

Regular Meeting Minutes
(to be approved at next meeting)
Financial Planning and Allocation Commission
Wednesday, August 19, 2009 at 7:30 pm
Town Hall Conference Room
323 Route 87, Columbia, CT. 06237

Present: Chairman Earnest Sharpe, Vice-Chairman Carol Wiggins, Greg Roy, Hank Reed, Joanne Gyure, and Scott Petrequin.

Also Present: First Selectman Donald Cianci, Selectman Carmen Vance.

1. **Call to order and Pledge of Allegiance:** E. Sharpe called the meeting to order at 7:32 pm. The Pledge of Allegiance was recited.
2. **Approval of Minutes**
 - 2.1 **FIPAC Meeting Minutes of July 15, 2009:** C. Wiggins MOVED to approve the Minutes of July 15, 2009 with the following *addition*: Under Call to Order, after the Pledge of Allegiance was recited, *E. Sharpe welcomed C. Harrison to the Commission*. E. Sharpe SECONDED and the MOTION CARRIED 7:0.
3. **Correspondence**
 - 3.1 **BOS Special Meeting Minutes of July 15, 2009, BOS Regular Meeting Minutes of July 21, 2009, BOS Special Meeting Minutes of July 28, 2009, BOS Regular Meeting Minutes of August 4, 2009.**
 - 3.2 **BOE Regular Meeting Minutes of July 27, 2009**
 - 3.3 **Fiscal Policy Meeting Minutes of July 14, 2009**
4. **Old Business**
 - 4.1 **Updates on 08-09 Budget Year:** J. Luiz explained to the Commission that there is \$284,287 in the BOS operating budget that was authorized for expenditure but was not spent. He discussed particular areas where savings occurred. C. Wiggins requested that the column entitled "Projected Surplus" be re-worded to eliminate confusion when viewing the negative figures in that particular column. E. Sharpe suggested re-naming the column to read "Projected Variance". The Commission was in favor of this idea. The Commission asked whether or not the BOE FY 08-09 expenditure budget had any funds remaining. J. Luiz said he was unsure of that answer as the BOE is still. The Commission conversed about the teacher's contract discussing the 2.75 % increase that is going to be awarded, but pointed out that it is stated in the contract that there will be "no step movement".

J. Luiz talked about the resignation of Cheryl Parrott, Accounting Specialist, and explained that Phyllis LaPierre has currently been re-hired on a part time basis and is helping with the workload that was previously handled by C. Parrott in the town's Finance Department. He explained that a job advertisement is being posted for C. Parrott's permanent replacement and that a job posting has also been placed

for the hire of a temporary accountant to ensure that the town's financial reporting obligations are met. J. Luiz explained that the total Revenue Surplus for FY 08-09 is projected to be at \$84,535.00. He also explained that last year EASTCONN and the Windham School District short paid the Town of Columbia for Resident State Trooper Services and that a portion of what they did pay was counted twice so an adjustment will be made in our FY 08-09 financial statements that will reduce the town's designated fund by approximately 47K.

C. Wiggins asked what the 08-09 collection rate was for current property taxes. J. Luiz will be gathering this information and reporting back to the Commission.

J. Luiz discussed the estimated beginning general fund balances for 08-09 and 09-10 with the Commission. He explained that the fund balance should be approximately 1,252,992 as 7/1/09. The Commission thanked J. Luiz for the calculation of these figures.

C. Vance asked if it would be possible to issue employee raises for FY 09-10 given the large projected surplus of FY 08-09. J. Luiz explained that he believes this could be possible and that it would come from the undesignated fund balance via Town Meeting approval. C. Wiggins asked J. Luiz to provide an approximate total that would result from the employee increases. J. Luiz provided a rough estimate that it would cost approximately \$30,000 for a 2% increase. E. Sharpe said such expenditure is reasonable and affordable.

The Commission concurred.

S. Petrequin asked about the increased building activity. Specifically, he asked if any significant projects are taking place. J. Luiz stated building fees have increased as of the spring of 2009 as many home improvements are taking place.

4.2 Financial Planning: E. Sharpe discussed strategies for the use of LoCIP funds and reviewed the draft that was done by J. Luiz. Discussion followed. The Commission expressed that they would like to see the BOS apply for LoCIP grants more often. J. Luiz asked the Commission members what they feel comfortable leaving in LoCIP. H. Reed responded approximately 41K. D. Cianci concurred. The Commission reviewed the document and made suggestions to J. Luiz and will be reviewing further and getting back to J. Luiz with further suggestions. The Commission thanked J. Luiz for the draft and expressed their approval. C. Wiggins requested that the packages be delivered possibly the weekend before the meeting so the members have sufficient time to review the material prior to the meeting.

5. New Business

5.1 Audience of Citizens: C. Vance asked the Commission what their thoughts were regarding renaming the Administrative Town Hall Offices, to the Adella G. Urban Administrative Offices. The Commission was in favor of this proposal.

5.2 Next FIPAC Meeting – Scheduled for September 16, 2009 at 7:30 pm.

6. **Adjournment:** H. Reed MOVED to adjourn. MOTION CARRIED 7:0. The meeting adjourned at 9:04 pm. The next meeting is scheduled for Wednesday, September 16, 2009 at 7:30 pm.

Respectfully Submitted,
Kimberly A. Bona