



**TOWN OF COLUMBIA**

**Fiscal Policy Board  
Meeting Notes  
September 11, 2019**

**Horace W. Porter School Conference Room  
8:30 am**

1. Call to Order 8:30 a.m.:

Attendees: Bev Ciurylo, Finance Director; Steven Everett, First Selectman; Maria Geryk, Superintendent; Ernie Sharpe, FIPAC Chairman, Mark Walter, Town Administrator

Absent: Chris Lent, BOE Chairperson; Judy Ortiz

B. Ciurylo noted no action can be taken at the meeting due to late posting of the Agenda which did not allow for 24 hours of notice to the public.

2. Approve Regular Meeting Minutes of June 12, 2019 – No action, hold until the next meeting.

3. Correspondence – No comments from the audience were received.

4. Old Business:

A) Update on Transition to CIGNA Insurance – B. Ciurylo reported the transition has gone well and Cigna has been good to work with. A few issues were encountered as Anthem didn't cancel our membership on June 30<sup>th</sup> (they were notified in May).

B) Update on Transition to Empower – The transition to Empower is moving forward. A phone conference is scheduled on Sept. 19<sup>th</sup>.

C) Update on Board of Selectmen and Board of Education Projects – M. Walter reported the HVAC system has been ordered. The salt shed is complete. The other side of the maintenance building roof will be shingled. This building will be used to store vehicles. Rec Park road relocation is on hold pending approval from Eversource. The tennis courts are scheduled for completion and the softball field fence will be installed.

S. Everett noted Mark Volza has submitted a purchase request for additional play equipment.

M. Geryk provided an update on BOE facility projects:

Flooring has been completed-vinyl-flooring repair completed in the main hall and in the preschool wing.

The fire alarm upgrade is close to completion.

Duct cleaning of the building is completed and will be included on a 3-5 year cleaning schedule.

Window balances and glass repair have been completed.

New shower curtains have been installed in the locker rooms and new toilet paper dispensers have been installed throughout the building.

Sidewalks were repaired by the Department of Public Works.

Air conditioner units have been installed in the A wing classrooms and the music room. Units will be replaced in our server room. The A wing air conditioners have successfully reduced humidity and prevented mold growth.

While we were not accepted into the security grant, the capital plan has supported:

- a. visitor management system – policy and procedures are under review for implementation
- b. repeater has been purchased and installed
- c. camera bid has been completed and the upgrade of our surveillance system is completed.

D) Update on IT Assessment – School representatives are meeting with Greg Bugbee of Novus to begin the process of addressing concerns at multiple levels.

S. Everett noted the Town is pursuing the same process after the school's is complete.

#### 5. New Business

A) Minimum Budget Report – B. Ciurylo noted the minimum budget requirement is \$89,000 below what was appropriated. The State may require funding of the shortage.

B) BOE Nonlapsing Account - The BOE met and agreed to return funding to the Town in the anticipated amount of \$286,929.46 pending resolution of expenditure accounts. \$75,000 has been requested to be allocated to the BOE's nonlapsing account.

C) 18/19 Year End numbers – B. Ciurylo noted there is a year-end surplus of \$406,483.20. The Town was successful in tax collections of \$299,771.80, the Educational Equilization Grant returned \$34,500, interest was received in the amount of \$82,048.70, collected \$8,750 in Transfer Station Passes, \$4,400 in beach passes, received \$11,476 in a Special Education Grant and received \$17,842 in the payments to the Preschool Program.

The report is in final review. It is possible \$900,000 may be returned to the general fund for a 20% balance which is considered healthy by Moody.

D) BOE 18/19 EFS Report – A desk audit is scheduled for October/November.

E) Town and BOE Audits – The audit is scheduled for the week of October 15<sup>th</sup>.

F) Other – M. Geryk noted the focus for the school this year will be on infrastructure and operations. She plans to work towards streamlining processes and updating hiring practices for example.

M. Geryk expressed her appreciation for the immense amount of exceptional work Beverly Ciurylo has done for the school.

B. Ciurylo noted there may be an upgrade to the Pay-Chex system since it is not web based. BMSI (an accounting system) may also require updating. There may be a financial impact for the updates.

S. Everett asked if we are seeing reduced costs due to the use of solar panels. B. Ciurylo said a report is being compiled comparing one year's history. Initial findings indicate there has been cost savings.

The meeting was adjourned at 9:30 a.m.

Respectfully Submitted,

Brenda Morey, Clerk

6. Finance Department

7. Audience

8. Adjournment

notes