

**Town of Redding
Board of Finance Regular Meeting Minutes
Monday, 6/26/2023
7:30PM via Zoom***

**Started at 7:49PM due to Special Meeting Executive Session.*

Filed subject to approval.

Present:

- Ward Mazzucco, Chair
- Karen Gifford, Vice Chair
- Jamie Barickman
- Robert Dean
- Jenifer Wyss
- Roger Van Ausdal

Also Present:

- Pat Moisiso, Tax Collector
- Jim Sanders, Finance Director
- Wes Higgins, Treasurer
- Chris Parkin, Redding Board of Education (BOE) Chair
- Sara Scrofani, Director of Finance, Operations, & Technology, ER9
- Members of the Public

Chair Mazzucco called the meeting to order at **7:49PM**.

- 1. To Approve the Minutes of the Board of Finance (BOF) Meeting held on Tuesday, 5/2/2023.**

Motion:

Mr. Barickman made a motion to approve the minutes of the BOF Meeting held on Tuesday, 5/2/2023. Vice Chair Gifford seconded the motion. The vote was unanimous, and the motion carried.

- 2. Public Comment.**

Chair Mazzucco opened the floor to Public Comment. There was no Public Comment.

- 3. Tax Collector's Report.**

Ms. Moisiso addressed the BOF.

Ms. Moisiso asked the BOF to approve the 2019 Grand List Suspense Tax Book.

The following items are to be suspended:

Personal Property Tax, \$9,327.16

Motor Vehicles Tax, \$14,823.16

Motor Vehicle Supplemental Tax, \$2,433.09

These total \$26,583.41

Chair Mazzucco asked Ms. Moisio to explain how the suspense list works. Ms. Moisio explained that this is a bookkeeping entry that removes these items as collectible taxes from the Town's balance sheet. The Tax Collector will continue to pursue payment on these items, but they will no longer be an obligation on the balance sheet. This is based on State Statutes.

Motion:

Vice Chair Gifford made a motion to approve the 2019 Grand List Suspense Tax Book. Mr. Dean seconded the motion.

Ms. Wyss asked Ms. Moisio how the total amount of \$26,583.41 compares to prior fiscal years. Ms. Moisio stated that in FY 2022, the total was approximately \$37k and has averaged in the \$30-40k range.

The vote was unanimous, and the motion carried.

The following items are to be suspended:

Personal Property Tax, \$9,327.16

Motor Vehicles Tax, \$14,823.16

Motor Vehicle Supplemental Tax, \$2,433.09

These total \$26,583.41.

Chair Mazzucco asked Ms. Moisio if anything needs to be signed. Ms. Moisio stated that someone from the BOF needs to sign the physical suspense list. Chair Mazzucco stated he will sign it.

Ms. Moisio informed the BOF on the current FY 2023 Tax Collections. The budgeted amount for taxes was \$49,319,972 and the current collections are \$50,292,640.

4. Treasurer's Report.

Mr. Higgins addressed the BOF.

The cash position of the Town of Redding as of 5/31/2023 was \$23,968,439. Interest income as of 5/31/2023 was \$154,776.

This compares to the May 2022 cash position of \$19,958,042 and interest income of \$6,275.

5. Finance Director's Report.

Mr. Sanders addressed the BOF.

Town Hall Insurance Claim - Final

Claims Breakdown:

• Mitigation – Servpro	\$ 68,250
• Document Restoration – Servpro	\$ 15,401
• Rebuild – Harding Builders	\$ 253,610
• IT Support – Aegis Technology	\$ 6,636
• Replace damaged computer – Aegis	\$ 1,565
• Misc. Town expenditures	\$ 2,028

Claim Total – \$347,490

Deductible – \$1,000

NET Claim Payable – \$346,490

CIRMA direct payments to vendors – \$344,462

CIRMA reimbursement to Redding –\$2,028

FY23 Expenditure Status

	2022-2023				
	BUDGET	YTD MAY	ATTAIN %	FY ESTIMATE	VS. BUDGET
TOTAL EXPENDITURES	\$ 51,761,424	\$ 41,566,050	80%		
Exclude:					
Redding BOE	\$ 23,811,158	\$ 18,542,763	78%		
Region 9	\$ 12,038,609	\$ 9,173,824	76%		
Sub-total - Schools	\$ 35,849,767	\$ 27,716,587	77%		
TOWN EXPENDITURES	\$ 15,911,657	\$ 13,849,463	87%	\$ 15,690,234	\$ (221,423)
Exclude:					
Debt Retirement / Interest	\$ 2,800,220	\$ 2,800,220	100%	\$ 2,800,220	\$ -
Mark Twain Library Grant	\$ 625,000	\$ 625,000	100%	625,000	\$ -
OPEB Contribution	\$ 300,000	\$ 300,000	100%	300,000	\$ -
TOWN EXPENDITURES RUN-RATE	\$ 12,186,437	\$ 10,124,243	83%	\$ 11,965,014	\$ (221,423)

FY23 Revenue Status

	2020-2021	2021-2022	2022-2023			
	ACTUAL	ACTUAL	BUDGET	YTD MAY	FY ESTIMATE	VS. BUDGET
TAXES	\$ 49,810,423	\$ 50,272,003	\$ 49,319,972	\$ 49,697,087	\$ 50,100,000	\$ 780,028
INVESTMENT INCOME	\$ 88,067	\$ 71,912	\$ 200,000	\$ 832,143	\$ 925,000	\$ 725,000
TOWN CLERK						
Conveyance Fees	\$ 560,925	\$ 380,146	\$ 300,000	\$ 303,490	\$ 325,078	\$ 25,078
Recording Fees	117,155	86,346	80,000	51,356	55,978	(24,022)
Other	18,815	16,964	16,200	11,080	11,670	(4,530)
Sub-total - Town Clerk	\$ 696,895	\$ 483,456	\$ 396,200	\$ 365,926	\$ 392,726	\$ (3,474)
BUILDING INSPECTION	\$ 289,079	\$ 329,640	\$ 225,000	\$ 280,850	\$ 306,382	\$ 81,382
STATE GRANTS / RENTAL	\$ 442,811	\$ 390,947	\$ 508,552	\$ 659,811	\$ 665,859	\$ 157,307
ALL OTHER	\$ 485,593	\$ 657,858	\$ 811,700	\$ 761,438	\$ 811,700	\$ -
TOTAL	\$ 51,812,868	\$ 52,205,816	\$ 51,461,424	\$ 52,597,255	\$ 53,201,667	\$ 1,740,243

Audit Services RFP

- Covers Redding, Easton, and Region 9; 3-year term with renewal option
- Proposals due June 19th
- Pricing reflects current market conditions and is consistent with surrounding towns’ recent renewal experience
- Next step is selected oral presentations
- Expect to complete selection process and contracting in July

Union Negotiations

- Current Police and Highway union contracts expire June 30th
- Separate negotiations with both unions scheduled for June 29th
- Steve Sedor from Pullman Comley advising Town

6. Potential FY23 Redding Board of Education Surplus.

Mr. Parkin and Ms. Scrofani addressed the BOF.

Mr. Parkin presented Redding BOE’s proposal for usage of their FY 2023 surplus. See below for details:

Redding BOE Estimated Surplus and Recommendations

Health Insurance	\$	Unexpended Funds Items	Unexpended Funds \$	Planned EOY Expenses	\$	Recommended EOY Expenditures	\$
EOY 21-22 HBA Balance	-\$200,528	May Unexpended	\$1,137,113	VERIP (\$15,000 X3)	\$45,000	Additional Board HBA Contribution	\$150,000
Additional Board Contribution	\$800,000	Special Education Transportation	\$25,000	VERIP (\$17,000x3)	\$51,000	Chromebooks (n=150)	\$47,500
Starting Balance 22-23	\$600,528	ESY Transportation	\$25,000	Kubota	\$16,000	JRMS Furniture (Project)	\$161,000
Current HBA Balance	\$455,936	Transportation Monitors	\$15,000	Math G-8 Textbooks**	\$17,000	Interactive Whiteboard Replacement (Gr. K)	\$19,500
Remaining BOE Funds	\$475,000	Stipends	\$125,000	** estimated at \$45,000		Memorial Courtyard Garden	\$50,000
Total	\$930,936	Substitutes	\$50,000			Additional VERIP	\$51,000
		End-of-Year Unincumbered Expenses	\$60,000			Playground equipment at JRMS	\$5,000
		EOY Estimate	\$300,000				
Claims							
March	\$418,901						
April	\$214,146	Projected Unexpended Funds	\$835,000				
May	\$926,070	Planned EOY Expenses	\$129,000				
June (Estimated)	\$320,000	Recommended EOY Expenses	\$484,000				
Contributions/Fees	\$25,000	Projected EOY	\$222,000				
Projected EOY	\$635,936						

- Current estimated BOE FY23 surplus after planned expenditures is \$706,000
- BOE recommending incremental FY23 expenditures (7 items) \$484,000, including
 - \$161,000 to complete JRMS Library/Commons modernization project (furniture and fixtures)
 - \$150,000 contribution to Health Insurance Fund
- Estimated FY23 surplus after recommended incremental expenditures ~\$200,000

Mr. Parkin and Ms. Scrofani asked the BOF for guidance on proposed expenses of \$484,000.

A lengthy discussion followed concerning the proper usage of the surplus. The Board of Finance expressed its appreciation that the Board of Education brought these issues up for discussion. Board of Finance members also expressed support for the proposed expenditures.

Mr. Parkin discussed the formation of a non-lapsing account for the BOE. This would be an account where surpluses can be placed and then be utilized for capital projects and other non-budgeted items that appear in the regular course of business. This could increase the efficiency of funding projects that are of educational necessity.

Discussion followed concerning how this could be established and if Region 9 has already done this. Chair Mazzucco asked if the Board of Education could identify nearby towns or towns in DRG A which use a non-lapsing account.

7. Other Business.

Chair Mazzucco asked the BOF is there was any other business to discuss. There was none.

8. Public Comment.

Chair Mazzucco opened the floor to Public Comment. There was no Public Comment.

Motion: Vice Chair Gifford made a motion to adjourn the meeting. Mr. Van Ausdal seconded the motion. The vote was unanimous, and the motion carried.

The meeting was adjourned at **8:35PM**.

Submitted by, Zachary Smith