



# Town of Madison, CT

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## Board of Finance

Draft

Minutes of a regular meeting of the Board of Finance held on February 27, 2019, 7:30 p.m. at the Town Campus

Present: Jean Fitzgerald, Mark Casparino, Judith Friedman, Ken Kaminsky, Kevin Kranzler, Bennett Pudlin

Also present: Stacy Nobitz, Finance Director; Kristen Bartosic, Accountant; Captain Race, Police Department; MCTV

Ms. Fitzgerald called the meeting to order at 7:35 p.m.

### **REGULAR SESSION**

1. Pledge of Allegiance. The Board of Finance and members of the audience stood and recited the Pledge of Allegiance.
2. Approval of minutes – January 16, 2019. On motion made by Mr. Casparino, and seconded by Mr. Pudlin, the Board voted unanimously to approve the minutes of the regular meeting of January 16, 2019 as submitted.
3. Chairman's comments. There were no Chairman's comments.
4. Citizen and Finance member comments. There were no Citizen and Finance member comments.

### **NEW BUSINESS**

5. Discuss and take action to approve moving the second Budget Public Hearing and the Regular Meeting of the Board of Finance from Wednesday, April 10, 2019 to Monday, April 22, 2019 at Polson Middle School. A motion was made by Mr. Casparino, and seconded by Mr. Pudlin, to approve moving the second Budget Public Hearing and the Regular Meeting of the Board of Finance from Wednesday, April 10, 2019 to Monday, April 22, 2019 at Polson Middle School.

In discussion, Ms. Nobitz noted that this recommendation is being made to be able to simplify the absentee ballot process which has specific time guidelines that must be followed.

Mr. Kranzler requested that additional information be made available to the Board members regarding the need for this change before taking action. He recommended that a special meeting be held if necessary for action, after additional information has been provided.

After discussion, on motion made by Ms. Friedman, and seconded by Mr. Pudlin, the Board voted unanimously to table action on approving moving the second Budget Public Hearing and the Regular Meeting of the Board of Finance from Wednesday, April 10, 2019 to Monday, April 22, 2019 at Polson Middle School so the Board can receive additional information on this recommendation before taking action.

6. Discuss and take action to approve a Special Appropriation Request from the Risk Manager in the amount of \$25,000 to fund insurance increases due to separate coverage for the Rockland Preserve Bike Trail. A motion was made by Mr. Pudlin, and seconded by Mr. Casparino to approve a Special Appropriation Request from the Risk Manager in the amount of \$25,000 from Contingency to Account #1-100-8150-0000-52010830-00, General Insurance, to fund insurance increases due to separate coverage for the Rockland Preserve Bike Trail.

Ms. Nobitz noted that the Insurance budget was developed without the knowledge that CIRMA would require that the Town carve Rockland Preserve out of the LAP policy and that there would be a need to cover this location with a separate policy. This increase in the premium has resulted in a deficit of \$18,896 with additional endorsements expected to be billed on the policy between now and June 30, 2019. They are requesting a special appropriation of \$25,000 to cover this expected deficit.

After discussion, the Board voted on the motion made by Mr. Pudlin, and seconded by Mr. Casparino to approve a Special Appropriation Request from the Risk Manager in the amount of \$25,000 from Contingency to Account #1-100-8150-0000-52010830-00, General Insurance, to fund insurance increases due to separate coverage for the Rockland Preserve Bike Trail. The motion was unanimously approved.

Mrs. Fitzgerald requested that the agenda be modified to move Item #7 to following Item #11 on the agenda.

On motion made by Mr. Casparino, and seconded by Mr. Pudlin, the Board voted unanimously to amend the meeting agenda to move Item #7 to follow Item #11 on the agenda.

8. Discuss and take action to approve accepting a donation from the Strong Center Organization for the PA system upgrades in the amount of \$4,085.00. On motion made by Ms. Friedman, and seconded by Mr. Casparino, the Board voted unanimously to

accept a donation of \$4,085.00 from the Strong Center Organization for the PA system upgrades.

9. Discuss and take action to approve a funding request from the Facilities Department for the Police Department Future Planning Project to fund the preliminary design phase; the total amount requested is \$6,550.00 from the Planning Reserve Fund. A motion was made by Mr. Pudlin, and seconded by Mr. Casparino to approve the request from the Facilities Department for \$6,550.00 from the Planning Reserve Fund for the preliminary design for the Police Department Future Planning Project.

Captain Race advised that a proposal was received from John A. Matthews Architects for preliminary design and budget analysis services for the Madison Police Department Future Planning Project, which includes a locker room renovation, garage storage addition and an attic gym exercise room.

After discussion, the Board voted on the motion made by Mr. Pudlin, and seconded by Mr. Casparino to approve the request from the Facilities Department for \$6,550.00 from the Planning Reserve Fund for the preliminary design for the Police Department Future Planning Project. The motion was unanimously approved.

10. Discuss and take action to approve a Line Item Transfer request from the Facilities Department in the amount of \$6,874.56. On motion made by Mr. Casparino, and seconded by Mr. Kranzler, the Board voted unanimously to approve the request from the Facilities Department to transfer a total of \$6,874.56 from Account #1-100-2102-0000-1320-552-00, Overtime/Summer Help, Account ##1-100-2102-0000-5301-600-00, Communication/Telephone, and Account #1-100-2102-0000-6900-603-00, Supplies, to Account #1-100-2102-0000-1120-552-00, Salary- Office Staff to cover additional costs for the Facilities Department.

11. Discuss Budget Process. There was no discussion on the budget process.

7. Discuss and take action to approve releasing \$10,000 from the Planning Reserve to fund a contract with Colliers International to provide consultation services to provide project management/owner's representation support for the Community Center Study of the Academy School parcel. On motion made by Ms. Friedman, and seconded by Mr. Pudlin, the Board voted unanimously to table discussion and action to approve releasing \$10,000 from the Planning Reserve to fund a contract with Colliers International to provide consultation services to provide project management/owner's representation support for the Community Center Study of the Academy School parcel.

12. Review of Financials. There was no discussion on financial reports.

13. Citizen comments. There were no citizen comments.

14. Liaison Reports and Report from First Selectman. Ms. Friedman noted that she had met with representatives from the North Madison Fire Department regarding the auditing of their finances directed by the Town Charter. She understands that the majority of their funding is for equipment with very little for discretionary items so the audit would be very simple. She will put together a report of her meeting that she will make available to the Board members.

Mr. Kranzler commented that, while he believes it might be helpful to look at the audit requirement included in the Town Charter to further understand the intent, he still believes it is important to continue to provide this audit. The Town is audited so it makes sense to continue to audit any funds provided by the Town to provide a check and balance of all Town budgeted funds. Given the nature of the Town's funding for the Fire Department, a limited audit might be appropriate.

Mr. Pudlin recommended that the Town obtain input from the auditors on this item.

Ms. Friedman also reported on the Tri Board noting that they continue to meet on Wednesday mornings in an effort to meet their April 1st deadline to provide narrowed down feasible options to the full three Boards.

Mr. Pudlin noted that the last public meeting was sponsored by the Economic Development Commission. There was some confusion in the discussion regarding the lead-up costs, long term value costs, and cost avoidance issue benefits. Mr. Pudlin also noted that sustainability of the school system, with the downward trend in enrollment and the sustainability of the tax system as a whole were also topics of discussion. Messaging regarding this issue is very important and the Town needs to continue to do better with messaging and public communication.

Ms. Fitzgerald commented that there are a significant number of large projects including Town capital projects, school system projects and the Academy School. As the Chairman of the Board of Finance, she committed to the public the Board's intention is to look at all of the projects in totality, conduct a thorough review, provide the public with all available information, obtain input and move forward for a vote with one bonding package to make the impact predictable. The Board will watch the impact on taxes carefully and plan accordingly.

15. Adjourn. On motion made by Mr. Kaminsky, and seconded by Mr. Kranzler, the Board voted to adjourn the meeting at 8:00 p.m.

Terry Holland-Buckley  
Clerk