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

**TOWN OF CANTERBURY CANTERBURY, CT 06331**

 **DRAFT**

**BOARD OF FINANCE**

**Meeting Minutes**

**Wednesday, November 8, 2023, 7:00 p.m.**

**Municipal Building and Zoom (Hybrid)**

**I.** **Call to Order** – Meeting called to order at 7:00 p.m. by Chairman M. Lee

Members present: Matt Bruneaux, Jason Levine, Joy Cave, Michael Lee, Howell Tuttle

Members absent: Pat Tracey

Alternates present: Jeanette Kildea

Alternates absent: Robert Barrett, Brady 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 made a motion to approve minutes from October 11, 2023, as drafted and presented. Second by H. Tuttle.**

**Vote: 5-1-0 Passed**

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

 **Yes**  **Abstain Yes**  **Yes**  **Yes Yes**

Chairman M. Lee congratulated the members elected at the November 7, 2023, election.

**J. Kildea made a motion to add Item VII b. to the agenda for swearing in of newly elected members of the BOF. Second by J. Cave.**

**Vote: 6-0-0 Passed**

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

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

**V. Correspondence** – None.

**VI. Old/Unfinished Business**

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

First Selectman, C. Lippke stated the Town is where expected as far as finances. J. Kildea noted that many of the budgeted revenues have not yet been received. C. Lippke said many are quarterly and that OPM has a schedule for payments to the Town.

C. Lippke suggested that a trust account be set up for OPEB funds in order to invest and grow the total. M. Lee asked that he set up a presentation with Zahansky for the BOF January 2024 meeting for more information.

C. Bitgood, Superintendent reviewed the November Summary provided to the Board. He indicated that both schools are in the process of replacing lighting with LED lighting. J. Kildea asked when he would expect to see savings and C. Bitgood said it should be soon after the replacement is finished. J. Kildea asked if there were any freezes on expenses put into place yet. C. Bitgood indicated he has not, but is watching the financial numbers closely.

H. Tuttle inquired about the number of high school students. C. Bitgood stated the total, divided among all the schools, is approximately 250.

J. Kildea asked for a status on the library’s addition. C. Lippke said it is moving along and that they anticipate breaking ground next Spring.

**VII. New Business**

1. **School Security Grant**

Principal, G. Dukette presented information on two (2) grants which have been received for the school security plans for both schools. The first, in the amount of $312,539, will cover panic buttons for lockdown; window coatings for all ground-level windows; security shutters; and a camera system with upgrades to the current computer system. The second, in the amount of 209,028, will cover camera access to the State Police; and an emergency system designed to account for all individuals in the building. M. Lee stated the Town had put aside and earmarked $500,000 in anticipated additional appropriations to cover the cost. J. Kildea asked if there was a deadline for completion of the project. G. Dukette indicated he believes the deadline is 2025.

Discussion followed concerning the process for approval of the additional appropriation, i.e. from the Board of Selectmen to the Board of Finance and then to referendum for $525,000. It was felt that a short timeframe is needed to lock in prices and to schedule the contractors for as soon as possible.

1. **Swearing in of newly elected members.**

Joy Bissonnette, Assistant Town Clerk, swore in members Mathieu Bruneaux and Jason Levine as BOF members, and Jeanette Kildea as an alternate member of the BOF.

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

**IX. Adjournment -**

**J. Kildea made a motion to adjourn @ 7:50 p.m. Second by J. Levine.**

**Vote: 6-0-0 Passed**

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

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

Respectfully submitted,

Joy A. Bissonnette

Recording Secretary