ASHFORD BOARD OF FINANCE
REGULAR MEETING
Ashford Town Hall, Room 104
5 Town Hall Road, Ashford, CT 06278
June 23, 2016

Present: Cathryn Silver-Smith (Chairperson), Susan Eastwood (Clerk), Judi Austin, Chuck Funk, Merrill Simpson, Gail Zaicek, Jesse Burnham (alt.), Angie DeSanto (alt.), Carl Pfalzgraf (alt.), Francine Hodovan (Recording Secretary).

Guests: Town of Ashford Finance Department: Cheryl Baker
Taxpayers: Joan Bowley, Kay Warren

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:** None.

3. **Approve Minutes of Regular Meeting of June 9, 2016:**
MR. FUNK MOVED AND MS. ZAICEK SECONDED A MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ASHFORD BOARD OF FINANCE FOR JUNE 9, 2016 AS WRITTEN. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY EXCEPT FOR MS. EASTWOOD WHO ABSTAINED.

It was also noted that minutes for the BOF Regular Meeting of May 12, 2016 should have reflected that meeting's location as Ashford Town Hall, Room 104.

MR. FUNK MOVED AND MS. ZAICEK SECONDED A MOTION TO ADD AGENDA ITEM 6. B. UNFINISHED CAPITAL PROJECT TRANSFERS - CT. GREEN BANK PROJECTS. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

4. **Hear From Public:**
Joan Bowley stated that FY 2014-2015 actuals reported in the final FY 2016-2017 budget package were different from those reported in the package for the Public Hearing on April 5, 2016. The FY 2014-2015 figures, which should have been audited actuals, should have been the same in all versions of the FY 2016-2017 budget. Board members agreed. Ms. Silver-Smith will follow up with the Finance department.

Ms. Baker stated that money should be taken from the Capital Non-Recurring (CNR) Fund, not the Undesignated Fund for all capital project transfers, pointing to the action taken by the Board on June 9 to transfer $3,272.50 from the Undesignated Fund to the 2015 Lighting Upgrades capital project.

5. **Communications:**
Selectman Zambo extended an invitation for Board members to attend the July 5 BOS Meeting, as Maureen Barber plans to present the draft version of the Financial Policies and Procedures manual. Ms. Silver-Smith communicated to Selectman Zambo that, that as agreed with the BOS prior to the initiation of the project, the BOF was to manage the project, and that Ms. Barber was supposed to provide the electronic version of the draft Financial Policies and Procedures manual to the BOF for review prior to its presentation at a 3-Board meeting to be hosted by the BOF. Ms. Silver-Smith will call a Special BOF Meeting for July 5 in the event that a quorum of BOF members attend the BOS Meeting.

Superintendent's Report from Dr. Longo dated June 23, 2015 regarding the Status of Ashford School Renovation and Capital Plan (attached).

The audit contract with MahoneySabol CPAs and Advisors has been extended to include the FY 2015-2016 audit. The total increase is $1,500 for the auditor to perform audit services Maureen

Barber provided previously. Ms. Baker noted that Ms. Silver-Smith had signed the wrong version of the contract and provided her with the correct version, which Ms. Silver-Smith signed during the meeting. Ms. Silver-Smith requested that Ms. Baker provide her and the Town Clerk with a copy of the signed contract for their records.

6. Unfinished Business:

MS. EASTWOOD MOVED AND MR. FUNK SECONDED A MOTION TO MOVE ITEM 6.B, UNFINISHED CAPITAL PROJECT TRANSFERS – CONNECTICUT GREEN BANK PROJECTS AHEAD OF ITEM 6.A, CAPITAL PROJECTS TRANSFERS ON THE AGENDA. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

b. Unfinished Capital Project Transfers - Connecticut Green Bank Projects:
Per Ms. Baker's recommendation that money should be taken from the Capital Non-Recurring (CNR) Fund, not the Undesignated Fund for all capital project transfers, the Board corrected their action of June 9, 2016, which transferred $3,272,50 from the Undesignated Fund to the 2015 Lighting Upgrades capital project.

MS. EASTWOOD MOVED AND MS. ZAICEK SECONDED A MOTION TO RESCIND THE SECOND MOTION UNDER ITEM 7.B, CAPITAL PROJECTS TRANSFERS IN BOARD OF FINANCE MINUTES DATED JUNE 9, 2016 TO TRANSFER $3,272.50 FROM THE UNDESIGNATED FUND INTO 2015 CAPITAL IMPROVEMENTS ACOUNTS 227-12300-54113-010 – LIGHTING UPGRADES. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

MS. ZAICEK MOVED AND MS. AUSTIN SECONDED A MOTION TO TRANSFER $3,272.50 FROM THE CAPITAL NON-RECURRING FUND INTO THE 2015-2016 BUDGET FOR CAPITAL IMPROVEMENTS ACCOUNT # 277-12300-54113-010 – LIGHTING UPGRADES. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

a. Capital Project Transfers:
Board members raised concerns about late communication from the BOS concerning:
- A capital payment not reflected in the approved Capital Improvement Plan (FY 2015-2016 Eversource Mower obligation)
- A capital project which required more funding than was listed in the Capital Improvement Plan (Senior Center Roof)

The Board also needs to be notified when a capital project completes so that it can be closed and any remaining project balance can be moved back into the CNR Fund or to other capital projects as needed.

Ms. Baker provided the current status of all capital project authorizations listed in Ashford FYE 2015 audit for the Board to use in determining which projects should be:
- Closed with balance moved to the CNR
- Closed with no impact to the CNR
- Left open as on-going

Projects Closed with Balance Moved to CNR: $6,253

MS. EASTWOOD MOVED AND MS. ZAICEK SECONDED A MOTION TO TRANSFER UNUSED FUNDS FROM THE FOLLOWING CLOSED PROJECTS TO THE CAPITAL NON-RECURRING FUND:

SCHOOL PARKING LOT REPAIRS:	**$ 4.00**
SCHOOL SAFETY UPGRADES 2013-2014):	**239.00**
SCHOOL BUS:	**2,644.00**
SCHOOL VAN REPLACEMENT:	**3,636.00**
FOR A TOTAL OF:	**$6,523.00**

THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

Projects Closed with No Impact to CNR:

MR. FUNK MOVED AND MS. AUSTIN SECONDED A MOTION TO CLOSE THE FOLLOWING COMPLETED CAPITAL IMPROVEMENTS PROJECTS:

ROAD REPAIRS – TURNPIKE ROAD
ROAD REPAIRS – HNATH ROAD
SCHOOL PARKING LOT REPAIRS
SCHOOL SAFETY UPGRADES
SCHOOL BUS
CROSSWALK
LEAD MINE BROOK RESTORATION
DPW TRUCK PURCHASE F-350 (2014)
SCHOOL VAN REPLACEMENT
BEBBINGTON LANE BRIDGE
SENIOR CENTER GENERATOR (2007)
ENERGY CONSERVATION PROJECTS – STREET LIGHTING AND HEATING
TREMKO HOUSE REPAIRS (2014-2015)

THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

Eversource Brush Mower – Correction to FY 2015-2016 Capital Improvement Plan: $30,760

This is for the first year (FY 2015-2016) cost of the 5-year lease to own contract, which will be fully reimbursed by Eversource. The item was inadvertently omitted from the Capital Improvements list submitted by the Capital Improvements Committee during the FY 2015-2016 budget cycle.

MR. FUNK MOVED AND MS. EASTWOOD SECONDED A MOTION TO APPROPRIATE $30,760 FROM THE CAPITAL IMPROVEMENT FUND TO PAY FOR THE FY 2015-2016 FIRST YEAR PAYMENT OF THE 5-YEAR EVERSOURCE MOWER CONTRACT. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

A notation needs to be made in the FY 2016-2017 Capital Improvements Budget indicating that the FY 2016-2017 payment will be for the second (not first) year of obligation.

Town Aid Road – Transfer for Road Resurfacing: $19,000

MS. AUSTIN MOVED AND MR. FUNK SECONDED A MOTION TO MOVE $19,000 FROM FUND 212 – TOWN AID ROAD INTO FUND 227 – CAPITAL PROJECTS FUND. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY.

7. New Business:

a. Selectman's Update:

Ms. Silver-Smith conveyed an invitation from Selectman Zambo for BOF members to attend the July 5, 2016 BOS meeting for a presentation of a draft of the Policies and Procedures Manual by Maureen Barber. Ms. Silver-Smith will call a special BOF meeting for that date if necessary.

b. Ashford School Renovations:

Ms. Silver-Smith attended a meeting at Ashford School, which included a walkthough of areas of the school currently being considered for renovation and a discussion of state requirements and resourcing options. Also in attendance were Selectman Zambo, Christine Abikoff, James Rupert (BOE Chair), Dr. James Longo (Superintendent), Donald Neel (School Business Manager), and Mike Soranno (Friar Associates).

It was noted that compliance with the Americans with Disabilities Act (ADA) will be a factor in obtaining state grants. The BOE will be enlisting Friar Associates to perform a full assessment of the schools needs and grant options. Ms. Silver-Smith stated that there was very good discussion, which included the need for a robust preventative maintenance plan.

The Selectmen will create a Building Committee to work with proposals for the necessary short-term and long-term upgrades and repairs. Ms. Eastwood stated that she appreciates the direction

that is being taken but she has some concerns about from a green energy perspective and what is being taken into account for the 10-year plan, i.e., white roof, HVAC and air quality issues, etc.

c. FY 2015-2016 Audit:
Ms. Silver-Smith will provide copies of the auditor services agreement to both Ms. Zaicek and Ms. Austin, who will lead this year's audit project. She will schedule the kick-off meeting as soon as she receives confirmation of the availability of all parties involved.

8. Review of FY 2015-2016 Revenues and Expenses:
There is still an approximately $85,000 available in the school's budget to be used by June 30, 2016, so there should have enough money to pay for the architecture assessment by Friar Associates, which is estimated at $9,500. It was noted that FY 2015-2016 Town and School funds need to be encumbered by no later than June 30th and be spent by no later than December 31, 2016 if it is expected to be used.

9. Agenda Items for Next Meeting:

- Actuals reflected on Budget Reports
- School Safety Upgrades
- Revaluations

Ms. De Santo left at 9:55 p.m.

10. Remarks for the Good of the Board: None.

11. Adjournment:
MS. ZAICEK MOVED AND MR. FUNK SECONDED A MOTION TO ADJOURN THE JUNE 23, 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 9:56 p.m.

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

Attachment: Status of Ashford School Renovation and Capital Plan – June 23, 2016

Ashford School

Board of Education Meeting

June 23, 2016

Superintendent's Report

Dr. Longo

Status of Ashford School Renovation and Capital Plan

For the past several months I have been working with the Gordian Group through Rockfall Construction, and a CRCOG (Capital Region Council of Governments) consultant firm, "SightLine", to gather information that would guide us through the process of carrying out pending projects.

My activities with these companies addressed four BOE projects:

- First was to acquire construction drawings and a cost estimate for the repurposing of the current tech space;
- Second was to get estimates for ceiling tiles and insulation in several classrooms and the media center;
- Third was to assess the status of the windows that we want to replace by checking them for asbestos, as well as getting a price for their replacement;
- Fourth, was to hire a group to conduct a long-term building maintenance and capital project plan that would act as the foundation for the work of a town-wide building committee that would manage school capital projects.

In the first case we received plans, and a price of $186,000 for the complete repurposing of the Tech Space; creating two classrooms, two small office/classroom spaces and one storage closet. These plans would serve us in proceeding with the project, or as a foundation for applying for state reimbursement of the project.

Second, we received an estimate for the ceiling tiles, and were advised that unless we re-designated the space through a change in curriculum or programming, that the ceiling project would not qualify for state reimbursement. This information has been valuable and will serve us in designing our proposals for the ceiling project.

Third, an examination and study of our windows was conducted. It was determined that they were insulated with asbestos and would have to be removed as part of an abatement process. They also have prepared prices for the project, which will be forthcoming.

The costs associated with all of the three projects handled by Rockfall Construction of the Gordian Group, was $4,800.

The fourth aspect of our work was to interview the SightLine consulting firm to see if they would be the appropriate team to guide us with our state applications and long-term planning. This interview was conducted in the First Selectman's office. After the interview, we felt that they were not the appropriate company and I was charged with pursuing another company. I had discussed this with Mr. Rupert and he suggested Friar Associates, an architectural consultant firm that had received high praise from towns that he had worked in. I called some of my colleagues and confirmed this recommendation, and we pursued a meeting with Mr. Michael Sorano, an architect and representative of the firm. We met and discussed our needs and the firm seemed like a good fit for us.

Following our first meeting on June 15th, we scheduled a second meeting for Wednesday June 22nd with Friar Associates, Mr. Zambo, Mrs. Silver-Smith, Mr. Rupert, Mr. Neel and me. At this meeting we discussed our projects, the possibility of submitting proposals to the state, and a plan for long-term capital planning for the school. We were all impressed with his grasp of our needs, understanding of state regulations, and ideas for the future. As a result of our meeting, I am recommending that we engage his firm to conduct an assessment of our entire building, reporting its condition and recommendations for long-term planning. Friar Associates would conduct this study and begin

immediately, completing it this summer at a cost of $9,500. The funds are available and I would like to enter into a contract with them immediately.

In the meantime, Mr. Zambo has indicated that he will begin to put a building committee together to analyze plans and manage capital projects for the school.

Other points to consider:

- State regulations would make it unlikely that we could proceed with a grant application by the June 30 deadline of this year
- Before we proceed with any of our major projects we should have a long-term plan that coordinates the projects efficiently.
- The school administration must put together plans that would help us qualify for a state grant funds under current regulations by connecting projects with program and curriculum changes.
- Curriculum and program changes that require building projects would be coordinated with tuition enrolled students from other communities.
- We have been seeking the formation of a town committee and this approach establishes one.
- This study and the work of a building committee would allow us to plan as many as ten years out.

This is a status report on the current situation. More information will follow. I anticipate meeting with Mr. Zambo in the near future to discuss the committee that he is forming to oversee long-term planning of school related capital projects.