

**ASHFORD BOARD OF FINANCE
REGULAR MEETING MINUTES
Thursday, December 13, 2018**

**7:00 p.m.
Ashford Municipal Office Building
Lower Level Meeting Room
5 Town Hall Road
Ashford, CT 06278**

Present:

Charles Funk (Chairman,), Judith Austin (Clerk), Garth Bean, Angela De Santo, (Alt.), Esther Jagodzinski, (Alt.), Carl Pfalzgraf, (Alt.), and Gail Zaicek

Guests:

Mike Zambo, Ashford Selectman, Cheryl Baker, Ashford Treasurer, Wayne C. Fletcher, Ashford Fire Dept., Lisa Dyer, Ashford School Business Manager, and Paul Varga

Call to Order:

Chairman Charles Funk called the meeting to order at 7:00 p.m.

Seating of Alternates:

Esther Jagodzinski was seated for Jessie Burnham and Carl Pfalzgraf for Merrill Simpson.

Communications:

The Chair announced receipt of two memos: one from the Ashford Volunteer Fire Dept. (AVFD) regarding a re-designation for a capital improvement project FY 2017-2018 Service 120 cab/chassis replacement and a second also from the AVFD's Wayne Fletcher noting the completion of the capital improvement project (FY 2018-2019) Lucas III device.

The Chair noted that Jessie Burnham volunteered to coordinate the annual report.

Approved Minutes of Regular Board of Finance Meeting November 8, 2018:

**CARL PFALZGRAF MOVED AND JUDITH AUSTIN SECONDED A MOTION TO
ACCEPT THE MINUTES OF THE ASHFORD BOARD OF FINANCE REGULAR
MEETING OF NOVEMBER 8, 2018. MOTION PASSED UNANIMOUSLY.**

Hear from Public:

Paul Varga passed out his letter dated 12/13/18 stating his concern re the vote at our last meeting dealing with section 6c of the Minutes, "Review Funding in CNR to Cover DPW Increased Pickup Truck Cost." He agreed that a member of the requesting entity should have been present to answer questions. He continued that the same thing had occurred at the Oct. 11th BOF meeting where the Board of Education did not have a representative present. He feels that items should be tabled by the BOF until proper representation is present to explain fully.

A discussion followed with Mr. Pfalzgraf agreeing, Mike Zambo offering reservations and the Chair stating that he and BOF do agree that a representative from the requesting group should be present to explain and answer any questions.

New Business:

Selectman's Update:

Mr. Zambo noted two changes in personnel: Linda Gagne, Tax Collector, has submitted a letter of resignation effective November 2019 and Kathryn (Kit) Eves has been hired as our Senior Center Director (he will confirm her exact title). She has previous experience as the director at several senior centers including South Windsor and Coventry.

As the Chair of the Capital Projects Committee, he and both Wayne Fletcher and Esther Jagodzinski are beginning to build their budget data for submission in January 2019.

He also announced that he is considering applying for two grants, one federal and one state, to help Ashford fund two projects: a playground and painting of the Ashford Academy building. He hopes that the upcoming budget year will be easier than the last.

AVFD for Capital Review Request by Project Re-designation:

This re-designation has already been approved by Selectman Zambo. The formal request by Wayne Fletcher, Chief AVFD, was handed out to attendees but had also been provided to members prior to the meeting. Mr. Fletcher explained in detail how with so many months passing between seeing what they needed at a given cost, a cab/chassis, and then actually being able to purchase it that the item was no longer available. Thus the AVFD had worked on the old truck by themselves getting it running. They would now like to use the previously approved and unspent \$15,000 and have it "re-designated as a communications improvement project." Not only will this equipment improve communications but it will also comply with Tolland County Mutual Aid Fire Service, Inc's requirements for radio equipment.

This requested equipment will provide "interior firefighters ...portable radio on new high band UHF channels,"... "installation of data antennas and IPAD's for the apparatus" that allows a person to see town building plans/layout, location of gas and electric utilities, water supply and hazardous materials data.

All systems have been priced out. They would like purchases and programming completed by July 1st. Their old radio systems will be given to the Ashford EMS crew.

There followed a discussion regarding having the initial request process redone to include this different request. Some felt strongly that proper forms should be filled out while others noted that it had already been approved by the Chair of the Capital Improvement Committee. The Treasurer noted how she could adjust her records to reflect the change without much trouble. She noted also that only certain lines in the 2017-2018 budget had been closed. She will be given formal notice to adjust the budget data.

The Chair reviewed how the Capital Improvement Advisory Committee works: 1. Request a Capital Improvement form from the Committee (i.e. the Selectman Zambo) / 2. Submit completed form to the Capital Improvement Advisory Board (i.e. Selectman Zambo) [Mr. Zambo noted that if a form was submitted to him with no documentation, incomplete or frivolous type information, he would not accept the form] / 3. Accepted forms are reviewed by the Committee.

The Capital Improvement forms are considered tools or budget building forms to help the Committee weigh proposals, per Carl Pfalzgraf. Mr. Fletcher will fill out the form but wants us to make sure that other groups follow the same procedure. Judith Austin noted that we might need to clarify what the form is for and how it is to be used.

ESTHER JAGODZINSKI MOVED AND CARL PFALZGRAF SECONDED THAT WE REALLOCATE \$15,000 IN THE FIRE DEPT. CAPITAL BUDGET FOR CAB/CHASSIS VEHICLE REPAIR TO FIRE DEPT. EQUIPMENT. IT PASSED UNANIMOUSLY.

Carl Pfalzgraf stated that he felt no policy was needed. More discussion followed.

Mike. Zambo left at 8:00 p.m.
Wayne Fletcher soon after.

Accept Auditors Report:

The Treasurer noted that pages 44-47 had been added to the reports that were provided to the members present.

JUDITH AUSTIN MOVED AND CARL PFALZGRAF SECONDED THAT WE ACCEPT THE AUDITORS REPORT 2017-2018. MOTION WAS APPROVED WITH ONE ABSTENTION.

Review the Board of Finance's piece of the 2019-2020 Town Budget Request:

The sheet showing the General Fund (110) Board of Finance financial data was provided to attendees. Several of the entries were explained by the Treasurer. The chart shows the total BOF budget for 2017-18, 2018-19 and actual audited figures for 2017-18 as well as expenditures already for 2018-2019 to 11/30/18. The BOF budget total for fiscal 2018-2019 is \$26,350.

Review FY 2019-2020 Budget Policies:

The two page document was provided to those members attending. Some of the discussion centered around page 2 no. 9. It was clarified by the Treasurer that line items within a department budget could be changed but that the total amount of that budget could not be changed.

JUDITH AUSTIN MOVED AND CARL PFALZGRAF SECONDED THAT WE ACCEPT THE ASHFORD BOARD OF FINANCE, BUDGET POLICIES FOR FISCAL YEAR 2019-2020 [PROVIDED BY THE TOWN TREASURER, CHERYL BAKER]. MOTION PASSED UNANIMOUSLY.

Review FY 2019-2020 Management Goals:

This document used to be referred to as "goals" but is now termed the Financial Management Policy. This three page policy was considered so detailed that the BOF decided to table the discussion and approval until our next meeting.

General Fund July 1 to November 30 Expenditures and Revenue Reports:

Several reports prepared by the Treasurer and dated 12/3/18 were provided to the attendees; they are titled: "Adjustments to Budgeted Expenditures" and cover each department/fund and provide a level 9 detail. For each entity there is: account number / account name / current year budgeted / adjustments / new working budget / current year expenditures / encumbrances / balance remaining.

One question asked was how many 501c3 not-for- profits in town ask the town for funds? The only 501c3 noted was the AVFD who operates the Fire Dept. but uses town owned trucks.

Please email Cheryl Baker, treasurer, if you have questions.

Agenda Items for the Next Meeting:

Review and accept Financial Management Policy for Fiscal Year 2019-2020

Next meeting is January 10, 2019

Remarks for the Good of the Board:

Gail Zaicek noted she is moving and will be writing a letter of resignation for the Town Clerk. Carl Pfalzgraf, as an alternate, could be moved into her position by the BOF, and the Selectmen will nominate an Alternate to fill Carl's seat. Gail expects to leave by the end of January; her term is up in November of 2019.

CARL PFALZGRAF MOVED AND GAIL ZAICEK SECONDED TO ADJOURN THE MEETING. MOTION PASSED UNANIMOUSLY.

Meeting ended at 8:45 p.m.

*Respectfully submitted by,
Valerie B. Oliver, Recording Secretary
12/16/18*