

Town of Columbia
FISCAL POLICY BOARD
Regular Meeting Minutes
October 20, 2009
8:30 A.M.
Porter Conference Room

Members Present: Donald Cianci-First Selectman, Bev Ciurylo-Interim Fiscal Manager, Carol Coley-Board of Education Co-Chairperson, Jonathan Luiz-Town Administrator, Francine Coss-Superintendent, Earnest Sharpe-FIPAC Chairman

Others Present: Carmen Vance-Selectman, Kerry Hoffman-Board of Education Member, William Mulcahy-Board of Education Member

Staff Present: Karen Johnson-Superintendent's Secretary

I. Call to Order

Bev Ciurylo called the October 20, 2009 Fiscal Policy Meeting to order at 8:43 a.m.

II. Approve Minutes of September 11, 2009

C. Coley **MOVED** and E. Sharpe **SECONDED** to approve the September 11, 2009 minutes as presented.

MOTION CARRIES: 5-0-1

B. Ciurylo, C. Coley, J. Luiz, F. Coss, E. Sharpe VOTED FOR THE MOTION

D. Cianci ABSTAINED

III. Correspondence - None

IV. Old Business

A. School Grounds – Mr. Cianci agrees that the school grounds look beautiful and the DPW crew did a great job.

B. School Parking Lot Extension – Mr. Luiz reported other Town projects have been completed, making time for the school parking lot project. Trees will be cut down, a gravel base installed and if the weather permits, the parking area will be paved.

V. New Business

A. ARRA Education Cost Sharing Grant/State Fiscal Stabilization Funds – Mrs. Coss reported \$363,801 in ARRA State and Fiscal Stabilization Funds will be awarded directly to the Columbia school district and the Board of Education may decide to use this surplus money on a project rather than return the funds to the town. Mr. Luiz informed the Board that the topic of re-opening the FY2009-2010 budget to account for ARRA funds going to the Board of Education will be discussed and voted on at the October 20, 2009 Board of Selectmen meeting. Mrs. Coss asked that this topic be tabled.

VI. Charter Revision Discussion

Ms. Vance reported in addition to the elections, the Town Charter vote will take place on November 3rd. The direct supervision of the Fiscal Manager will be determined by majority vote and be effective three weeks the election. She would like the Fiscal Policy Board to continue to function. Mrs. Coss is working on defining the required town finance department services and updating the school district business manual.

VII. Fiscal Department

Mrs. Coss explained budget forecasting has been difficult as budget actual numbers are unclear. Certified and Non-Certified Salaries, Employee FICA, and Employee Medicare numbers have not been inputted into the 2009/2010 BOE budget. Finance office employees have been very responsive but a structure of weekly reporting and routine updates is necessary. Mrs. Ciurylo explained the finance office focus has been on the school and town's payroll. Within the next few weeks budget input should be up to date. Mr. Luiz said this is a golden opportunity to hire the right people for these positions. He reviewed the current finance department employee schedule and informed the Board that a floater will be brought in right away and a full time fiscal manager will be hired in the spring. The Board discussed tracking ARRA funds, managing the budget, defining service for the Board of Education with consistency and accuracy of reporting, alternating weeks for Board of Education and Town payrolls, electronic time cards, Mansfield's contracted support, hiring an accountant as soon as possible, and meeting next week to review the fiscal department staffing status.

VIII. Audience

IX. Other – Mrs. Coss thanked the group for this frank discussion. Board members agreed to meet again on Tuesday, October 27th @ 8:30 for an update on finance office staffing.

X. Adjournment

C. Coley **MOVED** and E. Sharpe **SECONDED** to adjourn the meeting at 10:35 a.m.
MOTION CARRIES: 6-0

Respectfully submitted,

Karen Johnson, Superintendent's Secretary