

ASHFORD BOARD OF FINANCE
SPECIAL MEETING
August 20, 2015

Members Present: Cathryn Silver-Smith (Chairperson), Susan Eastwood, Chuck Funk, Merrill Simpson, Judy Austin (alt.), Carl Pfalzgraf (alt.), Mike Zambo (Selectman and Ex-Officio), Francine Hodovan (Recording Secretary)

Guests: Cheryl Bowen (Town Treasurer), Wayne Fletcher (AVFD Chief), Angie De Santo

1. **Call to Order:** Chairperson Cathryn Silver-Smith called the Regular Meeting of the Ashford Board of Finance to order at 7:01 p.m.
2. **Seating of Alternates:** Ms. Austin was seated for Mr. Horn and Mr. Pfalzgraf was seated for Ms. Zaicek.
3. **Approve Minutes of Regular Meeting of June 22, 2015:**
MR. FUNK MOVED AND MR. PFALZGRAF SECONDED A MOTION TO ACCEPT THE MINUTES OF THE JUNE 22, 2015 BOF REGULAR BOF MEETING WITH THE FOLLOWING CORRECTIONS. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY EXCEPT FOR MS. EASTWOOD WHO ABSTAINED.
 - Under Guests: correct the spelling of Ms. De Santo's name.
 - Under 4. Communications:
 - Correct the spelling of Ms. De Santo's name
 - Change "Address Mr. Rupert's concern that BOE" to "Address Mr. Rupert's concern that the BOF"
 - Under 6a. Action: Approval of Taxes for Transfer to Suspense per CGD 12-165: change "TOTALLING" to "TOTALING"
 - Under 7. Committee Reports: the second statement should read "Ms. Zaicek sent a photo to Ms. Silver-Smith."

Mr. Simpson and Mr. Horn arrived at 7:08. Mr. Simpson was seated. Ms. Austin was unseated and Mr. Horn was seated.

4. **Hear From Public:** None.
5. **Communications:** None.
6. **New Business:**
 - a. **Selectman's Update:**
 - The Board of Selectmen recommends an additional appropriation of \$2,180.01 that was requested by the Windham Regional Transit District. (See Agenda item 2c.)
 - The Bebbington Lane bridge replacement project and the Ashford school phone and paging project have been completed and paid for
 - Ms. Laura Andert from Eastford has been hired as the new assistant in the Finance Office. The position is 16 hours per week
 - Ms. Sheila Grady from Ashford has been hired as the new Senior Program Coordinator. There were a total of 26 applicants for the position. Selection committee members were Mike Zambo, Linda Gagne, Jessica Miller and Gladys France
 - Ashford has applied to the OPM for a \$2,000 cemetery improvement grant
 - Town roads resurfaced this spring and summer were Nagy, Boston Hollow, Eastford, Frontage, Motel and half of Old Town Road. This equates to 6 miles and has exhausted nearly all of the FY 2015-2016 budget for roadwork
 - Ashford's Tax Assessor, Ms. Lynn Byberg has resigned effective September 18, 2015. Her position, which is full-time, is being advertised. Board members expressed appreciation for Ms. Byberg's fine work on behalf of the Town
 - New bids for a school bus have been received and forwarded to the Ashford BOE bus mechanic for review.
 - Possession of the new fire truck has been delayed until the end of September, 2015. The original delivery date was July 16. The delay will not impact safety
 - Ashford has received confirmation of the following grants:

- 5310A Federal Transportation Grant: approximately \$49,000 to fund 80% of the cost of a new bus to transport Ashford Seniors and Disabled Citizens. The Town expects to be able to purchase the bus by late spring or summer, 2016. The 16-passenger bus will accommodate 2 wheel chairs. A bus from WTRD can be used until the new bus is received
- Connecticut Green Bank (formerly the Clean Energy Finance and Investment Authority): \$13,500.00 for another energy efficient project. Selectman Zambo stated “We can all be proud of this accomplishment.” Ms. Eastwood clarified that the money is in lieu of the 3 KW of solar panels that the town earned through the efforts of the Clean Energy Task Force due to points earned from town residents supporting clean energy on their electric bills through the Clean Energy Options program or adding solar panels to their homes. Green Bank has listed 40 projects that are eligible to use this funding
- CIRMA (Connecticut Interlocal Risk Management Agency): \$5,116.00 in a member’s equity distribution
- The Lions’ Club: \$3,000 to the Recreation Department to fund camperships
- Historic Document Preservation grant: \$3,000 received by the Town Clerk’s office

b. Action: FYE 2015 Adjustments to Financial Expenditures:

The Treasurer noted that \$27,376.59 in revenues has been deferred into the 2015-2016 Capital Projects Fund for road work.

MR. PFALZGRAF MOVED AND MR. HORN SECONDED A MOTION TO ACCEPT THE FISCAL YEAR 2014-2015 DETAIL LINE ITEM BUDGET INCREASES AND DECREASES AS FOLLOWS. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

FISCAL YEAR 2014-2015 DETAIL LINE ITEM BUDGET INCREASES AND DECREASES (NET IMPACT ON BUDGET \$0)			
Increase Line Item			
110-11000-55513-000	Sel-Printing & Binding	\$7,000.00	Cost of printing and mailing The Citizen more than anticipated.
110-12300-54111-000	TnProp-CT Clean Energy	\$ 2,597.00	Not a budget item-grant funded
110-12500-54210-000	SrCtr-BUILDING REPAIRS	\$ 1,500.00	Unanticipated alarm and boiler repairs
110-31000-51560-000	PART-TIME SALARIES	\$ 3,000.00	Additional employees hired to alleviate heavy seasonal workload (SNOW!!!)
110-33000-56412-000	DPW-DIESEL FUEL	\$ 10,400.00	Additional fuel required due to unanticipated snowfall.
110-33000-56417-000	DPW-EQUIPMENT PARTS	\$ 5,000.00	Additional repairs and maintenance required due to extra amount of time on roads
110-63000-59620-000	Region 19	\$ 1.00	To offset rounding
		\$29,498.00	
Decrease Line Item			
110-11100-53422-000	BOS-LEGAL FEES	\$(11,000.00)	
110-11100-58209-000	BOS-LEGAL/ENGINEERING	\$ (3,000.00)	
110-34000-54214-000	WASTE RECYC DISP/HAULING	\$ (4,500.00)	
110-73000-55210-000	GENERAL LIABILITY	\$(10,998.00)	
		\$(29,498.00)	

c. Action – FY 2016 Supplemental Request from Windham Regional Transit District (WTRD) for \$2,180.01:

Discussion centered on WTRD management issues and the large amount paid by Ashford for relatively little use by its citizens. Selectman Zambo noted that several towns still believe that WTRD has not resolved their management issues, so he requested that he be given the authority to pay the supplemental \$2,180.01 WTRD has requested from Ashford for FY 2016 if/when all other towns decide to do so as well. Board members noted that Selectman Zambo should be able to use his discretion in order to do what is best for the town, and if the \$2,180.01 cannot be absorbed within the Town’s FY 2016 budget, the BOS can request the funds to make up for the shortfall at the end of the fiscal year.

d. FYE 2015 Ashford Town Audit:

Ms. Silver-Smith is awaiting the updated Financial Information Management Status Report from Ms. Barber showing actual completion dates for audit deliverables.

- Ms. Bowen noted that the Babcock Library does not use Quick Books and there has have been some difficulties with their books, both historically and currently. Board members noted that the new Library Director will need to address this issue and ensure that all books are kept in order going forward
- The BOE and the Town have reconciled to within \$5.00 for FY 2015-2016

- Ms. Bowen noted that response time from Ashford School to the Town Treasurer for some items has been slow. She is waiting for the school's Finance Director to provide her with the fixed assets list as of 06/30/2015

e. Uniform Chart of Accounts:

Both the School and Town Finance department have indicated that they will not convert to the UCOA at this time. Instead they send account information to Blum Shapiro, where it is mapped to the UCOA and sent to the State. The school made the decision not to change to UCOA accounting before the new finance director was hired, as they did not have the resources needed to put the change in place. On the Town side, Ms. Baker stated that the BMSI software upgrades are not ready yet but will include new health care and payroll options, ACA updates and CT tax updates as well as other upgrades. She also clarified that the current software does have an expanded (32-position) account key that can be used to upgrade to UCOA without losing account history, which is extremely important to maintain. Ms. Silver-Smith noted that the Town's accounting systems are the responsibility of the BOF, as stated in the Handbook for Connecticut Boards of Finance.

f. Ashford Financial Policies and Procedures Manual:

- Ms. Silver-Smith has requested a status update for this project from Ms. Barber who is currently on vacation. The current deadline for project completion is early fall 201. Ms. Baker noted that some delays were experienced while Ms. Baker ran the Treasurer's office without help for 3 months and the Land Use office was understaffed while the Administrative Assistant was away due to a family emergency
- Mr. Zambo will provide Ms. Silver-Smith the amount paid to-date for the project

Mr. Zambo excused himself at 8:30 p.m.

7. Committee Reports:

a. Annual Report:

Ms. Silver-Smith is recreating the document, which was lost during a hardware issue. She still has the original information available to work with. She noted that the report is taking considerably more time than anticipated.

b. Capital Improvements:

Discussion centered on who has access to the current plans and status of improvements reflected in the Capital Improvement Plan. Mr. Funk noted that the Capital Improvements Committee is only an advisory committee and, except for the AVFD, he does not receive plan or status updates on an ongoing basis. Board members noted that the BOS manages the approved Capital Improvements budget and the First Selectman has access to the most up-to-date information from all parties, including purchases, project start-end dates and delays, funding status and costs. It was also noted that the BOS and BOF have the authority to obtain any capital improvement information needed from Ashford School at any time.

While the BOF appreciates the work that Mr. Funk has done to facilitate the communications needed for the Town's capital improvement planning over the last few years, it recommends that First Selectman resume that role going forward. Mr. Funk will discuss this with Mike Zambo.

Mr. Horn excused himself at 8:40 p.m.

8. Agenda Items for Next Meeting:

- Annual Report
- Audit Status
- Financial Policies and Procedures

9. Remarks for the Good of the Board:

Mr. Pfalzgraf recommended that, whenever the BOF schedules a Special Meeting, the downstairs meeting room in the Town Office should be made available for the BOF to use and that any other group who has booked that room should be moved to another location.

10. Adjournment:

MR. PFALZGRAF MOVED AND MR. FUNK SECONDED A MOTION TO ADJOURN THE AUGUST 20, 2015 SPECIAL MEETING OF THE ASHFORD BOARD OF FINANCE. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

The Ashford Board of Finance Special Meeting adjourned at 8:48 p.m.

Respectfully submitted,

Cathryn Silver-Smith (for BOF Clerk)