

ASHFORD BOARD OF FINANCE
SPECIAL MEETING
Thursday, October 20, 2016
7:00 p.m.
Ashford Town Offices, Lower Level, Room 104
5 Town Hall Road, Ashford CT

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

Guests: Ashford Arts Council: Francine Hodovan, AVFD: Wayne Fletcher.

1. **Call to Order:** Chairperson Cathryn Silver-Smith called the Regular Meeting of the Ashford Board of Finance to order at 7:05 p.m.

2. **Seating of Alternates:** Mr. Burnham was seated for Ms. Zaicek, Ms. DeSanto was seated for Ms. Eastwood, and Mr. Pfalzgraf was seated for Mr. Simpson.

3. **Approve Minutes of the Regular Meeting of September 8, 2016:**

MR. FUNK MOVED AND MR. PFALZGRAF SECONDED A MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ASHFORD BOARD OF FINANCE ON SEPTEMBER 8, 2016 AS WRITTEN. THE MOTION PASSED WITH EVERYONE VOTING AFFIRMATIVELY EXCEPT FOR MS. AUSTIN AND MR. PFALZGRAF WHO ABSTAINED.

4. **Hear From Public:**

Ms. Hodovan gave some background on the Ashford Arts Council (AAC) and their work to bring the Arts to the Community. She noted that the project came out of discussions with the townspeople who participated in the Our Town Our Future (OTOF) meetings. She was subsequently appointed to the OTOF Committee to look at ways to improve our town and make it a destination for people. The AAC was born through those projects and will be holding their first event:

Holiday Artists Market
November 19, 2016
10:00 am - 4:00 pm
Knowlton Hall, Ashford

Eighteen vendors have already purchased space to show their art. There will also be some musicians, including the Girl Scouts who will be singing for attendees. The AAC would like to make this an annual event and build on it as time and funds permit.

5. **Communications:** None.

6. **Unfinished Business:** None.

7. **New Business:**

a. **Selectman's Update:**

- In addition to her duties as Senior Center Program Coordinator Sheila Grady has been appointed by the BOS Ashford's Agent for the Elderly. This adds one 6 hour day to her schedule
- The Town has received the new Senior bus
- The Town has received the new Bluebird school bus
- A meeting was held with the Commissioner of DEEP regarding the disposition of property located on Rte.44 owned by Cadlerock Properties
- Laura Andert has been appointed Deputy Treasurer by the Ashford Treasurer and affirmed by BOS
- Ashford has received another award from the Connecticut Green Bank for an energy-saving project
- Eversource has been contacted to see if they have any incentive money available to add to the \$5435 we have available
- Ashford employees have decided to switch Pension Plan advisors from Wells Fargo to New England Guild Wealth Advisors
- Mike met with representatives of ConnectiCare concerning health insurance. A 5 percent increase will be the starting point for this year's budget cycle

b. Clarification of “Disappearing Fund:”

During the Board’s June 23, 2016 meeting, two Board members heard the term “disappearing fund” used during discussion of FY 2016 year-end capital project transfers. There was also some confusion about “Fund 227” as Board members do not receive any monthly reports for that fund. Ms. Silver-Smith followed up with Ms. Baker who said that she did not recall using the term “disappearing fund” as there is no such thing, and that accounts that begin with the numbers “227” belong to the Capital Improvements Fund budget.

Mr. Funk also noted that during his research into this, he identified an error in the motion recorded in the June 23 minutes under Item 6.b., 3rd paragraph that contributed to the confusion. The motion reads: “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.” Accounts starting with “277” do not exist. The motion should have referred to “ACCOUNT # 227-12300-54113-010” instead.

Ms. Silver-Smith will contact Ms. Baker to request that Fund 227 Capital Improvements detail is included in expenditure and revenue reporting that the Finance Department produces monthly for Board review.

c. Financial Policies & Procedures Manual:

Ms. Silver-Smith shared a copy of the Town of Mansfield’s policies and procedures manual that may be a good model for Ashford. Selectman Zambo suggested that the Ashford Town and School finance offices review the Mansfield manual and present their recommendations for Ashford’s Financial Policies & Procedures Manual to the BOF.

d. Replacement of Town/School Accounting Systems:

Representatives from Town and School finance offices have visited 2 towns to review their systems and participated in a web-ex demonstration of another software package. They have drafted a Request for Proposal for review by the Ashford BOE and BOS. The group has not chosen a firm date for implementation but hopes to have the new system in place by January, 2018.

Regarding the Uniform Chart of Accounts (UCOA), it does not appear that Town or School favor changing their systems over from 16-digit accounts to 32-digit accounts. New Town and School charts of accounts along with methods/services to perform UCOA mappings required for state reporting will need to be established, as well as new business processes and reporting.

Board members noted that, as stated early in this process, Town and School need to use the same system/vendor software. Mr. Pfalzgraf anticipates that the state will soon make that a requirement as well.

e. FY 2015-2016 Audit:

Ms. Zaicek has reported that everything is going well and the audit is proceeding a bit ahead of schedule.

f. Ashford Financial Management Goals and Board of Finance Budget Policies – Capital Improvement Projects:

Ms. Silver-Smith distributed copies of current Financial Management Goals and Budget Policies to Board members and requested that they be reviewed and updated to reflect how capital improvement projects/purchases that arise during the fiscal year are to be brought forward for approval. Mr. Funk provided a copy of a capital request form from another town that can be used as a model for all capital improvement projects/purchases. Selectman Zambo will review the form and draft Ashford’s version. It was noted that all capital project/purchase requests should be vetted by the Ashford Capital Improvement Committee before being submitted to the BOF for funding.

Mssrs. Zambo and Fletcher left the meeting at 8:15 p.m.

8. Agenda Items for Next Meeting:

- Financial Management Goals/Budget Policies Update
- FY 2015-2016 Audit Report (draft)
- FY 2016-2017 BOF Budget Calendar
- 2017 BOF Regular Meeting Calendar

9. Remarks for the Good of the Board: Ms. DeSanto stated that it is good to be back.

10. Adjournment:

MR. PFALZGRAF MOVED AND MR. FUNK SECONDED A MOTION TO ADJOURN THE OCTOBER 20, 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 8:23 p.m.

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