Present: Alannah Coshow, Bridget McLennan, Richard Brown (via Zoom), Russell Bonaccorso, Deb Cunningham and Ted Turner
Not Present: Matthew Bennington
Other attendee(s): Jeffery M. Jylkka: Director of Finance

1-2. The meeting was called to order at 7:00 p.m. followed by the Pledge of Allegiance.

3. Adoption of Agenda
   Upon a motion from Mr. Bonaccorso, seconded by Ms. McLennan, and unanimously carried, the agenda was amended as follows:

   Add: 9.
   
   b) Town/BOE IT Service restructuring
   
   c) Tax Bill Mailing

4. Approval of Minutes
   a) Regular Meeting 5/16/2022
      Mr. Turner made a motion to approve the minutes as presented. The motion was seconded by Ms. McLennan.
      
      Vote: 6-0. Motion Passed.

   b) Special Meeting 5/23/2022
      Ms. McLennan made a motion to approve the minutes as presented. The motion was seconded by Mr. Bonaccorso.
      
      Vote: 6-0. Motion Passed.

5. Public Remarks

Paul Smith: Superintendent of Schools – Informed members of a discussion had at the BOE meeting around school security given recent shootings in schools across the country. While there continues to be funding for one Armed Security Officer for the High School, the 22-23 FY budget, does not contain funding for any additional officers. He also shared that discussion continues as to the need and/or want for a School Resource Officer (i.e. a Town Police Officer assigned to a school during the school year and assigned to
patrol when school is not in session) vs. an Armed Security Officer (i.e. a retired police officer with no formal affiliation with the Town Police Department). Other differences between the two roles were explained including salary and onboarding timeframes. Mr. Smith stated that he has been tasked with returning to the BOE the end of July with conclusion of a feasibility study and will, in turn, come back to this board with the findings as well.

6. Financial Transactions
   None

7. Correspondence
   None

8. Status Reports [Financial]:
   Mr. Jylkka shared a YTD status of FY 2022 Revenue & Expenditures.
   a) Revenue
      With the tax sale response and strong supplemental MV tax collection coupled with slowing but still above normal Building Department and Town Clerk permit and fees collection, it is anticipated that we will end the year with a positive variance above $800,000.
      (Reports on file with Town Clerk).

   b) Expenditures
      Although still positive, reimbursement of training costs to the city of Waterbury for Officer Lenois and billing issues with Middletown Area Transit (MAT) added to the previously discussed Town Hall building repair and data breach costs, have slightly lowered the projected variance from $80,000 closer to $55,000.
      (Reports on file with Town Clerk).

   c) Fund Balance
      The forecasted ending fund balance for FY2022 less the $500,000 committed to balance the FY2023 budget results in an unrestricted Fund Balance (as a % of FY2023 approved budget) of a still healthy 11.8%.
      (Reports on file with Town Clerk).
9. New Business
   a) Approve Tax Suspension List
      After a brief review of the proposed tax suspension list of 124 items totaling $41,989.40, a motion was made.

      Mr. Turner made a motion to approve the tax suspension list as presented. The motion was seconded by Ms. McLennan.
      Vote: 6-0. Motion Passed.

   b) Town/BOE IT Services Restructuring
      Members questioned if there were cost savings available if IT services were combined (i.e. eliminate redundancies, possible discounts for bulk orders, security synergy, take current responsibilities away from Finance Director and Police Chief, etc.). It was suggested that a task-force be created to investigate further.

      Action Item: Finance Director and BOE Chair (who was in zoom audience) to speak to Town Manager, Superintendent and Town Council Chair to see if there is interest in investigating further.

   c) Tax Bill Mailing(s)
      Members questioned as to why individuals may receive multiple envelopes at the same address and why it can’t just be one envelope. Mr. Jylkka shared that there are multiple reasons this could be occurring:
      - Real Estate vs. MV vs. Personal Property
      - Different system capturing addresses in different formats (i.e. abbreviated vs. spelled out - ex: North vs. N, Street vs. St.)
      - Real Estate being in husband & wife’s names and Motor Vehicles being in only one name.
      - Etc.

      Action Item: Finance Director to ask if anything can be done to reduce the number of mailings to one address.
10. Continued Business:

None

11. Special Presentation:

None

12. Liaison Appointments/Reports:

a) Town Council (McLennan/Cunningham)
Ms. McLennan shared that discussion included, but was not limited to the following topics:
- Public Hearing – CT Neighborhood Assistance Act Application Received from Epoch Arts
- Public Hearing – Cannabis Sale & Manufacturing Regulations
- Lake Status Presentation
- Affordable Housing Plan Presentation
- Approval of an ordinance amending the code regarding solid waste and the Transfer Station
- Review and Approval of police general orders 1.7 & 5.24
(Detail of all topics discussed at Town Council on file with Town Clerk)

b) Board of Education (Bonaccorso/Bennington)
Mr. Bonaccorso referred back to Mr. Smith’s earlier remarks about security in the schools.

c) Economic Development Commission (Turner)
Mr. Turner shared that EDC is working to rejuvenate the Bells on the Bridge campaign, continues to work with Zoning to finalize Home Business Regulations and is adding the ability to nominate businesses (BoM and New and or Existing Business Spotlights) to its website.

d) Conservation Lake Commission (Bonaccorso)
No Report

e) Fire Commissioners (Brown)
No Report
f) Brownfields/Redevelopment (Cunningham)
Ms. Cunningham shared that discussion mainly revolved around the UCONN TAB summer assistance program and the associated activities planned, as well as, the anticipated town ownership of 13 Summit along with 1 & 13 Watrous and 3 Walnut.

g) Park & Rec. Advisory Board (Coshow)
Chairwoman Coshow shared that the Annual Golf Tournament raised $5,000, continued discussion on Airline Trail enhancements and expansion included discussion around land behind the Middle School being added to the Trail, and position restructuring and funding is still under discussion with the Town Council.

h) HS Athletic Field Renovation (Brown)
Dr. Brown shared that the track reopened right around the 1st of June and Graduation was held on it last week. Work on the Tennis courts will begin in the next few weeks.

i) Capital Committee (Brown/Bennington)
No Report

13. Public Remarks:
None

14. Adjournment:
A motion to adjourn made by Mr. Bonacorso was seconded by Ms. Cunningham.
Vote: 6-0. Motion Passed. Meeting adjourned at 7:57 pm.

Respectfully submitted,

Renée Bafumi
Recording Secretary