

Regular Meeting Minutes
(to be approved at next meeting)
Financial Planning and Allocation Commission
Wednesday, September 16, 2009 at 7:30 pm
Town Hall Conference Room
323 Route 87, Columbia, CT. 06237

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

Also Present: Selectman Carmen Vance.

1. Call to order and Pledge of Allegiance: E. Sharpe called the meeting to order at 7:30 pm. The Pledge of Allegiance was recited.

2. Approval of Minutes

2.1 FIPAC Meeting Minutes of August 19, 2009: C. Wiggins MOVED to approve the Minutes of August 19, 2009 with the following corrections:

- Cindy Harrison was present at the August 19, 2009 FIPAC meeting.
- Old Business 4.1, line 9 states “answer as the BOE is *still*.” and it should state “answer as the BOE is *still finalizing its numbers*.”
- Old Business 4.2, line 6 states “The Commission reviewed *the document*” and it should state “The Commission reviewed the *Columbia Financial Goals document*”

MOTION CARRIED 6:0.

3. Correspondence

3.1 BOS Special Meeting Minutes of September 1, 2009: The Commission members thanked H. Reed for his time and contributions while serving on FIPAC.

C. Wiggins commented on the BOS Minutes of September 1, 2009. She discussed the BOS’ belief that applying for a large amount of LOCIP reimbursements at one time would “put a spotlight on Columbia.” C. Vance explained that the BOS discussed the matter and majority felt that it would be best to hold off on applying for all available reimbursements at one time. The Commission members feel as though if the town were to apply for everything and receive preliminary approval, assets would be on the town’s books. C. Wiggins also commented on the Motion made in the BOS Minutes that reads. “D. Szegda MOVED to apply for items A and B contingent upon the fact that in approximately 6 months from now the BOS meet again and discuss applying for additional items.” The Commission feels as though 6 months is too long to wait to re-apply for additional reimbursements. J. Luiz will be relaying this to the BOS. S. Petrequin commented on the BOS Minutes regarding the beach/lake observations and feels as though the stated issues are very serious and need to be resolved.

3.2 BOE Regular Meeting Minutes of August 17, 2009

4. Old Business

- 4.1 Columbia Financial Management Goals Draft- review and discussion:** The Commission discussed and made amendments to the Financial Management Goals Draft. J. Luiz will put together a final draft to be possibly accepted at the next FIPAC meeting.
- 4.2 08-09 Financials:** J. Luiz provided an updated projection of the town's undesignated fund balance as of July 1, 2009. G. Roy asked about the purchase of new software. J. Luiz explained that he is going to put a bid out in approximately one month. He stated he will look at initial pricing and continual maintenance costs. J. Luiz explained that he does not think new software will be implemented before FY2010-2011 begins.
- 4.3 Finance Department Personnel Updates:** J. Luiz explained that the Interim Fiscal Manager, Bev Ciurylo, is working "double duty" as Treasurer as well as Interim Fiscal Manager. He explained that Phyllis LaPierre, Interim Accounting Specialist, is only working 2 days a week leaving the Finance Department in major need of help processing payroll. J. Luiz informed the Commission that the WINCOG Director has offered Columbia help in this department. He explained that the WINCOG bookkeeper would be assigned to Columbia per contractual agreement for 30 hours bi-weekly. 10 hours during the BOS payroll week and 20 hours during the BOE payroll week. He stated that the application deadline for the Accounting Specialist position is 9/18/09, and that B. Ciurylo, P. LaPierre and the controller from Mansfield will be conducting interviews for the top candidates within the next week.

5. New Business

5.1 Audience of Citizens: N/A

- 5.2 09-10 Budget: Transfers-** J. Luiz reviewed the \$42,273 in transfers with the Commission. G. Roy explained that he would like to see the transfer in the amount of \$15,000 for Financial Services be held off on until later date. The Commission concurred and expressed concern with taking such a large amount out of Contingency this early in the budget year. Discussion followed.

C. Wiggins MOVED to reject the \$18,000 transfer approved by the BOS.
MOTION CARRIED 6:0.

C. Wiggins MOVED to reject the \$2,000 transfer approved by the BOS.
MOTION CARRIED 6:0.

C. Wiggins MOVED to reject the \$4,155 transfer approved by the BOS.
MOTION CARRIED 6:0.

C. Wiggins MOVED to accept the following transfers: \$5,000 from Contingency to Executive/Administrative, Unemployment; \$8,145 from Contingency to

Building Services, Salaries and Wages; \$4,000 from Contingency to Public Records, Salaries and Wages; and \$973 from Contingency to Mach/Equip<\$5,000, Beckish Senior Center; MOTION CARRIED 6:0.

C. Wiggins explained that she met with Superintendent Francine Coss, and Principal Kathleen Goodwin about having the Student Services Director speak at the next FIPAC meeting regarding Special Education and budget tracking. She was told that the new Director of Student Services has not yet begun work at the school. C. Wiggins explained that K. Goodwin, being a former Director of Student Services, will be present at the next FIPAC meeting as well as F. Coss and possibly the new Director of Student Services for H.W. Porter School, scheduled for October 21, 2009 to give an approximate one half hour presentation on Special Education and budget tracking.

C. Wiggins gave a folder to Kim Bona containing various Columbia Board of Ed contracts. The folder will be available to view and/or sign out in the Town Administrator's Office.

5.3 Next FIPAC Meeting – Wednesday, October 21, 2009 at 7:30 pm.

- 6. Adjournment:** E. Sharpe MOVED to adjourn. MOTION CARRIED 6:0. The meeting adjourned at 9:30 pm. The next meeting is scheduled for Wednesday, October 21, 2009 at 7:30 pm.

Respectfully Submitted,
Kimberly A. Bona