

**ASHFORD BOARD OF FINANCE
REGULAR MEETING
Ashford Town Hall, Room 104
5 Town Hall Road, Ashford, CT 06278
June 9, 2016**

Present: Cathryn Silver-Smith (Chairperson), Judi Austin, Chuck Funk, Merrill Simpson, Gail Zaicek, Angie DeSanto (alt.), Carl Pfalzgraf (alt.), Mike Zambo (Selectman and Ex-Officio), Francine Hodovan (Recording Secretary).

1. **Call to Order:** Chairperson Cathryn Silver-Smith called the Regular Meeting of the Ashford Board of Finance to order at 7:00 p.m.
2. **Seating of Alternates:** Ms. DeSanto was seated for Ms. Eastwood.
3. **Approve Minutes of Special Meeting of May 12, 2016:**
MS. AUSTIN MOVED AND MR. FUNK SECONDED A MOTION TO APPROVE THE MINUTES OF THE MAY 12, 2016 SPECIAL MEETING OF THE ASHFORD BOARD OF FINANCE WITH THE FOLLOWING CORRECTIONS. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY EXCEPT FOR MS. AUSTIN AND MS. ZAICEK WHO ABSTAINED.

Under 7b, second motion, correct the spelling of Motion.

Under 7c, The first sentence should read, "The committee to research available financial systems for Ashford Schools and the Town Finance Office has visited two towns and reviewed two different systems."

4. **Hear From Public:** None.
5. **Communications:**
 - a. Communications between Ms. Silver-Smith, the Town and Auditor have centered around securing audit services for the FYE 2016 audit.
6. **Unfinished Business:** None.
7. **New Business:**
 - a. **Selectman's Update:**

With regard to Ashford School facility updates and repairs, the school is looking for individuals to participate in a needs assessment, project planning, vendor selection and grant writing. The results of the most recent energy audit will be incorporated into the assessment. There will be a meeting at Ashford School on Wednesday, June 15, 2016 at 4:30 p.m., with a walk around at 4:00 p.m. with a firm of architectural engineers that other towns have used. Ashford School has already met with 2 different firms regarding the updating of the tech space and building upgrades/requirements. So far, they have not been suitable for the school's needs, since costs and requirements of their contracts have been two big issues.
 - b. **Capital Project Transfers:**

Senior Center Roof Project

The low accepted bid on the Senior Center roof project was \$28,894. \$20,000 was originally budgeted for this project. The BOS is requesting that the \$8.894 left over from the following completed capital improvement purchases be reallocated to capital account #227-12500-54210-000 - Senior Center Roof:

 - 227-12500-58817-000 Senior Center Generator: \$3,925
 - 227-61000-57111-000 Capital Budget School Bus: \$4,969

MR. FUNK MOVED AND MS. ZAICEK SECONDED A MOTION TO TRANSFER \$3,925.00 FROM ACCOUNT # 227-12500-58817-000 (SENIOR CENTER GENERATOR), AND \$4,969.00 FROM ACCOUNT # 227-61000-57111-000 (CAPITAL BUDGET – SCHOOL BUS) TO ACCOUNT # 227-12500-54210-000 (SENIOR CENTER BUILDING REPAIRS) TO COMPLETE ROOF REPAIRS TO THE SENIOR CENTER. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

Connecticut Green Bank Projects: (Transfer from Undesignated Fund)

The Connecticut Green Bank project that consisted of split units being installed in the lower level Vault and Dog Pound and the exterior lighting upgrades for Knowlton Hall, Senior Housing and the Town Office Building had a total cost of \$20,045. Connecticut Green Bank has paid \$16,772.50. The BOS is requesting that \$3,272.50, which represents the Town's portion as stipulated in the grant, be transferred into capital account #227-12300-54113-010 – Lighting Upgrades.

MS. ZAICEK MOVED AND MR. FUNK SECONDED A MOTION TO TRANSFER \$3,272.50 FROM THE UNDESIGNATED FUND INTO THE 2015-2016 BUDGET FOR CAPITAL IMPROVEMENTS ACCOUNT # 227-12300-54113-010 – LIGHTING UPGRADES. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

Eversource Brush Mower: (Add to 2015-2016 Capital Budget)

Mr. Zambo will follow-up with the Town Finance Department clarify this transfer request.

Town Aid Road: (Transfer from Town Aid Road to DPW Road Resurfacing)

Mr. Zambo will follow-up with the Town Finance Department clarify this transfer.

c. FY 2015-2016 Audit:

Ms. Zaicek and Ms. Austin volunteered to manage the FYE 2016 Audit Kick-Off meeting and monitoring of the audit. The date of the Audit Kick-Off meeting will be set after the audit contract is signed.

d. Policies and Procedures Manual – Status Update:

Mr. Zambo has been in contact with Maureen Barber. The Town has not received any Policies and Procedures Manual artifacts to-date. Ms. Barber has stated that she is targeting the end of June to finish the Manual. She plans to attend the BOS meeting on June 20, 2016. Mr. Zambo invited BOF members to attend as well.

e. Financial System Proposal – Status Update:

The search committee has met with 3 different towns. Mr. Zambo noted that they work well as a team and are in agreement on what they would like to have. He reiterated that the grant of \$30,000 was reinstated for the project update, but the full amount is only available if both the Town and Ashford School convert to the state's Uniform Chart of Accounts. If only one makes the changeover, the grant will be reduced by half. The Town Finance Office is contacting OPM to get a better understanding of how the grant would be managed. BOF agreed that if the changeover is something that will be mandated later, and if the cost to do so is \$30,000 or more, then it is probably best to convert while the grant is available.

Mr. Burnham arrived at 7:35 p.m.

8. Review of FY 2015-2016 Revenues and Expenses:

Reports of revenues and expenses for FY 2015-2016 to-date were distributed. Members asked to review them during the next regular meeting.

9. Agenda Items for Next Meeting:

- Capital Project Transfers (Cheryl Baker, Mike Zambo)
- Revenues and Expenses
- Date for Audit Kick-Off meeting

10. Remarks for the Good of the Board:

Mr. Pfalzgraf requested that Ms. Silver-Smith contact Mr. Rupert, Chairman of the Ashford BOE to find out if they have contacted the Town of Chaplin about to see if Ashford School can absorb Chaplin's children.

11. Adjournment:

MS. DE SANTO MOVED AND MS. AUSTIN SECONDED A MOTION TO ADJOURN THE JUNE 9, 2016 REGULAR MEETING OF THE ASHFORD BOARD OF FINANCE. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

The Ashford Board of Finance Regular Meeting adjourned at 8:52 p.m.

Respectfully submitted,
Cathryn Silver-Smith (for BOF Clerk)