

**DRAFT**

**MONROE BOARD OF FINANCE  
Monroe, Connecticut**

**Meeting Minutes  
January 16, 2013**

**Present:** Chairman Mark Reed  
Vice-Chairman Michael Manjos  
Board Member Chris Baudouin  
Board Member Scott Ownes  
Board Member Ted Quinlan

**Also present:** First Selectman Steve Vavrek  
Finance Director Carl Tomchik  
Heidi Meade

**Absent:** Board Member John Ostaszewski  
Tax Collector Manny Cambra  
Treasurer Ron Bunovsky, Jr.

**CALL TO ORDER-***Chairman Reed* called the meeting to order at 7:30 p.m.

**REVIEW OF MINUTES**

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**Motion to Approve the Minutes and Voting Record of December 19, 2012**

**Motion:** (M. Manjos)

To approve the Minutes and Voting Record of December 19, 2012

**Second:** (S. Ownes)

Discussion: None

**Motion passed 5-0**

**EXECUTIVE SESSION-**There was no Executive Session at tonight's meeting.

**FIRST SELECTMAN'S COMMUNICATIONS-** *First Selectman Vavrek* announced *Doug Arndt's* resignation from Public Works effective Friday as he has accepted a position in New Haven. *First Selectman Vavrek* updated the board on Chalk Hill, now known as Sandy Hook Elementary. He said that he has been assured that all costs to refurbish the building will be reimbursed by the state. *Chairman Reed* asked about the procedure for reimbursement, *First Selectman Vavrek* said that he would send the information to the board and to the Finance Department. *Chairman Reed* asked *Mr. Tomchik* if he needed additional support in the Finance Department and *Mr. Tomchik* replied that they are managing at this time.

*First Selectman Vavrek* continued that "one of the collateral damages" of the tragedy was that many people in town continue to be traumatized and that extra support and

counseling was needed. He said that funds for those services need to be brought back into the budget. *First Selectman Vavrek* continued that he felt the Board of Education's proposed budget was lean and he applauded *Superintendent Agostine* for putting in full day Kindergarten and for allocating the \$300,000 towards security. He urged the board to accept the Board of Education's proposed budget as he believes "every dollar in that budget is needed to move the district forward." *First Selectman Vavrek* noted that the budget is fluid and that there are still some unknowns including the state mandate funding. The budget will be released to the Town Council on February 8<sup>th</sup> and the presentation will be on Monday, February 11<sup>th</sup>. *Chairman Reed* asked if they needed additional police and *First Selectman Vavrek* replied it will be a topic of discussion. He noted that in addition to the ongoing issues at the Chalk Hill building, there are also the concerns expressed by parents within the Monroe community regarding security. *First Selectman Vavrek* added that while some parents and staff find the police presence to be comforting, there are others who don't. *Chairman Reed* asked if the town would be reimbursed for the cost of the additional officers at Sandy Hook. *First Selectman Vavrek* replied that they would and *Chairman Reed* stated that they should have something in writing to avoid any confusion. *First Selectman Vavrek* also noted that the governor will be expediting the extension of the natural gas lines to be installed at town hall and at Masuk.

**PUBLIC PARTICIPATION**-*Nick Kapoor*, Town Council Member, said that he was speaking for himself as a council member and not for any other members. *Mr. Kapoor* said that he wanted to discuss the issue of legal fees; he feels there are two conversations to be had: content and budgetary. He added that while he did not feel that the content conversation was necessarily the Board of Finance's purview; the budgetary piece was. *Mr. Kapoor* stated that though he understands the fluidity of a budget, legal fees are not a variable like weather conditions and that to be 65% over budget in the first six months is an area of concern. He asked the board members to review the line item carefully as it has been significantly under budgeted for the past few years, "what has been budgeted has been disingenuous to the voters." *Mr. Kapoor* reiterated his request that the line item be budgeted appropriately for the expenditures.

## **NEW BUSINESS**

**Setting of Board of Finance Meeting Schedule 2013**-*Chairman Reed* and the board members reviewed the dates included in the board packet. The board needs to post the dates though no vote is required. They also set the following dates for the Board of Finance workshops: March 4<sup>th</sup>, 6<sup>th</sup>, 11<sup>th</sup> and 13<sup>th</sup>. If necessary, a brief meeting will be held on the 14<sup>th</sup>. The workshop topics will be determined once the budget comes out. The public presentation will take place on February 27<sup>th</sup> at 7:30 p.m.

**Communication form Tax Collector regarding Old Credit Balances**-*Mr. Cambra* was absent this evening and this communication will be addressed at the next meeting.

**Capital Project-5 Year Projection**-*Chairman Reed* and *Mr. Tomchik* had just received information from CIFAP this morning; it will be addressed at the next meeting. *Vice-Chairman Manjos* said that a representative from Honeywell contacted him last week regarding the status but he said that without the facilities study and with the change in Chalk Hill, he couldn't see moving forward with the proposal at this time.

## **OLD BUSINESS**

**Pension Committee**-There was no update at tonight's meeting.

**MUNIS Update**-*Ms. Meade* said that MUNIS is on track and that next week, they will begin payroll on the system.

**Legal Fees**-*Chairman Reed* said this will be a topic of discussion at a budget workshop. *Board Member Quinlan* asked if it was possible to have an Executive Decision for further detail so they could project more realistically what will be needed to cover anticipated expenses. *Chairman Reed* said that he agreed and it will be determined if the discussion was going to occur in a budget workshop or if he had to call a special meeting.

**Honeywell Contract Review**-There was no further action on this tonight.

**Chalk Hill Status (Sandy Hook School)**-There was no further discussion on this tonight.

**Facilities Study**-There was no update at tonight's meeting.

**LOCIP Funds-Firehouse Roofs**-*Mr. Tomchik* said that he has received bids on the Jockey Hollow Firehouse roof and the most reputable bid is \$185,000. *Ms. Dutches* asked *Mr. Tomchik* how much for the funds would be returned through LOCIP; he responded that it would be 100%. *Chairman Reed* asked how critical the roof's condition was; *Mr. Tomchik* said that it was the original roof and was approximately 40 years old. *Mr. Tomchik* continued that the Stevenson Fire House roof was also in poor shape though it was not as critical as Jockey Hollow. He also noted that the underground storage tank at Public Works will also need to be replaced at a cost of \$150,000 and that LOCIP funds would be used. *Mr. Tomchik* also stated that the roof at Stevenson also needed work.

## **REVIEW OF FINANCIAL REPORTS**

**Expenses & Revenue Summary**-*Board Member Quinlan* asked what the "big issues" were on page 32; it was noted that they were the fees that were collected from sign violations.

**Departments**-*Vice-Chairman Manjos* noted that P & Z's revenue tripled from the fines collected.

**EMS**-EMS will be discussed at the budget workshops.

**Tax Collector**-*Mr. Cambra* was absent tonight though *Mr. Tomchik* noted that the department was doing well.

**Treasurer's Communications**-*Treasurer Bunovsky* was absent tonight though it was noted that they would not make budget. *Vice-Chairman Manjos* suggested that they also review the line item during the workshops to ensure that the budget reflects a more realistic goal.

## **BOARD OF EDUCATION CORRESPONDENCE**

Though the Board did not receive a packet from the Board of Education it was noted that the Insurance Fund was still healthy.

## **ADJOURNMENT**

### **Motion to Adjourn**

**Motion: (M. Manjos)**

Motion to adjourn at 8:40 p.m.

**Second: (T. Quinlan)**

Discussion: None

**Motion passed 6-0**

Respectfully submitted,

Diane Behringer  
Board of Finance Clerk