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Patrick S. O'Sullivan
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Board of Finance Regular Meeting

Town Hall Meeting Room
Monday, October 15, 2018 7:30 p.m.

(Unapproved)

Attendance

Board Members Present: Chairman Kevin Houlihan, Vice Chairman James Leahy, Kevin Moffett, Pat Romano, and P. J. Shanley

Board Members Absent: Joseph Nuzzo

Staff: John Cifarelli, Finance Director; Deborah Satonick, Recording Secretary

1. Call to Order

- Chairman Houlihan called the meeting to order at 7:34 p.m. The Board of Finance members introduced themselves on behalf of the OGAT audience.

2. Public Participation

- There was no public participation.

3. Approval of 2019 Board of Finance Meeting Schedule

- The Board members reviewed the 2019 Board of Finance meeting Schedule, noting that the new time for the 2019 meetings will be 7:00 p.m. There was some discussion regarding the January 28, 2019 meeting date and the All-Day Budget Workshop scheduled for Friday, February first. Mr. Cifarelli pointed out that he typically distributes the budget notebooks at the January meeting, prior to the Budget Workshop.
- Mr. Leahy asked Mr. Cifarelli if he could check the availability of the Orange Board of Education Conference Room for January twenty-second or twenty-third. Mr. Cifarelli also mentioned that the Town Hall Meeting Room is available on Monday, January fourteenth. It was agreed that the 2019 Board of Finance Meeting Schedule should be tabled until a date can be confirmed for the January 2019 meeting.

4. Discussion and Approval of Minutes – September 17, 2018

- The Board members reviewed the minutes and made corrections as deemed appropriate.

Ms. Romano made a motion to approve the amended September seventeenth, 2018 minutes, seconded by Mr. Moffett. All were in favor and the motion PASSED.

5. Amity Update & Vice Chairman's Report – Mr. Leahy

- Mr. Leahy reviewed the eight factors that have contributed to the AAA credit rating for the Town of Orange. He also highlighted the steps involved in the budget process.
- Mr. Leahy stated that the current Amity surplus for the three operating months of this fiscal year is \$553,162. The Amity surplus for the fiscal year 2018-2019 was \$3,245,859.
- The student enrollment at Amity was a topic of discussion. Mr. Leahy explained that the student enrollment on October first will be used to determine next year's budget and the corresponding member towns' contribution.
- Mr. Leahy discussed the Average Daily Membership Analysis for the Towns of Orange, Woodbridge, and Bethany. Based on the 2014 benchmark, the Town of Orange is favorable in Student per Teacher ratio. The DRG is 17.9, and the Town of Orange is 15.2. Mr. Leahy pointed out that historical data shows that the average class size in Orange was 20.6 and the DRG was 21.9. He noted that the Town of Guilford has smaller class size for the younger grades and then larger class sizes for the upper grades.
- Mr. Leahy discussed economic development in the Town of Orange, and presented a PowerPoint presentation that listed the top ten taxpayers in Orange. They include United Illuminating, CT Light & Power, Southern CT Gas Company, Fairfield Grand Reserve, and Lowes. He also discussed "Enhanced Value" and how this affects taxes and revenue.

6. Review Revenue and Expenditure Reports for Fiscal Year 2018-2019

Revenue

- Mr. Cifarelli pointed out that the Town is a little behind on tax collection when compared to last year at this same time.
- Mr. Leahy inquired about the Food Service Permits at 50.9%. Mr. Cifarelli believed that this was due to a change in billing cycle.
- Pool membership revenue is down at 20% compared to last year, at 80%. This may be due to the scheduled pool renovations.

- Mr. Leahy asked if Mr. Cifarelli could find out when the Amity refund will be made to the Town of Orange. Mr. Cifarelli indicated that the refund is usually after their audit. Lastly, it was noted that the Town should be receiving ECS money from the state.

Expenditures

- Mr. Cifarelli mentioned that the new vehicle ordered by the Fire Marshall cost \$3,500 more than anticipated and he may be coming before the Board of Finance for additional funds.
- Ms. Romano noted that the police department was on target for overtime and low on police uniforms.
- Mr. Cifarelli noted that the Town will be taking over the utilities for the Fire House buildings and will be looking for avenues for additional savings.

6. Adjournment

Mr. Shanley made a motion to adjourn the meeting at 8:25 p.m., seconded by Mr. Moffett. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick,
Recording Secretary