

## **SUBJECT TO APPROVAL**

**MEETING DATE:** MONDAY, MARCH 21, 2016  
6:30 P.M.

**MEETING PLACE:** JAMES MADISON ROOM (ROOM A) - TOWN CAMPUS

### **BOARD OF SELECTMEN SPECIAL MEETING MINUTES**

#### **Special Session**

Acting First Selectman Hale called the Special Meeting of the Board of Selectmen of to order at 6:30 p.m. and led the Pledge of Allegiance.

Present were First Selectman Thomas Banisch (via phone), Selectman Goldberg, Selectman Hale, and Selectman Wilson, as well as, Board of Finance Chair Joe MacDougald (via phone), CIP Chairwoman, Jean Fitzgerald, Finance Director, Stacy Nobitz, Director of Public Work, Mike Ott and Finance Accountant, Kristen Bartosic.

Not present was Selectwoman Joan Walker.

1. Discuss and Take Action to approve a Special Appropriation, requested to the Board of Selectmen by the Board of Finance, in the amount of \$636,000, from the undesignated fund balance to the Capital Improvement Program. \$618,000 to be transferred to the Capital and Non-Recurring Expenditure Capital Project Fund and \$18,000 to be transferred to the Major Roads Capital Project Fund.

**DISCUSSION:** First Selectman Banisch stated that when the CIP process first started, he was cautious about moving too quickly. He therefore made adjustments that he felt were reasonable, since this was the first year of the CIP process. More importantly was that when the budget process started, First Selectman Banisch stated that he was committed to delivering a responsible budget that minimized spending and tax increases for next year. Changes were suggested that reflected this mission. He stated that he also wanted to change the conversation in town government regarding the annual budget process and although he was disappointed that the Board of Finance did not approve the Board of Selectmen's recommended budget, he was happy to see that the Board of Finance has now approached budget changes in the spirit that First Selectman Banisch originally intended. This original intent was to allocate tax payer dollars that have been collected already into identified projects, and not to hold these funds in the reserve and use new tax dollars to fund projects.

Selectman Goldberg questioned if First Selectman Banisch was in favor of the stated motion and First Selectman Banisch responded that he would vote with the rest of the board.

Selectman Wilson stated that he had questions for Finance Director, Stacy Nobitz. He asked her if the CIP Committee recommended funding for the upcoming fiscal year, he asked for the original funding amount recommended by the CIP.

Ms. Nobitz stated that the funding recommended to the CNRE Fund by the CIP Committee was \$1,851,306 for fiscal year 2016-2017. The Board of Selectmen recommended \$1,353,306. Selectman Wilson confirmed that this Special Appropriation will kick start the funds in the CNRE account. He stated that he therefore would echo the comments from the First Selectman and that he was glad that the Board of Finance considered taking tax payer money and moving it out of the undesignated fund into an account where it would be “put to work”. He stated that he cautioned the Town that next year they should maintain that fund balance where it needs to be in order to pay for future projects.

Selectman Wilson also asked Public Works Director, Mike Ott, to explain the \$18,000 funding for the Major Roads Capital Project Fund. Mr. Ott stated that several discussions had occurred in the past to review the road program and to determine where the funding needs to be in order to maintain the town roads. The Public Works Department put together a presentation and created an analysis of the recommendation to the Boards of Selectmen and Finance. He stated that he made an educated guess that the funding level should be at \$1,000,000. The balance is currently at \$40,000 and by adding \$60,000 each year over the next 5 years, the balance would reach that estimated goal. Mr. Ott stated that the additional \$18,000 request was decided on by after more analysis was done.

Selectman Goldberg asked Board of Finance Chair, Joe MacDougald, if there was anything else in the reasoning for this request that the Board of Selectmen should be made aware of. Chairman MacDougald stated that he thought in the bigger picture there were a couple of things that should be known. The Board of Finance asked the question, “What is the right funding level to reach the end result?” They concluded that there is a 10% reserve and they wanted to target having about \$500,000 over that 10%. This would help to alleviate funding if a big storm happens, etc. to avoid a tax situation to rebuild the reserve the next year. The \$750,000 funding to offset taxes is the largest amount that anyone has seen. The prior largest number was last year’s \$500,000. He stated that this year was extraordinary with the health reserve and this increased funding to offset taxes as justified. The goal for this request was to make sure that capital projects could start to be funded. To start the CIP off correctly was a big part of the rationale in the Board of Finance’s decisions. The CIP is a brand new process and more will be known on how to properly fund the program in the next couple of budget cycles.

First Selectman Banisch stated that he appreciated the Board of Finance stepping up and working with the Board of Selectman.

**MOVED** by Selectman Goldberg and seconded by Selectman Wilson to **APPROVE** a Special Appropriation, requested to the Board of Selectmen by the Board of Finance, in the amount of \$636,000, from the undesignated fund balance to the Capital Improvement Program.

**VOTE:** This motion was approved unanimously.

2. Discuss and take action to call a Town Meeting consider and take action on Special Appropriation in the amount of \$636,000, from the undesignated fund balance to the Capital Improvement Program. \$618,000 to be transferred to the Capital and Non-

Recurring Expenditure Capital Project Fund and \$18,000 to be transferred to the Major Roads Capital Project Fund.

**DISCUSSION:** First Selectman Banisch confirmed he would like the record to reflect that the funding was coming from the undesignated fund balance. The board reviewed that of the \$636,000, \$120,000 was to be applied to the fields project and Ms. Nobitz stated that it would be confusing to include this information in the call of the meeting since the rest of the fund allocations in the CIP are not specified by project. Selectman Hale stated that this should be part of the discussion at the Town Meeting, but not necessarily needed in the call of the meeting.

**MOVED** by Selectman Wilson and seconded by Selectman Goldberg to **APPROVE** calling a Town Meeting to consider and take action on Special Appropriation in the amount of \$636,000, from the undesignated fund balance to the Capital Improvement Program. \$618,000 to be transferred to the Capital and Non-Recurring Expenditure Capital Project Fund and \$18,000 to be transferred to the Major Roads Capital Project Fund.

**VOTE:** This motion was approved unanimously.

3. Public Comment.

None.

4. Adjournment.

There being no objections, Acting First Selectman Hale adjourned the meeting at 6:47 p.m.

*Lauren Rhines*  
*Executive Assistant*