

Board of Finance Special Meeting
January 14, 2021 at 6:00 pm (via remote conference)
Minutes

- 1- **Call to order:** Chairman Steve Ezzes called the meeting to order at 6pm, also in attendance were Vice Chairman Rone Baldwin, Dick Bochinski, Jeff Farr, Greg Murphy, Amy Gare, and Allan Grauberd, as well as Town Administrator Jonathan Luiz, Finance Director Rick Darling, Leslie Zoll, Partner at Blum Shapiro and Town residents participating.
- 2- **Discussion/decision regarding the appointment of Chairperson and Vice Chairperson of the Board of Finance:** Mr. Murphy nominated Steve Ezzes as Chairman, this was seconded by Mr. Grauberd . The motion carried unanimously. Mr. Ezzes nominated Rone Baldwin for Vice Chairman, Mr. Murphy seconded this. The motion carried unanimously.
- 3- **Discussion/decision regarding the adoption of the 2021 meeting schedule of the Board of Finance:** Mr. Baldwin moved to approve the proposed meeting schedule for 2021. Mr. Bochinski seconded this. The motion carried unanimously. Mr. Darling mentioned the dates of the Annual Town meeting and referendum which are typically not included on the Board of Finance calendar.
- 4- **Discussion regarding the fiscal year 2019-20 financial audit. Leslie Zoll, Partner – Blum Shapiro (recently merged with CliftonLarsonAllen LLP):** Mr. Ezzes introduced Leslie Zoll from Blum Shapiro. Ms. Zoll walked the Board of Finance through a powerpoint presentation of the 2019-20 financial audit taking while answering questions from the Board of Finance members. The audit resulted in an Unmodified Opinion on the financial statements and single audits. Ms. Zoll also mentioned that Blum Shapiro has been acquired by CLA. A brief discussion took place on this issue.
- 5- **Discussion regarding an update on Police overtime expenditures. Chief Ed Henion, Captain Matt Brodacki.** Chief Henion was not available and asked that this be tabled to the next meeting.
- 6- **Discussion regarding an update on current year tax collections. Rick Darling, Finance Director.** Mr. Darling said that he had ran numbers through 12/31 stating that the Town had received \$45.3mil in collections with a little over \$8m paid in second installments. This is only \$21k short of the targeted 98% collection rate. He mentioned that there are still some 3 month deferment accounts with a total outstanding balance of \$77k. Mr. Darling explained that as of January 12th the Town was at 67.2% of total levy which is a couple percentage points below this time last year. Mr. Ezzes asked if we have a policy in place if those with deferred accounts reapply in January. Mr. Luiz commented that they can reapply as there is nothing in the executive order prohibiting it, and that there is a 90 day grace period after which the interest is calculated back retroactively. Mr. Baldwin and Mr. Grauberd commented that the current state of tax collections is still unclear. Mr. Darling said that he would ask for another report in a week and update the Board of Finance and that the deadline for deferral applications is February 1st. The Board of Finance members went on to discuss tax sales, the thresholds for this and a recent auction that took place where the Town took ownership of 5 properties. It was agreed that the Board of Finance should discuss this point further in an Executive Session. Mr. Baldwin took the opportunity to congratulate Mr. Darling on the result of a clean audit.

- 7- Discussion/decision on the close out of prior year capital projects, and the transfer of available balances. Rick Darling, Finance Director.** Mr. Darling explained that this is brought before the Board of Finance each year when closing out the capital projects that have been completed and using the offset to help alleviate next year's capital budget requests. Mr. Darling went over a number of items where there were less expenditures than budgeted, and that a few project balances are being proposed to be transferred. Mr. Farr asked about the Valley Forge repairs as there was \$60k left over from what was originally appropriated. Mr. Luiz explained that the road was not repaved as there was less damage than anticipated. Mr. Darling also made note of the Police Law Enforcement Drone project, which will not be pursued and will share it with another town. Mr. Baldwin moved to approve the capital close out transfers as outlined. Mr. Bochinski seconded this. The motion carried unanimously.
- 8- Discussion/decision regarding approval of the December 10, 2020 minutes.** Mr. Bochincki moved to approve the minutes as submitted, Mr. Farr seconded this. The motion carried unanimously.
- 9- Adjournment:** Mr. Ezzes said that at the conclusion of tonight's meeting, the Board of Finance would meet without the public present for the purpose of strategizing on collective bargaining agreements. Mr. Bochinski moved to adjourn the meeting. Mr. Grauberd seconded this. The meeting adjourned at 6.52pm.

Minutes submitted by:

Sara Beer, Executive Administrative Assistant