

**BOARD OF FINANCE
TOWN OFFICE BUILDING
40 OLD FARMS ROAD
WILLINGTON, CT 06279**

SPECIAL MEETING MINUTES

Thursday, May 31, 2018

7:00 PM

**Minutes are not official until approved at the next regular meeting*

Members Present:

Jim Bulick, Chairman
Peter Tanaka
Barry Wallett
Laurie Semprebon
Randy Belair
Fred Schoen – Alternate

Also Present: Donna Latincsics, Business Manager, Erika Wiecenski, First Selectwoman, Tish Ignatowicz, Treasurer, Lisa Madden, Tax Collector and residents.

Chairman Jim Bulick called the special meeting to order at 7:00 p.m.

SEATING OF ALTERNATES:

Peter Tanaka moved to seat Fred Schoen as a regular member in place of Vice Chairman Makuch.

Randy Belair seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, R. Belair) 0 No.

APPROVAL OF MINUTES:

Peter Tanaka moved to accept the budget appropriation meeting minutes of March 22, 2018 as written.

Barry Wallett seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, R. Belair, F. Schoen) 0 No.

Peter Tanaka moved to accept the public hearing minutes of April 4, 2018 as written.

Laurie Semprebon seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, R. Belair, F. Schoen) 0 No.

Laurie Semprebon moved to accept the budget meeting minutes of April 4, 2018 as written.

Peter Tanaka seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, F. Schoen) 0 No, 1 Abstain (R. Belair).

Peter Tanaka moved to accept the special meeting minutes of May 7, 2018 as written.

Randy Belair seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, R. Belair, F. Schoen) 0 No.

PRESENT TO SPEAK:

First Selectwoman Wiecenski thanked the Board for working so quickly on the May 7, 2018 meeting as the Board of Education (BOE) was on a tight schedule regarding the underground oil tank at Hall Memorial School (HMS).

NEW BUSINESS:

Revenue and Suspense List Review

Lisa Madden, Tax Collector addressed the Board regarding the suspense list, and stated that under State Statute 12-165 the Tax Collector makes recommendations to the Board of Finance (BOF) accounts to be transferred from an active account to suspense. Lisa explained that those accounts are deemed uncollectible; however, the account goes to a collection agency or it just sits there depending on the reason that it is uncollectible (deceased, unable to locate, moved out of state, prior suspense, bankruptcy, out of business or nonsalable property). This suspense list has varied between \$15,000.00 and \$16,000.00 for the past three years. She also saves on postage because she does not send out monthly statements once the account is on this list. There are 115 accounts totaling \$15,823.46. Lisa stated that this doesn't mean that they don't collect on these accounts; they are just moved from an active account to a suspense account. After 15 years, the accounts will come off the suspense list figuring that they won't be collected upon.

Laurie Semprebon moved to accept the suspense list as presented by Tax Collector Lisa Madden.

Peter Tanaka seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, R. Belair, F. Schoen) 0 No.

Review of the Latest Revenue Forecast, All Sources

Tish Ignatowicz, Treasurer stated that back in March, she presented to this Board what the State was telling the Town at that time the State thought they were going to give the Town in revenue (\$3,618,267.00). On May 9th the General Assembly met and adjusted what they had originally said and have now proposed that the Town will be getting \$3,923,976.00; which is \$305,709.00 in the Town's favor. Tish doesn't believe that the Town will actually get the higher figure; therefore, she suggests that the Town use a figure somewhere between those two other figures which would be \$3,724,691.00. One of the reasons she is suggesting this, is if the Town takes the \$3,724,691.00 figure and they do not use any of the fund balance, they can still keep the mil rate at 30.09. If they plugged in the amount that the State said they would give them on May 9th, the mil rate would go down. This concerns Tish because if the State came back in the middle of the year with ECS money and said the Town wouldn't be getting it all (which they have done for the past few years), the Town would not be collecting enough money to cover expenses. Tish explained a sheet that she had handed out which has the summary of the revenue, and she stated that using a zero dollar applied fund balance the mil rate would stay the same at 30.09 with the expenses that were approved and using the suggested middle figure

discussed earlier (\$3,724,691.00). Tish stated that using the figure given to the Town on May 9th (3,923,976.00) the mil rate would go down .46 mils to 29.63 keeping the zero applied fund balance. She doesn't see a need at this point to use the fund balance and still keep the mil rate at 30.09. A short discussion was had on the money the State said they would give the Town with a general consensus that keeping with the middle figure (\$3,724,691.00) was best. Tish stated that the Town would know by next March when they do the next revenue projection and could discuss changing the mil rate then. She also stated that it is a reevaluation year and the Town will probably see some changes in revenue with that and if needed, the fund balance could be used next year. A discussion was had on the overages from the Tax Collector, how the taxes are calculated for the Town, the general fund, the fund balance, etc.

Laurie Semprebon moved to set the mil rate at 30.09.

Peter Tanaka seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, R. Belair, F. Schoen) 0 No.

Year-end Transfers

Donna Latinsics handed out a list of suggested motions for transfers for fiscal year 2017-2018. She explained the reason for the first transfer is that the money won't be carried over so it needs to be transferred from a capital expenditure to a capital project.

Peter Tanaka moved to transfer \$13,526.00 from line item 0930 Capital Expenditures – 2018 Reval to line item 0503, Capital Projects – 2018 Reval.

Laurie Semprebon seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, R. Belair, F. Schoen) 0 No.

Donna then explained the reason for the second set of transfers is because per State Statute no department in the budget can be overspent and there are four departments that will be overspent. They are as follows: Eastern Highlands Health District for \$45.00, Unemployment for \$765.00, Insurance for \$306.00 and Debt Services for \$8,442.00 (due to two lease payments in the same year and had only budgeted for one). She would like to transfer the money from Employee Insurances (because there is a surplus in there for a worst case scenario which didn't happen) to these departments.

Peter Tanaka moved to transfer \$9,558.00 from line item 0831 Employee Insurance to the following line items: \$45.00 to line item 0233 Public Safety and Welfare, \$765.00 to line item 0821 Unemployment, \$306.00 to line item 851 Insurance and \$8442.00 to line item 0910 Dept. Services.

Laurie Semprebon seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, R. Belair, F. Schoen) 0 No.

Search for new Board of Finance Recording Secretary

Chairman Bulick asked if anyone knew of any Recording Secretaries that might be interested in working for the BOF. First Selectwoman Wiczenski stated that Robin Campbell had put it on the website and shared it around the Town Office Building but they haven't heard anything back on that. Chairman Bulick stated that Selectman Blessington had stated that he had a "young prospect".

OLD BUSINESS:

There is no Old Business.

CORRESPONDENCE:

Chairman Bulick mentioned that the Board received an email from Superintendent Jacoby regarding the promotion of Principal Stevens to Superintendent.

GOOD AND WELFARE:

Chairman Bulick mentioned that by now all board members should be aware that Deb Lewis is no longer the Recording Secretary and they are looking for a new Recording Secretary.

Laurie Semprebon thanked Tish Ignatowicz for doing all the legwork on the different scenarios for the State money and Chairman Bulick also thanked Tish.

Randy Belair asked about the status of the computer systems at the TOB. First Selectwoman Wiecenski stated that the Land Use computers were infected with ransomware as a result of opening an email that appeared to be an employment application (they were accepting email employment applications at the time for a position in the Land Use Department) and it has since been resolved. First Selectwoman Wiecenski feels that the computers were down for an extraordinary time and they are looking into that so that it doesn't happen again. First Selectwoman Wiecenski stated that they are looking into different IT companies and the current IT service which the TOB shares with the Board of Education (BOE) is aware of that. Randy asked if the current IT Company had any suggestions of what could be done in the future to prevent what had happened and First Selectwoman Wiecenski stated that they are meeting with the company on Tuesday which is a regularly scheduled meeting.

Peter Tanaka moved to adjourn the meeting at 7:30 p.m.

Barry Wallett seconded the motion.

Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, L. Semprebon, R. Belair, F. Schoen) 0 No.

Respectfully submitted,

Eileen Smith

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Recording Secretary