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

**TOWN OF CANTERBURY CANTERBURY, CT 06331**

**Approved: 04/10/2024**

**BOARD OF FINANCE**

**Meeting Minutes**

**Wednesday, March 13, 2024, 7:00 p.m.**

**Municipal Building and Zoom (Hybrid)**

**I.** **Call to Order** – Meeting called to order at 7:02 p.m. by Chairman M. Lee

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

Howell Tuttle (@ 7:06 pm)

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 February 14, 2024 as presented. Second by M. Bruneaux.**

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

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

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

H. Tuttle arrived at 7:06 pm and assumed his place as a regular voting member.

**V. Correspondence**

Letter from Principal Dukette to be discussed under Old Business.

**VI. Old/Unfinished Business**

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

C. Bitgood, Superintendent reviewed the March FY24 Financial Update sheet for the BOE and will forward the Summary Sheet via email. At this point he anticipates returning $36,706.84 to the general fund. Transportation costs were up due to having to outsource bus runs because of lack of drivers. The pay scale has been increased to be competitive in order to hire additional bus drivers and since, there have been no cancellation of bus runs.

There was an issue while doing landscaping at BMS when an underground conduit was hit while digging. It was found that this was actually broken at some prior date. The long-term fix will be completed by Eversource and the school during the April school break. C. Lippke volunteered the Public Works crew to help with digging if needed.

J. Kildea asked if the Griswold H.S. bus run would be dropped this year. C. Bitgood said it is being covered for 1 more year, and already figured into the budget.

C. Bitgood indicated a walkthrough of Baldwin Middle School is scheduled for Monday, March 18th at 6:00 p.m. and invited the Board members to attend.

M. Lee received an email from Principal G. Dukette with an update on the school security. (see BOF file for specifics). M. Lee asked when it was expected to be completed and C. Bitgood said they anticipate completion in May of 2024.

Treasurer reports were not available at the meeting. C. Lippke indicated the treasurer was ill and would have her send reports next week.

J. Kildea asked if the BOE would be ready for their budget presentation on April 3, 2024. C. Bitgood indicated they would.

**VII. New Business**

1. **Budget Worksheet Workshop**

M. Lee and the Board refamiliarized themselves with the budget process, especially the revenue versus expense lines. The Board wants to match each expense line with a revenue line. M. Lee indicated he has updated the program somewhat in how the numbers will be plugged into the formulas.

M. Lee shared an email from the Assessor which updated the Grand List total following conclusion of the Board of Assessment Appeals hearings. The total is $458,698,377 for 9,382 accounts.

M. Lee asked C. Lippke if there were any figures from NECCOG. C. Lippke said the figures from the governor are still subject to change as of this date.

There was discussion concerning how to reflect unassigned reserved funds and C. Lippke said these should not be used to calculate a mill rate. J. Kildea asked if C. Lippke could provide a list of restricted funds, e.g. opiod funds and nip contributions. J Levine suggested these funds be grouped separately and M. Bruneaux said they could be earmarked with asterisks.

Discussion followed regarding how the treasurer gets her starting numbers for a fiscal year. The Board feels the treasurer should use the BOF worksheet numbers to begin. J. Kildea the numbers in the passed budgets need to be reflected in the treasurer’s reports. J. Cave will create an Excel sheet with numbers from the BOF figures.

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

**IX. Adjournment -**

**J. Kildea made a motion to adjourn @ 8:02 p.m. 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**

Respectfully submitted,

Joy A. Bissonnette

Recording Secretary