

FINANCIAL PLANNING and ALLOCATION COMMISSION
REGULAR MEETING MINUTES
Via Zoom Virtual Meeting
Wednesday, June 17, 2020 – 7 pm
Yeomans Hall
323 Route 87, Columbia, CT

Members Present: Ernie Sharpe, Chairman; Richard Szegda, Co-Vice Chairman; Judith Jordan; Brian Pedersen, Jeff Viens.

Members Absent: Mike Patel; Kelley Peck.

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

CALL TO ORDER: E. Sharpe called the meeting to order at 7:05 pm.

1. **RULES OF CONDUCT FOR VIRTUAL MEETING:** *This is a web-based call, so we are operating under the following procedures: This session is being both video and audio-recorded. Commissioners and staff will generally remain on mute except when speaking or voting and will generally be keeping video of themselves on throughout the meeting. There will not be any public comment during this meeting. If a member of the public creates an audio or video disruption, they may be manually ejected from the meeting upon recommendation of staff or the chair.*
2. **APPROVAL OF MINUTES:**
 - 2.1 **FiPAC Public Hearing Meeting Minutes of 4/29/20 & 5/20/20.** R. Szegda MOVED to Approve the Minutes from 4/29/20 and 5/20/20. J. Jordan Seconded the MOTION. MOTION CARRIED 5.0.
3. **CORRESPONDENCE:**
 - 3.1 **BOS Regular Meeting Minutes for 5/19/20 and 6/2/20.**
 - 3.2 **BOE Regular Meeting Minutes for 3/2/20, 4/6/20 and Special Meeting Minutes for 2/24/20 and 4/21/20.**
 - 3.3 **Fiscal Policy Regular Minutes for 2/12/20, 3/11/20 and 5/13/20.**
4. **OLD BUSINESS:** None.
5. **NEW BUSINESS:**
 - 5.1 **Non-lapsing Account:** J. Viens MOVED to Approve the Resolution as Presented. R. Szegda Seconded the MOTION. MOTION CARRIED 5.0. Discussion ensued about the clarification of how the non-lapsing account works. M. Walter stated that his understanding is the non-lapsing account is used for emergencies only and is predominantly used for Special Education needs. E. Sharpe stated that it is also used for capital projects.

Discussion continued about the use of the funds for COVID-19 expenses. B. Ciurylo said that the expenses used for COVID-19 might be one of the reasons that the school could use the funds. She stated that the school must use unbudgeted funding, and this is considered unanticipated spending which is the main purpose of the non-lapsing account. B. Ciurylo stated that if the school uses the funds for COVID-19 expenses and we get reimbursed that money could go back into that fund. She stated she would have to check with our auditors on that. B. Ciurylo stated that FEMA is

giving back 75% of whatever we submit to them and the State will give the other 25%. B. Ciurylo stated that the school might have spent an estimate of \$10,000 and will probably be covered by the State of CT Department of Education fund. B. Ciurylo stated that over the summer the school will be assessing what they will need in PPE, busing and staffing for the coming school year.

Discussion ensued about collecting of revenue, funding, and limits on the non-lapsing account.

- 5.2 Year-end Projections.** R. Szegda asked about the Towns revenue and options for residents to delay payments in taxes. M. Walter said it is too early yet to know, but he stated that if taxes are paid through an escrow, the banks will make the payments automatically and the resident does not get a 3-month extension. Anyone paying their own taxes can delay paying for 90 days.

B. Ciurylo reviewed the Revenue report. Tax collection is doing well so far. The ECS grant has been approved by the State and has approved an additional \$100,000 after the budget passed and there is a surplus. LoCIP came in a little higher at \$236,000.00. We are still collecting beach fees and Transfer Station fees. We had a loss on the pre-school tuition of \$10,000 because we had to refund 3 ½ months of tuition. We did not get the security grant for \$50,000 for the Board of Education security project. We had a decrease in Special Education fund of 50,000 grant. Overall, the Town is ahead \$275,000 in revenue and it will be returned to the General Fund. The allotment will start back at \$39,000.

B. Ciurylo reviewed the Town Expenditure report. She said that we still have payroll to process, but that the Town will have a surplus at end of year. Projected group insurance is \$30,000 and the benefit lines and salary lines have money left over. She stated that we had no elections or primaries, so we have money left in that account. The legal line has \$36,000 surplus and we still have to account for the final June bills. The Trooper line came in lower at \$7,300, but we will be using some of that money to buy a radar sign, resulting in a surplus of \$4,000. The Transfer Station hauling fees are showing a surplus of \$20,000 and once all the bills come in it could be down to \$16,000. The salary lines are showing a savings because we have been using the assistants instead of floaters and that has saved some money. There is \$39,000 going back into the General Fund for the anticipated teacher retirements.

B. Ciurylo reviewed the Columbia School Expenditure report. The year-end balance remaining is \$582,000 and based on the last Board of Education meeting there is anticipated spending on technical equipment and PPE totaling \$128,780 in spending, which will bring the available funds to \$453,000. Hopefully by early July we will know what is left and they will know what they will need from the non-lapsing account.

B. Ciurylo gave an update on Actual & Budgeted Expenses & Encumbrance for Capital. The report includes the transfer for \$175,000 in the volunteer fire fighting line. The Fire Department will be going out to bid and will have \$475,000 for the purchase of a rescue truck. The

Recreation Park guardrails should be in soon and the pickle-ball court, tennis court and basketball courts are being completed. The school generator will be installed over the summer.

- 5.3 Agreement between the Town of Columbia and USS Vineyard Solar LLC.** M. Walter explained that Walt Tabor and Heartstone Winery partnered with USS Vineyard Solar LLC for a 25-acre solar farm. He explained that it is a CT DEEP competitive bid and the Board of Selectman (BOS) signed a letter of recommendation. He explained that the 25-acres is in 490 and not collecting much in taxes. The agreement with the solar company would provide the Town with \$5,000 payment in taxes every year for 20 years. M. Walter explained that the BOS approved the contract last night and this is a courtesy notification to FiPAC.

6. TRANSFERS:

TRANSFER # / AMOUNT	FROM A/C #, DESCRIPTION	TO A/C#, DESCRIPTION
2020-035 / \$975.00	10-4640-500, Prof/Tech 10-4640-515, Contracted Services 10-4640-520, Printing-	10-4640-300 Supplies- 10-4112-300, General Supplies
2020-038 / \$5,000	10-4800-900, Contingency	10-4410-600, Repairs/Maintenance
2020-043 / \$3,000.00	10-4410-011, Salaries-DPW OT	10-4520-010 Salaries-Inlands/Wetlands
2020-044 / \$2,000.00	10-4520-130, Legal Notices 10-4520-500, Professional/Tech	10-4670-010, Salaries-Recreation
2020-045 / \$1,500.00	10-4112-040, Group Insurance	

R. Szegda MOVED to Approve the Transfers as presented. J. Viens Seconded the MOTION. MOTION CARRIED 5.0.

- 7. NEXT MEETING:** The next FiPAC Regular Meeting will be held on July 15, 2020.
- 8. ADJOURNMENT:** E. Sharpe Adjourned the meeting at 7:51 pm.

Respectfully Submitted by Jennifer C. LaVoie