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

**TOWN OF CANTERBURY CANTERBURY, CT 06331**

**Approved: February 14, 2024**

**BOARD OF FINANCE**

**Meeting Minutes**

**Wednesday, December 13, 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 November 8, 2023, and November 15, 2023 as presented in draft form. 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**

M. Lee received emails forwarded by C. Lippke from Weiss, Hale & Zahansky concerning setting up a presentation in January for the Board concerning OPEB investment funds.

**VI. Old/Unfinished Business**

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

C. Bitgood, Superintendent reviewed the December Summary from the BOE. The forecasted balance is $27,368, with approximately 35% of the total budget having been spent. J. Cave questioned the information regarding transportation dues and fees. C. Bitgood will clarify this and email M. Lee with an explanation.

First Selectman, C. Lippke noted that the Town has received $2,258 in opiod funds from the State which have to be used for specific purposes related thereto. J. Kildea asked if there were possibly a school program it could be used for. C. Lippke anticipates discussing the issue with the Superintendent for possibly introducing a DARE-type program.

J. Cave questioned the transfer station sticker term. The current stickers expire at the end of April 2024.

There was lengthy discussion concerning the proper way to show and account for the PRE funds received for the Selectmen; Recreation; Library; and Fire Department lines in order to show accurate receipt and expense lines.

J. Cave voiced an interest in having the Treasurer show the process for transferring lines from the BOF budget worksheets into the actual budget.

J. Kildea questioned if Covid funds were being expended. C. Lippke indicated the DPW has purchased some equipment and there are projects planned for maintenance of the Town Hall.

J. Kildea asked if the auditors were on time as they had anticipated. C. Lippke said they were behind schedule and had filed an extension, even though the information had been sent from the Town.

**VII. New Business**

1. **Create a Line Item for School Security Grant**

**M. Lee made a motion to create a revenue/expense line in the C.I.P. budget in the amount of $521,567.26 for the School Security Grant related to an additional appropriation as authorized in the November 29, 2023 referendum. Second by M. Bruneaux.**

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

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

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

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

**IX. Adjournment -**

**J. Kildea made a motion to adjourn @ 8:00 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