

**DRAFT**  
**MONROE BOARD OF FINANCE**  
**Monroe, Connecticut**  
**Meeting Minutes**  
**January 20, 2016**

**Present:** Vice-Chairman John Ostaszewski  
Board Member Debra Dutches  
Board Member Ted Quinlan  
Board Member Christine Rigby

**Also present:** First Selectman Steve Vavrek  
Tax Collector Manny Cambra  
Finance Director Ron Bunovsky, Jr.  
Deputy Finance Director Heidi Meade  
Town Treasurer Debbie Heim

**Absent:** Chairman Michael Manjos  
Board Member Carl Ferraro

**CALL TO ORDER-**Vice-Chairman Ostaszewski called the meeting to order at 7:30 p.m.

**REVIEW OF MINUTES AND VOTING RECORD**

**Motion to Approve Meeting Minutes and Voting Record of December 16, 2015**

**Motion: (T. Quinlan)**

To approve the meeting minutes and voting record

**Second: (D. Dutches)**

Discussion: Board Member Quinlan asked if December 31<sup>st</sup> was an accurate date for the Financial Report to be completed; Mr. Bunovsky said that it should be ready for filing within the next week. Mr. Bunovsky rewrote the Management Discussion Analysis and it triggered some prior year adjustments that the prior auditors did not address; Board Member Dutches wanted it on the record that she was happy that the Board changed auditors.

**Motion passed 4 (Ostaszewski, Dutches, Rigby and Quinlan)-0**

**FIRST SELECTMAN'S COMMUNICATIONS-***First Selectman Vavrek* said that the Board members will receive the OPM Fiscal Report for 2010-2014 and it shows Monroe "in a good light." He continued that he has been working on the department wide budgets for the past few weeks; he noted that there are a lot of union contracts in this budget and that the average increase for Town employees over the past 6 years is 1.23%. *First Selectman Vavrek* continued that "we have to take care of our infrastructure." The Board of Education budget is currently 1.96% but he thought that could be reduced due to retirements and reductions in insurance. He added that this is one of the leanest budgets he has put out and they are trying to keep the Mill Rate as low as possible. *Board Member Dutches* asked if he would make adjustments to the Board of Education budget; he said that he would not make any adjustments to their budget, "I think some numbers need to be moved around and the Board of Education is aware of it." He said that any cuts would impact staff rather than programs. *First Selectman Vavrek* added that he has a lot of trust in the Superintendent, staff and elected officials. *First Selectman Vavrek* said that if there are additional retirements on the Board of Education side, they will be in the budget he presents.

**PUBLIC PARTICIPATION**-*Peter Delmastro*, 170 Bagburn Road, asked about the motor vehicle tax and that there might be an overage; *Mr. Cambra* said that it was higher than initially anticipated. *Mr. Bunovsky* said that it was his understanding from the State that they would make the town whole; *Mr. Cambra* and *Ms. Heim* did not agree. *Mr. Delmastro* asked if Wal-Mart was still coming; *First Selectman Vavrek* responded they are. *Board Member Quinlan* asked if Wal-Mart was receiving any tax breaks; *First Selectman Vavrek* said that they have not asked and he will not give a tax break. *Board Member Quinlan* asked about additional costs to the Town, the Police Department feels there is not a significant issue and they are fully staffed. *First Selectman Vavrek* said that in addition to Wal-Mart, there will be the shops at Victoria Square where the bus company is currently located. He added that he has been petitioning the state to re-do the 25/111 intersection up to Monroe Elementary area. There will be new timing with the lights which should alleviate the congestion at the merge near St. Stephen's Church. *Board Member Quinlan* asked if an impact study has been done on the Wal-Mart Super Store on existing businesses; *First Selectman Vavrek* said that some businesses will benefit and others may not; it depends on the strength of the local economy.

**EXECUTIVE SESSION**-There was no Executive Session at tonight's meeting.

**NEW BUSINESS**

**14-15 Transfer-BOE FY2015 Surplus**-*Mr. Bunovsky* said that the first transfer is for the Board of Education Surplus for 2015. The transfer is effective June 30, 2015; the auditors had no issue with the date.

**Motion to Approve the 2014-15 Transfer-Board of Education FY2015**

**Motion: (D. Dutches)**

BE IT RESOLVED THAT, in accordance with chapter VIII section 7(g) Town Charter the following transfer is approved:

Account Number	Account Description	To	From
2308-00-00000-0000-0000-0000-00000-xxxxx	BOE CAPITAL RESERVE SEC 10-248A	118,531.00	
1001-10-15125-0000-0999-0000-00000-xxxxx	GENERAL FUND TRANSFER OUT		118,531.00

Reason: 2014/2015

Transfer of BOE FY2015 Surplus to the BOE Capital Reserve Sec. 10-248a Fund

**Second: (T. Quinlan)**

Discussion: Board Member Quinlan asked for the balance of the account; the response was \$274,000 and that the \$118,531 was not reflected in that balance.

**Motion passed 4 (Ostaszewski, Dutches, Rigby and Quinlan)-0**

**15-16 Transfer-Land Use Group proposed Budget transfer**-*Mr. Bunovsky* said that the Transfer for the Land Use will not take place. *Mr. Schatzlein* requested utilizing a portion of the funds allocated to new unfilled Senior Planning and Zoning Administrator position to increase the hours of some of the part-time employees. *Mr. Bunovsky* said that the request had too many moving parts; *Board Member Quinlan* asked *Mr. Bunovsky* to convey to *Mr. Schatzlein* that the Board needed to see a head count and a matrix of the department.

**15-16 Transfer-Tax Collector approved by Town Council 1/11/16**-*Mr. Bunovsky* said that there was a transfer of \$8000 from Tax Collector-Office Expense to Tax Collector-Salaries PT. The transfer is required as the result of an illness sustained by the Deputy Tax Collector which required additional time from the part-time staff within the department. Town Council approved the transfer at the last meeting but *Mr. Bunovsky* wanted the Board of Finance to have the information.

**Tax Collector Old Credit Balances Recommendation**  
**Motion to Approve Tax Collector Old Credit Balances**

**Motion: (T. Quinlan)**

To approve the removal of old credit balances. Per Manny Cambra, “In accordance with Section 12-129 of the Connecticut General Statutes, I request permission to remove old credit balances for the 2011 Grand List. These balances are non-refundable, due to requests for refunds weren’t filed in the tax office prior to the three years from their due dates. The amount requested for the Grand Lists is \$9,732.84.”

**Second: (D. Dutches)**

Discussion: None

**Motion passed 4 (Ostaszewski, Dutches, Rigby and Quinlan)-0**

**OLD BUSINESS**

**Discussion of Chalk Hill-***First Selectman Vavrek* said that Chalk Hill is currently in a subcommittee of Town Council. Town Council has toured the building and the Town does have the total cost to run a school there. There are a few issues in the building to be addressed and there have been some people interested but no formal offers have been made. Parks and Recreation is working on several scenarios but it is going to Town Council, “there are viable options in that building and the numbers we have are true.” He added that it will never be a school again though it can be a teaching facility. *Vice-Chairman Ostaszewski* asked if there was a timeline for Town Council with their decision; *First Selectman Vavrek* said it should be before the budget. It was noted that mothballing the building for a year is not a viable option.

**FINANCIAL REPORTS**

*Board Member Dutches* said that typically the First Selectman approves increases for the classified service positions and asked if increases have been made this year to any of these individuals and if so, will the Board see the transfers. *First Selectman Vavrek* said that it will be done the exact same way as it has always been done. *Board Member Dutches* continued and asked if the Board could see the transfers; *Mr. Bunovsky* said that the transfers have not been made as yet. He added that the only salary increases that won’t be reflected in the budget are those still in negotiations.

*Board Member Dutches* asked about EnerNoc that appeared on the Audit Wrap-up Report. She said it was a Board of Education project many years ago that was presented by the then Superintendent and Business Manager and was approved by the Board of Education. She continued it was a program where the state could use the schools’ summertime energy when usage was lower. *Ms. Dutches* continued that she believes those funds (\$34,000) should go back to the 10-248 as it was a Board of Education program. *Mr. Bunovsky* said he did think there was any documentation. *Board Member Dutches* reiterated that there should be a discussion with the Board of Education. *Vice-Chairman Ostaszewski* asked about the \$150,000 encumbrance on the snow operating account; *Mr. Bunovsky* said that it was blanket purchase orders.

**Departments-**There was no discussion on departments at tonight’s meeting.

**EMS-**There is an outstanding encumbrance of \$447,000 which *Mr. Bunovsky* said was for the paramedics and daytime coverage.

**Parks and Recreation-***Board Member Dutches* asked about the program fee; *Mr. Bunovsky* said that it was a budgeted appropriation from Parks and Recreation that hasn’t been transferred as yet.

**Tax Department-***Mr. Cambra* said that \$450,000 was budgeted on Supplemental and it came in at \$769,000. There are issues with cars being billed incorrectly due to mistakes made by the Department of Motor Vehicles. There is also an adjustment of \$32,275 that was due to a technical error in the Assessors’ Office. *Mr. Cambra* continued the State Statute gives a flat mill rate; the town is above that

rate and the state has no provisions to make the town whole. *Mr. Cambra* projects that he will collect \$28,000,000 for January. He continued that the case with Gamin Properties has not been settled nor has the other property case. *Mr. Cambra* added, “in order to come in with a comfortable number, he was going to have to be as aggressive as he was last year in terms of personal property and people who have left the state with motor vehicle taxes due. The Audit Report shows that the Tax Department is in the middle of the road for collection rates; *Mr. Cambra* said that is by design. *Mr. Cambra* did not agree with the auditor’s recommendation to increase the collection rate to 98.75%.

**Treasurer’s Report-***Ms. Heim* said that they are putting money into the accounts.

**Fire Department-**None

**Board of Education-**None

*Board Member Dutches* asked if she could speak to the Board of Education regarding EnerNoc; it was noted that Mr. Bunovsky would contact the Board of Education.

**ADJOURNMENT**

**Motion to Adjourn at 8:45 p.m.**

**Motion: (T. Quinlan)**

Motion to adjourn

**Second: (C. Rigby)**

Discussion: None

**Motion passed 4 (Manjos, Dutches, Ferraro and Quinlan)-0**

Respectfully submitted,

Diane Behringer  
Board of Finance Clerk