

**DRAFT**

**MONROE BOARD OF FINANCE  
Monroe, Connecticut**

**March 21, 2012**

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

**Also present:** Finance Director Carl Tomchik  
Treasurer Ron Bunovsky, Jr.  
Heidi Meade

**Absent:** First Selectman Steve Vavrek  
Tax Collector Manny Cambra

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

**REVIEW OF MINUTES**

**Motion to Accept the Regular Meeting Minutes and Voting Record**

**Motion:** (M. Manjos)

To accept the Regular Meeting Minutes and Voting Record of February 15, 2012

**Second:** (S. Ownes)

Discussion: None

**Motion passed 5 (Reed, Manjos, Ostaszewski, Ownes, Quinlan)-1(Board Member Baudouin abstained as he was not present at the February 15<sup>th</sup> meeting.)**

**Motion to Accept the Budget Workshop Minutes**

**Motion:** (M. Manjos)

To accept the Budget Workshop Minutes of March 5, 2012

**Second:** (J. Ostaszewski)

Discussion: None

**Motion passed 5 (Reed, Manjos, Baudouin, Ostaszewski, Quinlan)-1(Board Member Ownes abstained as he was not present at the March 5<sup>th</sup> workshop.)**

**Motion to Accept the Budget Workshop Minutes**

**Motion:** (M. Manjos)

To accept the Budget Workshop Minutes of March 7, 2012

**Second: (T. Quinlan)**

Discussion: None

**Motion passed 5 (Reed, Manjos, Baudouin, Ostaszewski, Quinlan)-1(Board Member Ownes abstained as he was not present at the March 7th workshop.)**

**Motion to Accept the Public Hearing Minutes**

**Motion: (S. Ownes)**

To accept the Budget Workshop Minutes of March 12, 2012

**Second: (C. Baudouin)**

Discussion: None

**Motion passed 5 (Reed, Baudouin, Ostaszewski, Ownes, Quinlan)-1(Vice-Chairman Manjos abstained as he was not present at the March 12th public hearing.)**

**EXECUTIVE SESSION-There was none at tonight's meeting.**

**FIRST SELECTMAN'S COMMUNICATION-***Chairman Reed* noted that *First Selectman Vavrek* expects to attend tonight's meeting after his meeting with the Stepney Elementary PTO meeting.

**PUBLIC PARTICIPATION**

*Kelly Plunkett* said that during the budget process the focus has been on the numbers and the importance of having a plan. She said that a few weeks ago, the first selectman asked a group of individuals for ideas to keep Chalk Hill open. *Ms. Plunkett* said that tonight they "were here to help paint a very small vision of Chalk Hill and its potential." She stressed that they were not asking for more than the \$150,000 the board had already put into the budget to mothball the building. She continued that business owners and activities representatives were in attendance to speak about the "untapped potential" that Chalk Hill has to offer.

*Dawn Ryan*, owner of the Monroe Early Learning Center said she provides childcare to both Monroe teachers and municipal employees and now has "the ability to go outside the box." She said that she pays \$12,000 a year for 2 rooms and she is currently the sole renter in the building. *Ms. Ryan* said that before she could occupy the space, she had to have numerous tests done to the building which she passed in every facet. There was a 163 line item check list that was required by the state in order to go into the rooms and the inspector told her that she was the first in 2 years to pass all the items "without blemish." *Ms. Ryan* added that she is looking to expand to another room due to increasing enrollment and that she would pay \$20,000 per year. She noted that the Monroe Early Learning Center has already begun to network with other businesses that have been in the building. *Ms. Ryan* said that she wants to be able to continue her program throughout the summer; "Chalk Hill can be a progressive revenue generating business that is being overlooked." *Board Member Quinlan* asked *Ms. Ryan* who paid for the tests and what was the cost; *Ms. Ryan* replied that she paid approximately \$5000 for the tests.

*Kim Henderson*, owner of Studio on the Move, a mobile art studio, also spoke about the revenue potential at Chalk Hill. She provided board members with a schedule of courses she planned to offer as well as projections for potential revenue for Parks and Recreation. She said that with the closing of another art studio in town, there is a great demand for this type of business and that 62 children have already enrolled for her Open House event without any publicizing from the town.

*Ms. Plunkett* added that 25% of *Ms. Henderson's* fees will go to Parks and Recreation. She added that another business owner, *Liz Cerrato*, is also interested in housing her business, Food Jules, at Chalk Hill. She added that *Ms. Cerrato* currently offers classes at the library and at the elementary schools through the Arts and Imagination program and there is strong demand for her classes. *Eliza Wisner*, a yoga instructor, also expressed interest in renting space at Chalk Hill. *Leia Schultz* reiterated that all they are asking for is mothball level funding for Chalk Hill. She said that she has seen her children and her money go to neighboring towns for activities and sports practices and again, keeping Chalk Hill open would allow funds to remain in town.

*Jennifer Agular* spoke about having Teen Night at Chalk Hill as she said that the YMCA currently runs a program that brings in a large number of children. She said that they propose that it would be run by volunteers. She provided the board numbers with estimates of projected attendance and revenue. *Ms. Agular* continued that offering food could easily generate thousands of dollars in additional revenue. *Chairman Reed* said that only the revenue was listed, no expenses were listed; *Ms. Agular* added that it would be totally volunteer and if there were less than 300 cars, they would not have to pay for police. *Ms. Plunkett* added that they are considering offering discount coupons to local establishments for parents to visit while their children attend the event. She continued there is still the possibility of Alternative Education moving to Chalk Hill but the Board of Education does not want to commit for a year; a lease would generate approximately \$40,000 a year.

*Ms. Plunkett* continued that it is the group's understanding that the Board of Finance members and the Town Council are in favor of keeping Chalk Hill open as long as there is a plan and the plan should be at least revenue neutral. She said that with the current messaging that the building is mothballed, there is a sense within town that the building is closed and people are questioning whether they should sign up for camps and activities. *Ms. Plunkett* continued that they are asking the board to make it clear that they are funding Chalk Hill at the mothball level and that it is up to the first selectman and the new Parks and Recreation Director to develop a plan with a definitive deadline. *Ms. Plunkett* said that without the proper messaging, "you are sealing the fate of this building."

*Chairman Reed* thanked the group for coming to tonight's meeting and noted that they provided the board members with details that they had not previously had; he continued they would have further discussion on it and they would make a recommendation for a deadline. *Chairman Reed* added that the board's decision to provide the funding to mothball Chalk Hill was done in the hopes that a plan could be evolved to keep it open. He added that there will be a Planning and Zoning hearing on Chalk Hill next month and *Mr. Zini* advised the group to put together a business plan and stated the planning commission would be happy to assist them but they will need as much detail and figures as possible. *Chairman Reed* noted that he received emails from *Jane Horton* who was in favor of keeping Chalk Hill open and one from *Jim Winkler* who agreed that the Board of Education's medical reserve fund should be at a level of 25% and he was also in favor of keeping Chalk Hill open.

**NEW BUSINESS-***Chairman Reed* noted there were no changes to the budget from last week's straw poll.

Operating Expense: \$19,142,174  
Debt Service: \$5,586,028  
Board of Education: \$51,434,739  
Contra: \$2,289,683  
Total Expenditures: \$78, 612,624  
Current Total Taxes Needed: \$66,710,627  
Total Expenditures increase of 2.10%  
Mill Rate 29.26

**REVENUE:**

**Motion to Approve**

**Motion: (C. Baudouin)**

**MOTION TO APPROVE** the Board of Education revenue deposited to the General Fund of \$6,673,118 for 2012-2013.

**Second: (J. Ostaszewski)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (J. Ostaszewski)**

**MOTION TO APPROVE** the Board of Education Contra Accounts anticipated revenue of \$936,500 for 2012-2013.

**Second: (M. Manjos)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (M. Manjos)**

**MOTION TO APPROVE** the Board of Education State Grant Budget anticipated revenue of \$1,353,183 for 2012-2013.

**Second: (S. Ownes)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (S. Ownes)**

**MOTION TO APPROVE** the Municipal anticipated income from general sources budget of \$2,298,186 for 2012-2013.

**Second: (T. Quinlan)**

**Motion passed 6-0**

**EXPENDITURES:**

**Motion to Approve**

**Motion: (T. Quinlan)**

**MOTION TO APPROVE** the Board of Education Budget of \$51,434,739 for 2012-2013.

**Second: (M. Reed)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (M. Reed)**

**MOTION TO APPROVE** the Board of Education Contra Accounts anticipated expenditures of \$936,500 for 2012-2013.

**Second: (C. Baudouin)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (C. Baudouin)**

**MOTION TO APPROVE** the Board of Education State Grant Budget anticipated expenditures of \$1,353,183 for 2012-2013.

**Second: (J. Ostaszewski)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (J. Ostaszewski)**

**MOTION TO APPROVE** the Municipal Expenditure Budget of \$19,142,174 for 2012-2013.

**Second: (M. Manjos)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (M. Manjos)**

**MOTION TO APPROVE** the Municipal/Debt Service of \$5,586,028 for 2012-2013.

**Second: (S. Ownes)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (S. Ownes)**

**MOTION TO APPROVE** the Reserve for EMS Capital Items of \$30,000 for 2012-2013.

**Second: (T. Quinlan)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (T. Quinlan)**

**MOTION TO APPROVE** the Capital Equipment Budget of \$ -0- for 2012-2013.

**Second: (M. Reed)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (M. Reed)**

**MOTION TO APPROVE** the Fund Equity (Revaluation) of \$70,000 for 2012-2013.

**Second: (C. Baudouin)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (C. Baudouin)**

**MOTION TO APPROVE** the Internal Service Fund Budget of \$20,000 for 2012-2013.

**Second: (J. Ostaszewski)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (J. Ostaszewski)**

**MOTION TO APPROVE** the Monroe Plan of Conservation and Development Budget of \$40,000 for 2012-2013.

**Second: (M. Manjos)**

**Motion passed 6-0**

**SOURCES OF FUNDING:**

**Motion to Approve**

**Motion: (M. Manjos)**

**MOTION TO APPROVE** Undesignated Fund Balance of \$ -0-for 2012-2013.

**Second: (S. Ownes)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (S. Ownes)**

**MOTION TO APPROVE** funding by Supplemental Taxes of \$250,000 for 2012-2013.

**Second: (T. Quinlan)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (T. Quinlan)**

**MOTION TO APPROVE** funding by Operating Transfers of \$ -0- for 2012-2013.

**Second: (M. Reed)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (M. Reed)**

**MOTION TO APPROVE** the Amount to be funded by Prior Year Taxes of \$400,000 for 2012-2013.

**Second: (C. Baudouin)**

**Motion passed 6-0**

**Motion to Approve**

**Motion: (C. Baudouin)**

**MOTION TO APPROVE** the Amount to be funded by Current Taxes of \$66,701,637 for 2012-2013.

**Second: (J. Ostaszewski)**

**Motion passed 6-0**

**COLLECTION RATE:**

**Motion to Approve**

**Motion: (J. Ostaszewski)**

**MOTION TO APPROVE** a Collection Rate of 98.50 percent for 2012-2013.

**Second: (M. Manjos)**

**Motion passed 6-0**

**MILL RATE:**

**Motion to Approve:**

**Motion: (M. Manjos)**

**MOTION TO APPROVE** a Mill Rate of 29.26 for 2012-2013.

**Second: (S. Ownes)**

**Motion passed 6-0**

*Chairman Reed* said that he sent an email to the board members with a revised statement on the budget and he asked for their feedback; *Board Member Ostaszewski* made a few suggestions though he noted none were critical. *Board Member Ownes* said that after the discussion tonight on Chalk Hill, they may want to consider a new term to define the building's status. He suggested hibernation and *Chairman Reed* and the board members agreed it was a more positive and accurate description.

**Trail Run-***Laurie Pfau* said that she was part of a group of parents who want to start a 5K Trail Run beginning in October. The run would take place on the trails at Great Hollow Lake and the proceeds will go to Project Warmth. *Ms. Pfau* said they are not asking for any funding, they are requesting assistance in managing their funds. *Ms. Meade* said that the town currently has an account for Sprint for Dare which is under the town's tax id number so there was no issue with opening account for Trail Run.

### **Motion to Approve the Opening of an Account**

**Motion: (T. Quinlan)**

To approve the opening of an account for Trail Run

**Second: (S. Ownes)**

Discussion: None

**Motion passed 6-0**

## **REVIEW OF FINANCIAL REPORTS**

**Expenses/Revenues-**There was a brief discussion on the financials; *Chairman Reed* noted that with 52% of the revenue remaining, "it was going to be a tough year." *Board Member Quinlan* asked about labor relations under Human Resources; it was noted that the police contract is now settled and negotiations are underway for clerical and the highway department. *Chairman Reed* noted that Building is currently running behind budget but that it usually increases in the spring.  
**Tax Collector-**It was noted that *Mr. Cambra* will make budget and the department is doing well.  
**Treasurer's Report-***Mr. Bunovsky* said that they did a \$1.7 million bond investment with an expected return of 2% with a coupon of 3.25.

## **BOARD OF EDUCATION**

It was noted that the medical claims dropped to \$528,000.

## **OLD BUSINESS**

**Pension Committee-***Vice-Chairman Manjos, Board Member Baudouin, Mr. Bunovsky* will join the committee; *First Selectman Vavrek, Mr. Tomchik* and *Ms. Lombardi* are currently on the committee.

**Subcommittee report on debt service-***Chairman Reed* and *Vice-Chairman Manjos* will attend the next Town Council meeting and will present a report on the debt service.



**Motion to Adjourn**

**Motion: (M. Manjos)**

Motion to adjourn the meeting at 8:45 p.m.

**Second: (S. Ownes)**

Discussion: None

**Motion passed 6-0**

Respectfully submitted,

Diane Behringer  
Board of Finance Clerk