

**DRAFT**  
**MONROE BOARD OF FINANCE**  
**Monroe, Connecticut**

**Meeting Minutes**  
**August 24, 2016**

**Present:** Chairman Michael Manjos  
Vice-Chairman John Ostaszewski  
Board Member Ted Quinlan  
Board Member Christine Rigby

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

**Absent:** Board Member Debra Dutches

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

**REVIEW OF MINUTES**

**REVIEW OF MINUTES AND VOTING RECORD**

**Motion to Approve the Meeting Minutes and Voting Record of June 28, 2016**

**Motion: (T. Quinlan)**

To approve the amended meeting minutes and voting record

**Second: (J. Ostaszewski)**

Discussion: None

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

**FIRST SELECTMAN'S COMMUNICATIONS**

*First Selectman Vavrek* asked the Board to consider finding funds to do a cost analysis on Chalk Hill as Town Council has requested one and to reinstate funding for the RYASAP program due to the trend of increasing addiction awareness. He continued that all the information on Chalk Hill can be found in the Google Docs he has provided.

**PUBLIC PARTICIPATION-** *Steve Kirsch* asked if the document was available for the public as he felt they should have an input on Chalk Hill. Currently, it is an internal document but the plan is to make it public. *Chairman Manjos* said that the only number they have been given was the number to demolish it from Fletcher Thompson; he said

that he will reach out to *Ken Kellogg* as he thought *Mr. Kellogg* may already have some of the numbers.

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

*Board Member Quinlan* asked about having a 6<sup>th</sup> Board of Finance member; *Chairman Manjos* said that they have received the resignation from former *Board Member Ferraro* and that *Board Member Rigby* has provided some potential candidates.

**NEW BUSINESS**

**Discussion on transfer of funds for Fire Department Study and Discussion on transfer request from within the Capital Reserve for a Wheelchair Van for the Senior Center**-*Chairman Manjos* said that the Fire Department Study has been vetted by Strategic Planning and the approximate cost is \$62,000. The proposal is to have the funds taken from the Capital Reserve. The Fire Department wants EMS to be incorporated into the study though EMS' concern was that the report needed to be done by someone with expertise on EMS. The Board determined that it would be wise to incorporate EMS into the Study. The Board also discussed funding the Town's portion (20%) of the Federal Transit Administration's Grant to purchase a wheelchair accessible vehicle.

**MOTION TO APPROVE**

Motion to Approve the following resolutions:

Request for approval of the following resolutions:

BE IT RESOLVED THAT, IN ACCORDANCE WITH the Policies & Procedures established by the Board of Finance for the Capital or Nonrecurring Expenditure Fund, the following transfers are approved:

Fire Department Study:

Account#	Account Title	To	From
2300-00-00000-0000-0000-00000-00000-134010	Capital Reserve Committed	\$62,000	
2300-00-00000-0000-0000-00000-00000-134999	Capital Reserve Assigned		\$62,000

Description: To fund a full comprehensive study of all Monroe Fire Departments and EMS.

Senior Center Wheelchair Van:

Account#	Account Title	To	From
2300-00-00000-0000-0000-00000-00000-134010	Capital Reserve Committed	\$13,000	
2300-00-00000-0000-0000-00000-00000-134999	Capital Reserve Assigned		\$13,000

Description: To fund the Town's portion (20%) of the Federal Transit Administration's Grant to purchase (1) new wheelchair accessible vehicle for the transportation of the elderly and/or persons with disabilities.

**To approve transfer of funds for Fire Department Study and Senior Center Wheelchair Van**

**Motion: (T. Quinlan)**

To approve transfer of funds

**Second: (C. Rigby)**

Discussion: None

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

**Resolution to amend the Capital Improvement Plan to change the scope and price of Wolfe Park Tennis Courts-***Chairman Manjos* said that the project cost will be covered by \$400,000 from LOCIP and \$150,000 from the Parks and Recreation Revenue Account. Because the Town will be using LOCIP funds, the Capital Improvement Plan will need to be amended. It was voted on by Town Council and will go to a Town Meeting after the Board of Finance approval. It was noted that one of the courts will be converted to a pickleball court.

**Motion to waive the reading of the full resolution**

**Motion: (J. Ostaszewski)**

To waive the reading

**Second: (M. Manjos)**

Discussion: None

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

**RESOLUTION TO BE ADOPTED BY THE BOARD OF FINANCE OF THE TOWN OF MONROE AMENDING THE CAPITAL IMPROVEMENT PLAN REGARDING THE AUTHORIZATION AND APPROPRIATION OF \$550,000 FOR THE WOLFE PARK TENNIS COURT PROJECT**

**WHEREAS**, the Board of Finance for the Town of Monroe has been apprised of the following factual situation:

That the Capital Improvement Plan for the Town of Monroe as it now exists contained a project regarding the construction, repair and/or maintenance of four tennis courts now located at Wolfe Parke in the Town of Monroe; and

**WHEREAS**, it is it intent of the Town of Monroe that the Capital Improvement Plan for the Town of Monroe (the "Town") be amended to authorize the Wolfe Park Tennis Court Project (the "Project") to include, but not be limited to the resurfacing, repair and construction work of all eight (8) tennis courts located at Wolfe Park and the conversion of one (1) of the existing tennis courts into a pickleball court, and the replacement of the fence surrounding all eight tennis courts; and

That the sum of \$550,000 be appropriated for the cost associated with the project which is to be funded as follows:

- (a) The sum of \$150,000 from the Town's Recreation Programs Fund (also known as the Parks & Recreation Contra Account), and
- (b) The sum of \$400,000 from the Local Capital Improvement Program (LOCIP) and

**WHEREAS**, the State of Connecticut has asked that the Capital Improvement Plan be amended to include all eight tennis courts as hereinbefore set forth and that said amendment be approved by the legislative body of the Town of Monroe.

**NOW THEREFORE, BE IT**

**RESOVED:** That the amendment of the Capital Improvement Plan of the Town of Monroe, in the form presented to this meeting, be and hereby is approved and adopted, together with such modifications as in the opinion of legal counsel for the Town are necessary or desirable to effectuate the intention thereof; and further

**RESOLVED:** That the First Selectman of the Town as set forth in the Town Charter is authorized and empowered for and on behalf of the Town to execute the amendment or to execute such other documents, and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution; and

**RESOLVED:** The sum of \$550,000 be appropriated for the cost of the Wolfe Park Tennis Court Project as amended. Such project to include, but not be limited, to the construction, resurfacing all eight (8) tennis courts, the conversion of one (1) of the existing tennis courts into a pickleball court and the replacement of the fence surrounding the tennis courts located at Wolfe Park in the Town of Monroe and all alterations, repairs, and improvements in connection therewith, that the money for said project is to be in the total sum of \$550,000 is to be appropriated from the Town's Recreation Programs Fund (also known as the Parks and Recreation Contra Account) and the sum of \$400,000 from the Local Capital Improvement Program (LOCIP); and

**RESOLVED:** That the Town reasonably expects to incur expenditures (the "Expenditures") in connection with a capital cost project of which a general functional description is provided above. The Town reasonably expects to reimburse itself for the cost of expenditures with the monies set forth in its' Recreation Programs Fund, as well as the monies from the Local Capital Improvement Project (LOCIP). The maximum total amount of such reimbursement is not expected to exceed \$550,000.

**APPROVED:** by the Board of Finance of the Town of Monroe this the 24<sup>th</sup> day of August, 2016.

**Motion to Approve Spending \$550,000 for the Wolfe Park Tennis Court Project with \$150,000 from Parks and Recreation and \$400,000 from LOCIP**

**Motion:** ((J. Ostaszewski)

To approve the Wolfe Park Tennis Court Project

**Second:** (C. Rigby)

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

**It was noted there will be a Town Meeting on September 12<sup>th</sup> at 7:30.**

**Audit Service Plan-to set appropriate expectations regarding the audit for FY2016-**  
*Mr. Bunovsky* said that the plan was a bit more concise than the engagement letter.  
*Chairman Manjos* needed to sign the plan though it did not require a vote from the Board.

## **OLD BUSINESS**

**Discussion on Chalk Hill-** *Chairman Manjos* reiterated that he will reach out to Mr. Kellogg regarding the numbers for Chalk Hill. He would like to see the numbers at the next meeting and forward them to Town Council.

**Discussion of Town Attorney and Process of Approving Legal Bills-***Chairman Manjos* said that this is an area that continues to need to be addressed.

**Discussion of Road Progress-***Mr. Nowacki* is due back on Monday; *Chairman Manjos* said he would like him to attend the next Board of Finance meeting.

## **REVIEW OF FINANCIAL REPORTS**

Health Insurance came in with an 18.5% increase. Anthem declined to bid, Aetna came in at a level of CIGNA or higher, and the Town is now looking at the State Plan which is considerably less. *Chairman Manjos* said that even though they built a 10% increase in the budget, the increase could cost the Town an additional \$120,000. The Health Insurance options will be reviewed in greater detail at the next meeting.

**Expense and Revenue Summaries-**There was no discussion at tonight's meeting.

**Tax Collector-***Mr. Cambra* said that he ended the Year about \$400,000 higher than he had initially projected. He cautioned the Board not to include the fees when they do the budget projections for next year as the majority of the fees do not stay with the Town. *Mr. Cambra* added that the Court applied the refund to next year and real estate was a bit lower than projected. He continued that they collected over \$3 million on August 1<sup>st</sup>. He provided the Board members with the reports with the updated format.

**Treasurer's Communications-** *Ms. Heim* provided the Board with the monthly report.

*Mr. Bunovsky* noted that the STIF interest rate increased slightly and they were able to negotiate slightly with Newtown Savings Bank on the Money Market account.

*Chairman Manjos* asked when they last looked at the Janney Montgomery account as he would like to periodically review it.

**Fire Department Quarterly Statement-**There was no discussion on the Fire Department at tonight's meeting.

## **BOARD OF EDUCATION CORRESPONDENCE**

There was no discussion at tonight's meeting.

The next Board of Finance meeting will be held on September 28, 2016.

**ADJOURNMENT**

**Motion to Adjourn at 8:30 p.m.**

**Motion: (T. Quinlan)**

Motion to adjourn

**Second: (M. Manjos)**

Discussion: None

**Motion passed 5 (Manjos, Ostaszewski, Dutches, Quinlan and Rigby)-0**

Respectfully submitted,

Diane Behringer  
Board of Finance Clerk