

2018 DEC 26 AM 8:59



Board of Finance Regular Meeting

Town Hall Meeting Room
Monday, December 17, 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; Audrey Geer, Assistant Finance Director; Deborah Satonick, Recording Secretary

1. Call to Order

- Chairman Houlihan called the meeting to order at 7:33 p.m. The Board of Finance members introduced themselves to 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. Mr. Cifarelli pointed out that the audit should be ready for the January meeting and the All-Day Budget Workshop is scheduled for Friday, February first.

Mr. Shanley made a motion to approve the 2019 Board of Finance meeting schedule, seconded by Ms. Romano. All were in favor and the motion PASSED.

4. Request for Additional Funds for Emergency Lights on the New Fire Marshal Vehicle

- Fire Marshal Tim Smith explained that the bid came back higher than his original estimates. In particular, the cost for the digitally encrypted radio doubled and the vehicle graphics were also slightly higher for the three vehicles. This digitally encrypted radio is a necessary update in order to communicate with the police department.
- Mr. Cifarelli suggested a transfer request in order to provide the needed funding for the Fire Marshall vehicle. It was noted that the Town has the opportunity to receive a portion of the radio equipment through Emergency Management grants, but it only covers 50% of specific radio equipment. Reimbursement by the State of Connecticut could take eighteen months or longer.

Mr. Leahy made a motion to transfer \$6,521.00 from line item 1-010-438-01-031-00 Renters Assistance to 1-010-742-02-120-00 Vehicles. Ms. Romano seconded the motion and all were in favor. The motion PASSED.

5. Discussion and Approval of October 15, 2018 Board of Finance Minutes

- The Board members reviewed the October fifteenth, 2018 Board of Finance minutes and made revisions as necessary.

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

6. Amity Update/Vice Chairman's Report

- As Mr. Nuzzo was absent, Mr. Leahy incorporated the Amity Update into his Vice Chairman's Report.
- Mr. Leahy encouraged Town residents to give monetary support to the Orange Police Union, noting that they are the first responders in the Town.
- Mr. Leahy spoke on the Amity Budget preparation, noting that Amity does not utilize a zero-based budget approach when preparing their budget. Their large surplus each year is included in their budget calculations for the following year's budget. To date, after five operating months, Amity has a current surplus of \$916,641.
- There was a lengthy discussion on the Amity Medical and Dental Account. Mr. Leahy found a discrepancy in the Budget for Claims line item. Chairman Houlihan commended Mr. Leahy for his dedication and tedious review of the Amity Budget for the past several years. Coupled with the support of the other Board of Finance members, Mr. Leahy's dedication in this role has led to a refund of some of Amity's surplus back to the Town of Orange.

- Mr. Leahy shared some data from The Connecticut Economic Digest, which was given to him by First Selectman Zeoli. The data shows that the Town of Orange is a very favorable economic place to reside.

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

Revenue

- Mr. Cifarelli reviewed the Revenue Report, noting that the Town received some unbudgeted revenue under Assessor, unbudgeted revenue in ACS, as well as a Municipal Grant under Treasurer. The Town also received the first payment of ECS from the State of CT.
- Mr. Cifarelli discussed the negative impact on revenue. The nursery school at High Plains has moved and there will be no further revenue in this line item. The pool revenue will also be down due to the locker room renovations in March.
- Mr. Cifarelli advised that taxes can be paid online with either a credit card or check. There is a \$2 charge to pay by check online, which is considerably less expensive than by credit card, which charges about 2%.

Expenditures

- The Board members reviewed the Expenditure Report. Mr. Cifarelli noted that the Town will be entering into new contracts for oil and electricity and he is expecting the same or better prices than last year. Gas and diesel accounts have been consolidated for the entire Town, and gas and electricity is billed to the individual buildings.
- The Personnel Committee has increased the Registrars salary and this increase will be reflected in the next Expenditure Report.
- Mr. Cifarelli discussed the new Information Technology Department and reviewed the expenditures within this department. They include the new Internet system, wiring for the new phone system, and converting from Optimum to fiber optics, which will result in a savings to the Town.
- Mr. Cifarelli reported that it cost over \$30k to repair the fields at Mary L. Tracy due to the parking for polling.

8. Discussion and Approval of the 2019-2020 Budget Workshop Schedule

- The Board members reviewed the time allocations for the different departments and made minor adjustments to the schedule. It was noted that the Grand List will not be ready for the Budget Workshop but should be available by the middle of February.

Mr. Leahy made a motion to approve the revised 2019-2020 Budget Workshop Schedule, seconded by Mr. Moffett. All were in favor and the motion PASSED.

10. Discussion and Approval of 2019-2020 Budget Hearing Date

- The Board members reviewed the budget calendar prepared by Mr. Leahy. Mr. Cifarelli advised that a motion was not required to approve the 2019-2020 Budget Hearing date.

11. Adjournment

Ms. Romano made a motion to adjourn the meeting at 9:08 p.m., seconded by Mr. Shanley. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick,
Recording Secretary