



## **Town of Ridgefield**

### **Board of Finance**

#### **Approved Meeting Minutes**

Tuesday October 15, 2019

#### **I. Call to order**

D. Ulmer called to order the regular meeting of the Board of Finance at 7:30 PM on October 15, 2019 at Ridgefield Town Hall Meeting Room, 400 Main St., Ridgefield, CT.

Board Members D. Ulmer, A. Freidenrich, S. Connelly, J. Mancini were in attendance.

D. Moccia absent.

**II. Comments from the Public-** Karen Ogden, running for a seat on the BOF was in attendance but had no comments.

\*D. Ulmer thanked D. Moccia, J. Mancini and S. Connelly for their years of service to the BOF.

#### **III. Approval of Minutes:**

September 17, 2019. Approved with changes. Motioned by A. Freidenrich; seconded by S. Connelly. All in favor.

**IV. Treasurer's Report-** Report provided. No questions/concerns at this time. Request to have Molly McGeehin present at BOF meeting's once per quarter.

**V. Tax Collector Report-**Jane Berendsen-Hill present at meeting. Current taxes look good; no complaints. More people paid 2<sup>nd</sup> quarter early. Nothing to worry about, no problems and nothing awry.

**VI. Controller's Report-**Kevin Redmond. 2019 looking great; 2020 looking good so far. No problems foreseen at this time. Conveyance running better than prior year. Police Special Services-revenue being collected now; should have a good year. Ambulance and golf are both looking strong. The golf course is in great shape and very busy.

Expenses-Hart shuttle bus is in a different place; page 20 of report. Correction to be made.

Tree Warden-if transfer is approved, it may not be enough to cover expenses. All money going to Tree Warden can always be used.

Fire Fighting-OT used to cover shifts. Looks good overall. Chief is focused on the budget. The assumption is he's sticking to the budget.

Building Maintenance-Billing to two tenants for electric use haven't hit yet. Relief to electric is coming.

Transfers-Due to change of health plans in May, we're not on HSA anymore. Reduction in head count had a positive impact. The following transfers were requested:

**Central Admin Utility**-Telephone Transfer. Central Admin was impacted by higher monthly maintenance for the Town wide phone system. The following transfer is necessary so that the Central Admin cost center does not close the year over budget. Increase Utility Telephone Maintenance \$16,000.00. Decrease Mobile Radio System Maintenance \$16,000.00.

**Various Personnel Related Transfers**. A number of Departments were impacted by the early retirement incentive programs, reorganizations and outsourcing. The following transfer is necessary so that these cost centers do not close the year over budget. Increase Finance Prof Service \$110,000, Tax Collector FT Salaries \$7,000, Town Clerk FT Salaries \$67,000, Building FT Salaries \$10,000, P&R Admin FT Salaries \$6,000, Police Support FT Salaries \$20,000, Fire FT Salaries \$31,000. Decrease Insurance-Health \$245,000.

**Registrar**-Registrars expenses are higher than budget due to selection by State for a Mandatory Audit and higher than normal ballot costs due to the high number of questions on the ballot. The following transfer is necessary so that the Registrars cost center does not close the year over budget. Increase Referendum/Election \$14,000. Decrease Insurance/Health \$14,000.

**Snow Related Costs**-Snow Related Costs were higher than budget. The following transfers are necessary so that snow related accounts and cost centers do not close the year over budget. Increase P&R Support-OT \$8,000. School Grounds OT \$13,000, Highway Maintenance OT \$40,000. Decrease Insurance-Health \$61,000.

**Tree Warden**-Tree Warden expenses are higher than budget. The following transfer is necessary so that the Tree Warden cost center does not close the year over budget. Increase Tree Care \$7,000. Decrease Prof. Serv-Legal \$7,000.

**Police Special Services**-Police Special Duty Expense is budgeted at \$100,000 and Revenue is budgeted at \$200,000 which represents the estimate of the annual net profit related to this activity. Actual Special Services Expense was \$258,000. This overage will be covered by underspends in Police cost centers. Increase Police Special Services Expense \$50,000. Increase Police Special Services Revenue \$50,000.

**Various**-Schlumberger Building Maintenance are higher than budget while other Building/Engineering costs are lower than budget. The following transfers are necessary so that these accounts do not close the year over budget. Increase Schlumberger Building Maintenance \$80,000. Maintenance Buildings \$8,000. Decrease Engineer FT Salaries \$35,000, Basin Testing \$17,000, Venus Building-Natural Gas \$20,000, Maintenance Electrical Mobile Radio \$16,000.

**Other-**IT was higher than budget due to an unanticipated replacement of a server. Cemetery Restoration Committee higher than budget due to taking on additional responsibilities. Health Department was higher due to an unanticipated vehicle repair (water pump) and in addition, various utilities came in higher than budget. The following transfer is necessary so that these cost centers do not close the year over budget. Increase Technical Service-IT \$25,000, Cemetery Restoration \$2,000, Auto-Health \$1,000, Utilities-Hydrants \$23,000, Utilities-Sewer \$7,000, Utilities-Electric \$7,000, Utilities-Natural Gas \$5,000. Decrease Insurance-Health \$70,000.

Motion to approve 2019-2/2019-9 transfers by J. Mancini, seconded by S. Connelly. All in favor.

**2020 Separate Transfer-** At the September 18, 2019 Board of Selectman meeting, Bob Hebert moved and Maureen Kozlark seconded the motion to allocate \$95,689 from the FEMA Reimbursement for the May 2018 storm, to the budget of the Tree Warden for the removal of diseased Border Ash that reside on town property. Increase Tree Care \$95,689. Increase Misc. Revenue \$95,689. S. Connelly moved and J. Mancini seconded to approve transfer. All in favor.

**VII. Old Business-**None at this time

**VIII. New Business-** A. Freidenrich requests Risk Assessment to present to the BOF at an upcoming meeting. Parks & Rec contributions to be discussed at upcoming meeting.

**IX. Adjournment-**motion to adjourn at 8:30 by A. Freidenrich, seconded by J. Mancini. All in favor.

Next meeting November 19, 2019

Respectfully Submitted by,

Mia Belanger