

Town of Columbia
Financial Planning and Allocation Commission
Regular Meeting Minutes
Wednesday, September 18, 2019
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT. 06237

Members Present: Chairman, Earnest Sharpe; Judy Ortiz; Richard Szegda; Kelley Peck; Dean Toepfer, Todd Shepard, Mike Patel.

Dean Toepfer arrived at 7:13 pm.

Also Present: Town Administrator, Mark Walter; Finance Director, Bev Ciurylo.

1. **CALL TO ORDER:** E. Sharpe called the meeting to order at 7:00 pm.
2. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
3. **Audience of Citizens:** None.
4. **Approval of Minutes:**
 - 4.1. **FiPAC Regular Meeting Minutes of July 17, 2019.** Hard copy minutes were not provided. The minutes will be provided at the next FiPAC meeting. J. Ortiz MOVED to Table the July 17, 2019 Regular Meeting Minutes. T. Shepard SECONDED the MOTION and it CARRIED 6:0. D. Toepfer was not present for the motion.
5. **Correspondence:**
 - 5.1. **Minutes from BOS Meeting 6/4/19, /18/19,7/2/19,7/16/19,8/6/19,8/20/19 & 9/3/19.** Hard copy minutes were not provided. The minutes will be provided at the next FiPAC meeting.
6. **Old Business:** None.
7. **New Business:**
 - 7.1. **18/19 BOS & BOE Year End Preliminary Figures.** B. Ciurylo reviewed the preliminary year end financial reports for the Town and the Board of Education. She noted that these figures were unaudited and there could be some year end adjustments. Overall, she did not anticipate that the figures would change too much. For the Town Revenues, there is a preliminary surplus of approximately \$420,000. She noted some of the following revenue surpluses: overall property tax collections (\$282,000), Education Equalization Grant (\$34,500 due to adjustment to prior year Special Education Grant), Interest (\$82,000), Real Estate Conveyance (\$20,600), Transfer Station Stickers (\$8,750), Special Education Grant (\$11,500) and Preschool Tuition (\$17,800).

B. Ciurylo then moved onto the Town 18/19 Expenditure Report and noted has a projected surplus of approximately \$210,000. Some of the notable contributing to this are that staff salaries had surpluses in each department, the Workers Compensation and the Commercial Insurance lines (16,600), Finance Professional/Tech Services (\$3,400) and the Resident Trooper services (\$8,300). The Board of Education is currently showing a surplus of \$362,000 which is mostly attributed to changes in Special Education costs. B. Ciurylo also presented a report on Capital Projects for FiPAC to review and briefly gave an update on some of the projects.

E. Sharpe asked if the State Police are asking for 100% to cover the Trooper cost. M. Walter stated no, only 85%. E. Sharpe asked if the Old Firehouse is fully funded and the salt shed. B. Ciurylo stated she believes so.

T. Shepard asked about the the Board of Education's budget lines showing a zero balance. B. Ciurylo stated that there were year end transfers so that various budget lines were cleared of negative balances. T. Shepard requested a copy of the pre-transfer Board of Education report. B. Ciurylo stated that she would send that out to the FiPAC members.

B. Ciurylo explained the unassigned fund balance is currently projected to be approximately \$3,347,000 as of June 30, 2019 and noted this could change as the year end figures are finalized.

- 7.2. 18/19 BOE Nonlapsing Account Request:** Discussion ensued regarding the 18/19 BOE Nonlapsing Account. R. Szegda MOVED to APPROVE the Columbia Board of Education's Request to allocate \$75,000 from the FY 2018-2019 Board of Education budget surplus to the Columbia Board of Education Non-lapsing Account. J. Ortiz SECONDED the motion and it CARRIED 7:0.
- 7.3. 18/19 Town and BOE Audits:** B. Ciurylo explained that the week of 10/15/19 will be the Town Audit. A Workers Compensation payroll audit is pending being scheduled. Also, in November, there will be another audit of the Columbia Board of Education's EFS (formerly ED001) report.
- 7.4. 19/20 Minimum Budget Report:** B. Ciurylo reviewed the Minimum Budget Report submitted to the State by the Columbia Board of Education. It is reflecting the \$89,000 decrease approved in the Board of Education's FY 2019-2020 budget from the FY 2018-2019 budget. She explained that when the FY 2019-2020 budget was proposed, it was anticipated that the Education Cost Share grant would decrease which allowed for the decrease in the FY 2019-2020 budget. However, the state approved an increase in this grant. B. Ciurylo noted to FiPAC that the state will probably be notifying the Board of Education that it is not in compliance of the Minimum Budget Requirement and so the Town may need to appropriate

additional funds to the Board of Education's FY 2019-2020 budget. It may take a few months for the state to send notification and a decision as to the amount can be made once the Town receives that notification.

M. Walter explained that the BOS approved funds to provide a survey of the Inzinga Property from the Capital Open Space fund in anticipation of a purchase through The Trust for Public Lands. M. Walter also provided an update on the CT-Chip.

- 8. Transfers:** None.
- 9. Next Meeting:** The next meeting is scheduled for Wednesday, October 16, 2019 at 7:00 pm.
- 10. Adjournment:** T Shepard MOVED to ADJOURN the meeting at 7:40 pm. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted by Cathy L. Crum.