



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
www.ellington-ct.gov

BOARD OF FINANCE

JOHN P. RACHEK
Chairman

PEG A. BUSSE
DOUGLAS B. HARDING
DAVID J. OLENDER
BARRY C. PINTO
MICHAEL D. VARNEY

REGULAR MEETING
TUESDAY, OCTOBER 1, 2019
8:00 PM
PUBLIC WORKS OFFICE
21 MAIN STREET

MINUTES

MEMBERS PRESENT: John Rachek, Peg Busse, Douglas Harding, David Olender, Barry Pinto, Michael Varney

OTHERS PRESENT: Gregory White, Finance Officer/Treasurer

1. CALL TO ORDER

The Board of Finance (BOF) Meeting was called to order by Chairman John Rachek at 8:00 P.M.

2. Pledge of Allegiance

The Pledge of Allegiance was not recited due to the room not having a flag.

3. Citizen's Forum – (Non-agenda items)

None.

4. Approval of Minutes

Regular Meeting of September 3, 2019

MOVED (HARDING), SECONDED (OLENDER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE BOARD OF FINANCE REGULAR MEETING HELD ON SEPTEMBER 3, 2019.

Peg Busse inquired how the Board's operational questions would be answered in the future. Gregory White informed the Board the last meetings questions were handled via an email to David Olender and a phone call to Peg Busse. Operational questions in the future can be emailed to Felicia LaPlante, Assistant Finance Officer, and will be answered in a timely fashion.

5. Finance Officer's Report

Gregory White informed the Board of Finance of the strategic items to be discussed throughout the year.

The improvement of the audit process including developing a road map to timely filing of audit reports. Gregory White stated the audit for June 30, 2018 is complete and the auditors will attend the December 2019 Board of Finance meeting to present.

Gregory White informed the Board, the State of Connecticut requests the Town of Ellington convert to an accounting system which allows for true fund accounting, this conversion would allow for improving financial reporting. Chairman Rachek stated the Town should inquire with the Board of Education as they recently converted to a new accounting system. Gregory White concurred with Chairman Rachek and stated the Town's auditing firm has agreed to assist the Town with the conversion process.

Gregory White stated the Town of Ellington has a respectable Moody's rating and the Board of Finance focus should be to remain consistent or improve. There are 8 to 10 ratios which Moody's assesses, several are straightforward to improve such as cash or unassigned fund balance. Assessments such as the grand list growing or median household income increasing is more complicated to change.

Gregory White informed the Board of Finance he will report periodically on the Town's ability to refund current debt. The Town will have an estimated of 4 million callable in 2021, 2020 is not too early to begin a discussion.

Gregory White stated another discussion he plans on having with the Board of Finance is non-bonding strategies for smaller projects in Town. As well as the accounting and financial implications on lease sale back.

Gregory White reported the Town's cash management strategy currently is the use of STIF (Short Term Investment Fund), managed by the State of Connecticut. He stated the Baker Group is another alternative to consider as a non-STIF possibility.

Gregory White discussed the importance to optimizing grants, he wanted it to be clear to the Board of Finance he is not stating this is not already occurring on a departmental level, but should be a discussion the Board of Finance includes on their agenda, Chairman Rachek agreed.

Gregory White stated he will be looking into all available resources in regards to bidding requirements and report to the Board of Finance. Michael Varney stated this would save the Town much time and energy.

Anti-fraud was discussed and Chairman Rachek stated Felicia LaPlante informed him the Town is in good position in regards to cyber-attacks and anti-fraud tactics. Michael Varney stated Board of Education is also in good shape.

Gregory White concluded the Finance Officer's report with the topic of peer group analysis and there is no negative side to this type of analysis. John Rachek concurred and stated the Gregory White's Finance Officer's report was excellent.

6. Financial Statements

No Discussion

7. New Business

a. End of Year Transfers for FY 2018-19

i. Transfers

MOVED (BUSSE), SECONDED (HARDING) AND PASSED UNANIMOUSLY TO TRANSFER FY 2018-19 FROM THE FOLLOWING ACCOUNTS: 514-RECREATION PROGRAMS \$8,200; 950-INSURANCE \$251,377; 1121-DPW SMALL DUMP TRUCK \$16,495; 10880-EVAC CHARGING FUND \$192,800 TO THE FOLLOWING ACCOUNTS: 120-BOARD OF FINANCE \$482; 150-TOWN COUNSEL \$28,000; 210-REGISTRAR OF VOTERS \$187; 320-CRYSTAL LAKE FIRE DEPARTMENT \$8,638; 321-FIRE HYDRANTS \$20,700; 331-POLICE SPECIAL DUTY \$90,523; 333-POLICE DRUG ABUSE ASSIST \$332; 370-ELLINGTON VOLUNTEER AMBULANCE \$126,794; 391-FIRE MARSHALL \$1,465; 415-NEW EQUIPMENT \$55; 425-TOWN GARAGE MAINTENANCE \$1,909; 440-TOWN ROAD AID MATERIALS \$35; 451-MUN SOLID/BULKY WASTE \$10,447; 512-SUMMER PLAY GROUNDS \$2,800; 513-WATER FRONT \$5,400; 585-CRYSTAL LAKE WATER MONITOR \$174; 742-FUEL BANK \$3,800; 835-HALL MEMORIAL LIBRARY BUILDING \$27,269; 836-EVAC BUILDING \$28,206; 837- CRYSTAL LAKE FIRE BUILDING \$3,540; 838- CENTER FIRE BUILDING-MAIN STREET \$3,700; 850- PINNEY HOUSE \$1,221; 910-DEBT SERVICE PRINCIPAL \$5,640; 951-INSURANCE REIMBURSEMENT \$37,000; 1033-ADHOC ELLINGTON TRAILS \$1,986; 1091-GIS PERMIT & LICENSE \$3,128; 1199-LAND PURCHASE 74 MAPLE \$1,146; 1406-DPW PICK UP TRUCK \$16,495; AND 1461-HANDHELD OXYGEN \$37,800.

ii. Prepaid Grants FY 2018-19

MOVED (VARNEY), SECONDED (PINTO) AND PASSED UNANIMOUSLY TO INCREASE THE PREPAID GRANTS AND FUNDS FULLY REIMBURSABLE FOR FISCAL YEAR COMMENCING ON JULY 1, 2018 AND ENDING ON JUNE 30, 2019 AND TO APPROPRIATE THE SAME TO THE BOARD OF EDUCATION IN A SUM NOT TO EXCEED \$818,628. NEW ALLOCATION TOTAL IS \$2,756,017 (\$1,937,389 APPROVED AT TOWN MEETING MAY 18, 2018 PLUS \$818,628)

iii. Closeout of Capital Projects

MOVED (OLENDER), SECONDED (VARNEY) AND PASSED UNANIMOUSLY TO CLOSE OUT THE FOLLOWING CAPITAL PROJECT TO THE GENERAL FUND UNASSIGNED FUND BALANCE FOR FY 18-19. THE BALANCE TO BE APPLIED AGAINST DEBT PAYMENTS EVAC REPLACEMENT AMBULANCE \$859.00

iv. Capital Reserve/OPEB

MOVED (OLENDER), SECONDED (HARDING) AND PASSED UNANIMOUSLY TO TRANSFER \$200,000 FROM THE FY 2018-19 1010 CONTINGENCY FUND TO THE RESERVE FOR THE CAPITAL RESERVE FUND

MOVED (OLENDER), SECONDED (HARDING) AND PASSED UNANIMOUSLY TO TRANSFER \$200,000 FROM THE FY 2018-19 1011 CAPITAL RESERVE FUND TO THE RESERVE FOR THE CAPITAL RESERVE FUND

MOVED (OLENDER), SECONDED (VARNEY) AND PASSED UNANIMOUSLY TO TRANSFER \$100,000 FROM THE FY 2018-19 1045 GASB-OPEB TO THE RESERVE FOR OPEB

8. Liaison Reports

John Rachek thanked Mike Varney for his years of services with the Board of Finance and stated the Board will have to make a decision in December in regards to which member will take on the liaison for Board of Education as Mike has filled this position.

John Rachek reminded the Board of the special meeting the Board of Education is holding on November 14, 2019 at 7:00pm in Ellington High School Cafeteria in regards to the Ellington Public School Facility Study.

Peg Busse inquired about the expense breakdown of the Town Hall Renovation STEAP grant.

John Rachek reminded the Board of the "Understanding Workplace Violence & Prevention Strategies" which will take place on October 29, 2019 at 6:30p.m. at a place to be determined as the Town Hall is under renovation.

MOVED (OLENDER), SECONDED (VARNEY) AND PASSED UNANIMOUSLY TO ADJOURN AT 8:42 PM.

Respectfully Submitted,



Felicia LaPlante
Recording Secretary