

*Minutes*

# **Board of Finance Meeting**

**January 15, 2013**

Room 206 6:30 PM

## **CALL TO ORDER**

The meeting was called to order by Vice Chairman Martha Banks Mao at 6:40 pm. All members of the Board of Finance were initially present except Chairman Liz Mao, who arrived at 6:50 pm. Also in attendance was Kate Clarke Buch, Finance Director. The meeting was taped for broadcast over Channel 79.

## **CHAIRMAN'S REPORT – CHARTER REVISIONS**

Frank Kemp, a member of the RTM's Town Government & Structure (TG&S) Committee, addressed the Board regarding administrative revisions to the Town Charter. He provided a brief overview of previous Charter revision efforts (1999 and 2008), then described the intent of the RTM's current effort, which is to address solely noncontroversial changes. He cited examples of these changes, which included updating the name of the Social Services department (led by Olive Hauser) to Human Services and the often inconvenient requirement in Section 21 of the Charter that the Board of Finance must meet annually only on the third Tuesday in November to choose its officers. Mr. Kemp described all changes under consideration as "good government" changes not expected to be contentious in any way.

## **BOARD OF EDUCATION**

The Board of Finance adjourned at 7:30 pm to participate in a Board of Education (BoE) discussion about the BoE's initial budget proposals and the upcoming budget process. Prior to adjourning, the Board discussed how it should respond to the BoE's proposals.

The Board returned from the BoE session at 8:00 pm.

## **CONTINGENCY TRANSFERS**

### **Fire apparatus study – \$10,000**

During the development of last year's budget, the Board of Selectmen and the Board of Finance jointly expressed a concern regarding the pending magnitude of local capital reserve fund needed to sustain the vehicle replacement schedule developed by the fire departments. Under the current plan, capital reserves will require significant increases, reaching \$1 million per year for several years.

To address the funding concern and to help the town develop a manageable path forward, funding was sought to engage a consultant with fire service experience to review the vehicle replacement plan, assess the condition of current equipment and assist the town in developing a new plan that can be funded appropriately and allow for the needed equipment replacements. Jon Zagrodzky moved approval; passed 7-0.

## **TRANSFERS OVER \$5,000**

### **Parking management technology – \$85,060**

In a written statement, Karl Kilduff, Town Administrator, requested approval of funds to upgrade the town's current parking management technology. Today's system works with a database that the town cannot manipulate locally, requiring that it work with a company in New Jersey for most activities, including the annual issuance of renewal letters. Daily parking is provided by scratch-off voucher, which is not used in our region. Annual permits are handled with hang-tags, which are supposed to be used solely by the person to whom they are issued. In assessing alternatives, the town's intent was to improve the core system by providing technology enhancements and improving the user experience.

The new technology will eliminate paper vouchers and replace them with pay stations, introduce a pay-by-app (whereby parkers could pay for daily parking with a smart phone), introduce online permit processing, and introduce a license plate reader, which would verify that permit holders are the only people using the permit lots.

Board members discussed the proposals, expressing some concern over whether the program is cost effective. Following an extended debate, Gwen Mogenson moved approval; passed 7-0.

## **FINANCIAL REPORT**

Kate Clarke Buch provided the monthly financial report, with the following highlights:

- The current total of expenses for storm Sandy is over \$487,000. The town anticipates additional expenses of over \$400,000. Much of the additional expense is related to

damage at the beaches, both to facilities and from the oil spill. Some of this expense is expected to be reimbursed by FEMA and through insurance, though not by June 30<sup>th</sup>. The town's auditors have suggested setting up a special revenue fund to handle the reimbursement portion of the expenses, which will eliminate the need to accrue the FEMA grants. The town will have to fund the non-reimbursable portion of the expenses, estimated to be \$500,000. A better estimate is expected by the February meeting, at which point the BoF should consider requesting a special appropriation from the RTM.

- Legal and sewer expenses are over-budget due in part to a protracted negotiation with the City of Stamford over sewer contracts.
- Electricity costs at the new police station remain over budget.

## **MINUTES**

The Board reviewed the draft minutes for the December 18, 2012 meeting. Martha Banks moved approval with minor corrections; passed 7-0.

## **SPECIAL ASSIGNMENTS, COMMITTEE REPORTS, CHAIRMAN'S REPORT**

Chairman Liz Mao reported that furniture for Weed Beach, particularly at the new paddle shack, was never purchased as part of the original project. The Board of Selectmen recently approved spending \$52,000 out of the building expenditure fund to purchase furniture.

## **ADJOURNMENT**

There being no further business, Joe Duwan made a motion to adjourn. The motion was seconded and approved 7-0 at 8:47 pm.

Respectfully submitted,

Jon Zagrodzky  
Clerk