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

**TOWN OF CANTERBURY CANTERBURY, CT 06331**

**Approved: 04/17/2024**

**BOARD OF FINANCE**

**Meeting Minutes**

**Wednesday, April 10, 2024, 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, Joy Cave, Michael Lee, Howell Tuttle

Members absent: Pat Tracey, Jason Levine

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 March 13, 2024 as presented. Second by J. Cave.**

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

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

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

**J. Kildea made a motion to approve minutes from April 3, 2024 as presented. Second by J. Cave.**

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

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

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

**V.** **Correspondence**

Letter forwarded from First Selectman, C. Lippke, from the auditors.

**VI.** **Old/Unfinished Business**

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

The auditors have sent the preliminary audit, which contains the figure for the unassigned fund balance. They will have a presentation in the near future. M. Lee will have the figure for the next BOF meeting.

M. Lee stated that the school still needs images of checks for items paid from the security grant, for the State.

C. Bitgood reviewed the April summary for the BOE and expects the return amount to the general fund will be $36,625.56.

The treasurer provided financial reports for the Board. There were a number of questions regarding revenue budgeted versus what has been received to date.

**b. Questions and answers relating to the 2024-2025 Education budget proposal**

C. Bitgood answered follow-up questions regarding the presentation of the school budgets at the last meeting. An adjustment was made to the code sheet during the meeting and M. Lee will resend the information to the members. J. Kildea expressed her opinion that the amount is extraordinary. C. Bitgood explained that the budgets are absorbing the loss of ESSER funds. He also said vendors’ prices have increased by an average of 3.1%. The CCM figure for ECS was confirmed at approximately $4,000,000.

**VII.** **New Business**

1. **Town/CIP 2024-2025 budget presentation/proposal**

C. Lippke presented the proposed budgets for general government and CIP. The general government budget has an overall projected change of $287,908. Some areas with noted increases are the Town Clerk/Tax Collector position which has been changed from elected to a hired position; acquiring a new athletic field which requires bringing it up to a usable condition and then maintenance; request by the VFD for an increase of $105,000; and the increase to voting expenses due to early voting enacted this year.

Fire Chief R. McGillivray indicated the increase is for the department to go from 12 hr./7 day coverage to 24 hr./7 day coverage with 2 people. There was further discussion concerning this line item and the PRE funds provided for ambulance service.

C. Lippke then presented the proposed CIP budget. Discussion followed regarding projected costs for the school following the facilities management meeting; leased versus owned buses and vans; and the surcharge for Woodstock Academy.

C. Lippke indicated that the Town has ordered 2,000 transfer stickers which will cost $30.00 each per year.

The Board will have follow-up questions on these budgets at the next meeting.

**VIII.** **Public Comment/Zoom Chat** –

 A member of the audience asked if there was a planned merger of the fire department. J. Kildea stated there was nothing in the budgets presented concerning this and that would be a matter for the BOS, not the BOF. C. Lippke indicated the BOS meeting could be viewed on YouTube for further information and M. Lee confirmed that there is nothing in this budget involving a merger of the fire department.

**IX.** **Adjournment -**

**J. Kildea made a motion to adjourn @ 8:23 p.m. Second by J. Cave.**

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

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

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

Respectfully submitted,

Joy A. Bissonnette

Recording Secretary