



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
www.ellington-ct.gov

BOARD OF FINANCE

JOHN P. RACHEK
Chairman

PEGGY BUSSE
DOUGLAS B. HARDING
DAVID J. OLENDER
BARRY C. PINTO
MICHAEL D. VARNEY

REGULAR MEETING OCTOBER 2, 2018 MINUTES

Members Present: J. Rachek-Chair, P. Busse, D. Harding, D. Olender, B. Pinto

Members Absent: M. Varney

Others Present: F. LaPlante-Acting Finance Officer, L. Spielman-First Selectman, Selectman J. Prichard, B. Greenleaf-Dir of Finance & Opers. (arr 8:30), T. Palshaw, J. Galeota.

Call to Order

Chairman John Rachek called the meeting to order at 8:00 pm.

Citizen's Forum (Non Agenda Items)

Jeremy Galeota, member of the WPCA asked the Board of Finance what their policy on borrowing and incurring debt was. He wants to learn what the Board does in these cases. He stated that the WPCA recently hired an engineering firm and that the first item on the agenda is to get a handle on the capital Improvements projects. One of the big ones is that the WPCA will have is to pay Ellington's share for the Vernon Treatment plant's upgrade. The funds used to pay for the capital improvements project come from the rates assessed. The WPCA needs to develop a better rate structure to fund future projects. He asked what the Town does for minimizing borrowing.

Mr. Rachek stated that the Board's goal is level spending. The Board looks at Capital Improvements, and operating budgets with the grand list and calculates the mill rate as close as possible to keep it steady. There are needs every year so that as debt comes off, new debt replaces it.

Approval of Minutes of September 4, 2018

MOVED (HARDING) SECONDED (PINTO) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 4, 2018 AS WRITTEN.

Additional Appropriations

Hall Memorial Library Roof Replacement \$180,000

Chairman Rachek stated that the Board of Selectmen approved the appropriation subject to the Board of Finance approval. Since that time the decision was made to go out to bid again. The Engineering Study needs to be part of the bid process. Ms. Busse asked who made the decision to go out to bid again and she was told the First Selectman. Mr. Olender stated that he was in agreement that the engineer report should be part of the bid process. The existing insulation should be looked at. The town needs to make sure the new roof qualifies for a 30 year warranty.

NO ACTION TAKEN.

Financial Statements

Felicia LaPlante passed out the financial statements. She stated that they have contracted with Dunbar Armored Services to deliver the deposits to the bank weekly for a cost of \$120/week. The RFP for the Emergency Services Study came back under budget and the Outside Snow Plowing bid is due back this Thursday.

Ms. Busse asked what makes up the encumbrance line item. Felicia stated that this is purchase orders for prior year's funds. She also asked what account the engineering funds come from for the Middle Road fields. Felicia will check into that and get back to her.

New Business

Salary Adjustment 2018-19

MOVED (BUSSE) SECONDED (HARDING) AND PASSED UNANIMOUSLY TO APPROVE THE TRANSFER OF \$67,585 FOR FY 2018-19 FROM ACCOUNT 1065 SALARY ADJUSTMENT TO VARIOUS TOWN DEPARTMENTS ACCOUNTS TO COVER THE COST OF SALARY INCREASES, AS SPECIFIED IN THE ATTACHED SALARY ADJUSTMENT SCHEDULE RECOMMENDED BY THE ACTING FINANCE OFFICER .

Old Business

BOE Unexpended Fund Account

A new draft agreement has been drawn up with the addition of item 6 as recommended last month by Mr. Harding. Mr. Greenleaf stated that the BOE has agreed upon the wording of the agreement and that they will formally designate the funds to the account and get the signatures on the agreement.

MOVED (HARDING) SECONDED (BUSSE) AND PASSED UNANIMOUSLY RESOLVED, THAT THE ELLINGTON BOARD OF FINANCE APPROVES THE OPERATING AGREEMENT AND PROCEDURES BETWEEN THE BOARD OF FINANCE AND THE BOARD OF EDUCATION OF THE TOWN OF ELLINGTON REGARDING AN UNEXPENDED FUNDS ACCOUNT IN THE FORM PRESENTED AND ATTACHED HERETO WHICH AGREEMENT IS MADE PURSUANT TO CONNECTICUT GENERAL STATUTE SECTION 10.248A.

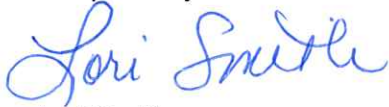
Liaison Reports

None

Adjournment

MOVED (OLENDER) SECONDED (HARDING) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:32 PM.

Respectfully submitted:



Lori Smith
Recording Secretary

V.I.L

Town of Ellington
 Town Charter Section 1009 (d) (1)- Expenditures and Accounting
 Transfers/Additional Appropriations from
 Salary Adjustment Account #1065
 Fiscal Year 2018-19

Approved Budget-\$68,089

Transfer From:
 1065 Salary Adjustment

	\$	67,585
TOTAL	\$	<u>67,585</u>

TRANSFERS TO:

110 Board of Selectmen	\$	8,463
130 Finance Officer	\$	9,554
131 Tax Assessor	\$	3,956
132 Tax Collector	\$	3,180
140 Town Clerk	\$	3,066
170 Town Planner	\$	4,500
330 Police	\$	1,130
350 Emergency Management	\$	1,614
360 Building Official	\$	3,440
391 Fire Marshal	\$	10,022
410 General Town Roads	\$	3,294
540 Parks & Recreation	\$	7,354
750 Human Services	\$	8,012

TOTAL	\$	<u>67,585</u>	\$	0
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Approved Board of Selectmen meeting-

OPERATING AGREEMENT AND PROCEDURES BETWEEN THE BOARD OF FINANCE AND THE BOARD OF EDUCATION OF THE TOWN OF ELLINGTON REGARDING AN UNEXPENDED FUNDS ACCOUNT

WHEREAS, the Ellington Board of Finance and Ellington Board of Education have voted to establish a non-lapsing Unexpended Education Funds account (the "Account"), in accordance with Chapter 10-248a of the Connecticut General Statutes; and,

WHEREAS, the two aforementioned Boards have agreed to establish the following procedures with respect to the Account:

1. The Board of Education may designate all or part of any operating surplus for a given fiscal year to be allocated to the Account, subject to the approval of the Board of Finance, and the allocation shall be recorded following the end of the fiscal year.
2. The amount of the allocation cannot exceed 1% of the Board of Education's total operating budget for that fiscal year.
3. The Account can be used for the expressed purpose of Special Education outside tuition and transportation expenditures associated with the same.
4. The Board of Education shall submit a formal request to the Board of Finance through the Town Finance Officer for any expenditure of funds from the Account. If the reason for the request is one of the stated purposes listed in item 3, the request shall be approved by the Board of Finance at its next regularly scheduled meeting following the date of receipt of the request, provided, however, that there are at least five (5) business days in between the date of receipt of the request and the date of the next regular Board of Finance meeting. In the event there are not at least five (5) business days intervening between the date of receipt of the request and the date of the next regular meeting of the Board of Finance, or in the event the Board of Finance shall require additional time to investigate the request to determine to its satisfaction that the request is for one of the stated purposes listed in item 3, the Board of Finance shall have the right to continue its review of the request for up to thirty (30) days following the date of receipt of the request.
5. The total accumulation of funds in the Account shall not exceed \$500,000.
6. In the event of a termination of the Account by the mutual consent of the Board of Finance and the Board of Education, any remaining funds in the Account shall be deposited into the Town of Ellington Undesignated Fund.

NOW, THEREFORE, this Operating Agreement shall remain in effect until such time that both aforementioned Boards agree to rescind or amend it, or until the Connecticut General Assembly repeals or revises C.G.S. Section 10-248a.

Approved by the Board of Education

Approved by the Board of Finance

Chair, Ellington Board of Education

Chair, Ellington Board of Finance

Date: _____

Date: _____

Witnessed: _____

Witnessed: _____

Date: _____

Date: _____