. DISCUSSION AND POSSIBLE ACTION – CHAIRMAN’S REPORT.

Member Huxley presented the Board with documentation from Theresa Lumas, Director of Finance and Administration at Amity Regional School District No. 5, concerning the October 1, 2021, school census. The Board discussed the enrollment report and any possible budget implications for 2022-2023.

3. DISCUSSION AND POSSIBLE ACTION – FIRST SELECTMAN’S REPORT

First Selectman Cofrancesco updated the Board of the following items:

- a. 2022 Board of Finance Meeting Schedule: First Selectman Cofrancesco provided the Board with the 2022 meeting schedule, being the second Tuesday of every month.
- b. Titan Energy: First Selectman Cofrancesco informed the Board of a meeting between herself, Finance Director, Tom Ellis, Rod White and representatives from Titan Energy, regarding an energy assessment for the Town. Currently, there is no cost for the assessment and First Selectman Cofrancesco will bring the information from that meeting the Board of Selectmen for authorization to sign the agreement with Titan Energy for the assessment.

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- c. *Veteran’s Park Lodge ARPA Funds Request:* First Selectman Cofrancesco informed the Board of a critical issue with the four (4) HVCA units at Veteran’s Park Lodge. Currently, two (2) of the units have stopped working and the remaining two (2) are terminal and expected to fail. First Selectman Cofrancesco stressed to the Board the critical nature of the situation, particularly as winter approaches and asked the Board to waive the bid process in this instance. Rod White confirmed the cost for replacing all four (4) units will be approximately \$40,000-\$45,000 and indicated two can be replaced immediately. However, Mr. White also indicated that supply issues will impact the timeline for getting the remaining two (2) up to 24 weeks. Town Counsel Vincent Marino informed the Board, that according to the Connecticut General Statute 7-348 they would be able to approve a sum up to \$20,000.

MOTION:

- Member Huxley made a motion to appropriate a sum up to \$20,000 pursuant to 7-348 of the Connecticut General Statutes for the purpose of making an additional appropriation for the Veteran’s Park Department HVAC repair at its lodge to be paid for from ARPA funds, Member Erickson seconded. **Voting for: Ford, Huxley, Demander, Erickson, and Barone. Unanimous Approval.**
- d. *Technology Update:* First Selectman Cofrancesco informed the Board that Fran Doba is working with Q-Send to finalize the website. First Selectman Cofrancesco provided the Board with an email from Ms. Doba detailing the scope of the work and cost breakdown. The process is moving along and expected to be finished soon. Additionally, First Selectman Cofrancesco has reached out to contacts at the Bethany Community School and Amity Regional School to discuss possible options and ideas for technological support and upgrades. First Selectman Cofrancesco will also make a note to reach out to a representative from SCRCOG for information regarding their technology infrastructure.
- e. *Recycling Center Update:* First Selectman Cofrancesco provided an update to the Board regarding the expanded hours for the Bethany Recycling Center and the increase of a staff member from part-time to full-time. The new hours are, Wednesday, Friday, and Saturday, 7:30 a.m. to 4:00 p.m.; Tuesday, 7:30 a.m. to 12:00 p.m., and Thursday, 7:30 a.m. to 3:00 p.m. First Selectman Cofrancesco reported that there has been positive feedback associated with the expanded hours. Additionally, the Director of Public Works position remains opens.
- f. *Knollwood Road Well Update:* First Selectman Cofrancesco informed the Board that she had to authorize a payment of \$17,010.00 to resolve and finalize the outstanding issue concerning the well at 25 Knollwood Road. Town Counsel Vincent Marino confirmed the Town was legally obligated to pay this bill. The Board re-familiarized themselves with the scope of the project and discussed ways to move forward.

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MOTION:

- Member Erickson made a motion to ratify the expenditure of \$17,010.00 for the installation of a second well at 25 Knollwood Rd. to satisfy an existing legal obligation of the Town pursuant to a contract ordered by DEEP to be paid by contingency and seconded by Member Demander. **Voting for: Ford, Huxley, Demander, Erickson, and Barone. Unanimous Approval.**

- g. Airport Hangar Update: First Selectman Cofrancesco informed the Board that approximately 130 Airport refund letters were mailed on October 1, 2021. At this time, 65 refunds have been sent out and 12-15 bricks will be returned. First Selectman Cofrancesco reminded the Board that returned letters must be received by December 29, 2021, to be eligible for a refund. Additionally, First Selectman Cofrancesco mentioned they are still developing a plan for the best way to return the bricks.

4. DISCUSSION & POSSIBLE ACTION- FINANCE DIRECTOR’S REPORT

Finance Director Tom Ellis updated the Board on the following items

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- a. ARPA Update: Finance Director Tom Ellis updated the Board, that \$221,000 remains (not including the Board approval of the \$20,000 for the Veteran’s Park HVAC repairs during the meeting) and April 30, 2022, has been identified as the reporting requirement date. Director Ellis informed the Board he has developed a list for possible allocations of ARPA funds.

- b. Monthly Financials: Finance Director, Tom Ellis provided the Board with a detailed summary of the Town expenditures as of October 31, 2021. The Board discussed the specifics of the report, particularly relating to the line items, “Other Contracted Services” and “Road Resurfacing”. Mr. Ellis informed the Board that a payment for road surfacing has been made, and he will confirm if this payment includes all four (4) roads last done.

- c. FY 2023 Budget Calendar: Finance Director Tom Ellis provided the Board with a possible FY 23 Budget schedule. The Board discussed the dates and decided to compress the meeting schedule toward to beginning of the calendar year to ensure enough time for completion. The Board agreed to revisit the meeting schedule in early March and plan based on progress.

5. ADDRESS CONTROL ISSUES

- a. Audit Recommendations and Process Updates: Finance Director Ellis updated the Board that the focus continues to be working on wrapping up the June 30, 2021, fiscal year activities and will know in the two (2) weeks if the December 2021 deadline will be met. Mr. Ellis has been working to resolve the remaining action items and will continue to update the Board on the progress.

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6. ADJOURNMENT

- There being no further business, Member Huxley moved to adjourn the Regular Meeting at 8:57 p.m. and was seconded by Member Erickson. **Voting for: Ford, Huxley, Demander, Erickson, and Barone. Unanimous Approval.**

Respectfully submitted,



Laura Callery
Town Minutes Clerk