

DRAFT

**TOWN OF CANTERBURY
BOARD OF FINANCE**

**1 MUNICIPAL DRIVE
CANTEBURY, CT 06331**

**MINUTES
BOARD OF FINANCE
MEETING
June 14, 2017**

- I. **Call to Order** – Meeting called to order at 7:00 p.m. by Vice Chairman R. Sulich
- II. **Establishment of Quorum** –
Members present: R. Sulich, E. Chalfant, R. Droesch, R. Tuttle, P. Tracey
Members absent: L. Pecoraro
Alternates present: S. Pelletier, W. Chalfant
Alternates absent:

R. Sulich asked S. Pelletier to sit as a voting member for L. Pecoraro
- III. **Pledge of Allegiance**
- IV. **Additions and Corrections** - First Selectman R. Piper asked that Additional Appropriations for line Item 604 and 605 be added to the agenda. R. Sulich made a motion to add under New Business #1 Additional Appropriations to line item 604 and # 2 for Additional Appropriations line item 605. Second S. Pelletier. **Approved 6-0-0**
Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier
Yes Yes Yes Yes Yes Yes
- V. **Approval of Minutes** – E. Chalfant made a motion to approve minutes with corrections. Second S. Pelletier. **Approved 6-0-0**
Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier
Yes Yes Yes Yes Yes Yes
- VI. **Written Communications/ Correspondence** – R. Sulich said that the State of CT Fraud & Investigations Insurance Dept sent a letter asking that the board respond to the letter sent in March of 2017. The board agreed and authorized the Chairman to respond to the letter.
- VII. **Public Participation** – None
- VIII. **Old Business** –
1. Treasurer’s Report-
a. Budget to Actual-
b. Balance Sheet –
c. Capital and non-recurring fund -
d. BOE Balance Sheet -
e. Fire Dept. CIP Transfer Motion (3/8/2017 ref) review, discussion and revision – Treasurer C

Miller requested that the Board rescind their motion of 3/8/2017 because the board is only authorized to transfer up to 40,000. R. Sulich made a motion to rescind the motion made on March 8, 2017 CIP Reallocation Funds. Second P. Tracey. **Approved 6-0-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier
 Yes Yes Yes Yes Yes Yes

R. sulich made a mtion to add #7 under New Business Excess CIP Reallocated Funds Second R. Tuttle. **Approved 6-0-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier
 Yes Yes Yes Yes Yes Yes

IX. New Business –

1. Additional Appropriations Line item 604 – Fisrt Selectman R. Piper stated that an additional Appropriation in the amount of \$1000.00 dollars is needed to finish out the fiscal year. He said this was due to the switching of the system. R. Sulich made a motion to approved additional appropriations to Line Item 604 – telephones in the amount of \$1000.00 dollars. Second S. Pelletier. **Approved 6-0-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier
 Yes Yes Yes Yes Yes Yes

2. Additional Appropriations Line Item 606 – First Selectman R. Piper stated that this is for data processing and this is the 2nd request for additional appropriations and is also because of switching over to a new IT system. He said they know this needs to go to a town meeting since it is the 2nd request. R. Sulich made a motion to approved additional appropriations in the amount of \$2000.00 dollars for Line Item 605 – Data Processing. Second E. Chalfant. **Approved 6-0-0.**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier
 Yes Yes Yes Yes Yes Yes

3. 2017-2018 Budget Options discussion- The Board discussed the various options available to the town if no budget is adopted and passed by the town by June 30, 2017. Which would include short term loans, emergency spending freeze of 25% of the previous years approved budget. The Treasurer C. Miller explained what all entails. Town Clerk N. Ellston stated that at a recent meeting of Town Clerks is was suggested that the BOF recommend to the BOS to set a Bill Rate so the towns can start collecting revenue and this would diminish the need of short term loans. She said that they recommend the BOS also send a letter with the tax bills explaining to the citizens why the town has elected to do this and that the only bills that will go out is for homes and not vehicles. Then when a budget is adopted the second half of the years tax bills will be adjusted accordingly and the vehicle tax bills will be sent out at this time. R. Sulich made a motion to recommend that the BOS set a Bill rate equal to the mil rate of the current year with a letter explaining why this is being done. Second R. Droesch. **Approved 4-2-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier
 Yes Yes Yes Yes No No

S. Pelletier made a motion amend the 1st motion with a 1 mil increase to the Bill rate.

Second R. Tuttle. **Failed 2-4-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier

No No No No Yes Yes

- 4. Tax Collector – Suspense List – R. Droesch pointed out to the Tax Collector that the last line on the suspense list is on there twice. He asked if this was added into the total twice. N. Elliston said she did not believe so but she will check it. R. Droesch made a motion to approve the suspense list. Second R. Sulich. **Approved 6-0-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier

Yes Yes Yes Yes Yes Yes

- 5. Authorization for funding post 6/30/2017 – R. Droesch made a motion to allow the Town Treasurer to make necessary expenditures during the period of ninety days after the beginning of FY17/18, make necessary expenditures on proper warrants for purposes and in amounts not to exceed 20% of the adopted budget for FY 16/17. Second S. Pelletier. **Approved 6-0-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier

Yes Yes Yes Yes Yes Yes

R. Droesch made a motion to authorize the Town Treasurer to borrow upon the note or notes of the Town of Canterbury in the amount up to \$750,000.00 in anticipation of the receipt of tax collections. Second P. Tracey. **Approved 6-0-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier

Yes Yes Yes Yes Yes Yes

- 6. Meeting Schedule – R. Droesch made a motion to authorize the Chairman or Vice Chairman to meet with the Selectman to draft a letter to be included with the tax bills. Second S. Pelleier. **Approved 5-1-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier

No Yes Yes Yes Yes Yes

- 7. Excess CIP Reallocated Funds - R. Sulich made a motion to execute the project closures the BOF approved on March 8, 2017 to release the funds to the CIP undesignated fund balance in the amount of 64, 499.50. Second S. Pelletier. **Approved 6-0-0.**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier

Yes Yes Yes Yes Yes Yes

- IX. **Adjournment** – S. Pelletier made a motion to Adjourn. Second P. Tracey **Approved 6-0-0**

Vote: R. Sulich /P. Tracey/E. Chalfant/R. Droesch/R. Tuttle/S. Pelletier

Yes Yes Yes Yes Yes Yes

Respectfully Submitted,

Karen Sulich