**BOARD OF FINANCE**   **1 MUNICIPAL DRIVE**

**TOWN OF CANTERBURY CANTERBURY, CT 06331**

**DRAFT**

**BOARD OF FINANCE**

**Meeting Minutes**

**Wednesday, June 14, 2023, 7:00 p.m.**

**Municipal Building and Zoom (Hybrid)**

**I.** **Call to Order** – Meeting called to order at 7:01 p.m. by Chairman M. Lee

Members present: Matt Bruneaux, Michael Lee, J. Levine, H. Tuttle

Members absent: Pat Tracey, Joy Cave

Alternates absent: R. Barrett, B. Farland

**II.** **Establishment of Quorum** – Chairman M. Lee asked that J. Kildea sit in as a voting member.

**III. Pledge of allegiance**

**IV. Approval of Minutes**

J. Kildea noted that Item IV vote totals were incorrect on the May 3, 2023 minutes. The count was actually 3-0-1.

**J. Kildea made a motion to approve minutes from May 3, 2023 as corrected. Second by M. Lee.**

**Vote: 5-0-0. Passed**

**Vote:** **M. Bruneaux / M. Lee / J. Levine / H. Tuttle / J. Kildea**

**Yes**  **Yes**  **Yes**  **Yes Yes**

**J. Kildea made a motion to approve minutes from May 23, 2023 as submitted. Second by M. Lee.**

**Vote: 5-0-0. Passed**

**Vote:** **M. Bruneaux / M. Lee / J. Levine / H. Tuttle / J. Kildea**

**Yes**  **Yes**  **Yes**  **Yes Yes**

**V. Correspondence –** None.

**VI. Old/Unfinished Business**

1. **Discussion of BOS/BOE finances, Covid-monies, ECS funding**

There was discussion regarding the Adopted State Budget for FY 24 and the Town’s share of $94,624. First Selectman, C. Lippke had shared information regarding the Budget & Tax Package for COST (CT Council of Small Towns). One item pointed out is the decision to provide up to $10,500 to each municipality for the recently passed Early Voting.

C. Lippke also provided information from CCM concerning the ARPA funds not being rescinded, which was a topic in recent meetings of the Board.

Treasurer reports were reviewed. L. Epler pointed out the great collection rate at 104.3% to date. It was also noted that investment funds were good. There are some funds which the Treasurer is still awaiting. C. Lippke stated that some of the ARPA funds will start to be used for DPW C.I.P. projects that were not funded.

M. Lee indicated that he had no information from the Board of Education and that a new superintendent had been hired. C. Lippke said his employment begins July 1, 2023. J. Kildea requested that M. Lee contact him concerning providing reports and information to the Board and to invite him to the July meeting of the BOF. M. Lee stated that he will contact the superintendent as soon as his contact information is available, and he starts working.

**VII. New Business**

1. **Transfer from line 4-1617 (Wages Highway Crew Overtime) to line 4-0701 (Benefits).**

C. Lippke stated that a Town employee had opted for benefits mid-year, which made line #4-0701 overdrawn by about $9,000. He indicated that there is approximately $35,000 in line #4-1617 because of the light winter which did not require much overtime for DPW. He also stated that this is a one-time move, not an additional appropriation which would require a Town meeting.

**M. Lee made a motion authorize a transfer of $25,000 from line #4-1617 (Wages Highway Crew Overtime) to line 4-0701 (Benefits). Second by J. Kildea.**

**Vote: 5-0-0. Passed**

**Vote:** **M. Bruneaux / M. Lee / J. Levine / H. Tuttle / J. Kildea**

**Yes**  **Yes**  **Yes**  **Yes Yes**

Discussion was initiated concerning the forthcoming audit and by no objection, item “b” was added to the agenda.

1. **Appoint Auditors**

J. Kildea asked if it was time for a new auditor. C. Lippe said it was not necessary and that it would be good to continue with the present company because they know our town and have been good to work with. M. Lee asked if the audit would be available by July’s meeting. As soon as the audits are received, all members will be notified and a presentation will be set up.

**M. Lee made a motion to appoint Mahoney Sabol as auditors for the 2022-2023 fiscal year. Second by M. Bruneaux.**

**Vote: 5-0-0. Passed**

**Vote:** **M. Bruneaux / M. Lee / J. Levine / H. Tuttle / J. Kildea**

**Yes**  **Yes**  **Yes**  **Yes Yes**

**VIII. Public Comment/Zoom Chat** - None

**IX. Adjournment**

**J. Kildea made a motion to adjourn @ 7:34 p.m. Second by J. Levine**

**Vote: 5-0-0. Passed**

**Vote:** **M. Bruneaux / M. Lee / J. Levine / H. Tuttle / J. Kildea**

**Yes**  **Yes**  **Yes**  **Yes Yes**

Respectfully submitted,

Joy A. Bissonnette

Recording Secretary