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

**TOWN OF CANTERBURY CANTERBURY, CT 06331**

**Approved: 04/10/2024**

**BOARD OF FINANCE**

**Meeting Minutes**

**Wednesday, April 3, 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, Jason Levine, Joy Cave, Michael Lee

Members absent: Pat Tracey, Howell Tuttle

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**

Draft minutes from the BOF meeting on March 13, 2024 were not available to all members for review so they will be addressed at the next meeting.

**V.** **Correspondence**

Letter from First Selectman, C. Lippke to be discussed under New Business.

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

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

Treasurer reports were not available at the meeting. C. Lippke indicated there was some difficulty with the new program and they are working on it. J. Kildea noted that it was critical to have the reports at the next scheduled meeting.

J. Kildea asked C. Lippke about the new transportation van and showed an ad from the Turnpike Buyer by the Town of Plainfield for sale of theirs. She stated she was concerned about Plainfield using Canterbury’s van while getting the benefit of selling theirs. C. Lippke said it was a matter for the BOS and they would do what was in the best interests of the residents.

C. Bitgood did not have a monthly summary report for BOE because their meeting is scheduled for April 9th, prior to the next BOF meeting. He will provide a report for the next meeting.

Principal G. Dukette indicated that a majority of the security work has been completed. He anticipates reimbursement from the State in the amount of $232,948.24 and he needs to get proof of payments made from the Treasurer for the State.

M. Lee briefly reviewed the planned schedule for BOF meetings during the budget process.

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

**J. Kildea made a motion to adjust New Business by switching Item A with Item B. 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**

1. **CIP Line Item Transfer**

C. Lippke indicated that the number of roof repayments was miscalculated. The Town was able to buy a chipper using ARPA funds instead of CIP funds that had been set aside for it. C. Lippke is asking that $35,000 previously designated for a chipper be transferred to another line in the CIP to cover the roof payments.

**M. Lee made a motion to make a CIP line item transfer in the amount of $35,000 from line item 5260p to line item 5060p. Second by J. Cave.**

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

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

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

**b.** **Board of Education 2024-2025 budget presentation/proposal**

Superintendent C. Bitgood gave a power point presentation detailing the BOE proposed budget for BMS and CES for the 2024-2025 fiscal year. The overall proposed increase is 2.91% or $364,620. He noted that the ESSER grants have been exhausted and the schools will have to fund the budget without this aid.

High school tuitions are increasing between 3% and 3.75%, depending on the school. In addition, they would like to add security personnel which would be an addition of $27,000, but would cover both schools. Special Education expenses are decreasing by 2.2%. One of the biggest increases is 12.22% in transportation costs. C. Lippke said he would like to see the BOE come up with a plan in the future for reducing costs.

The Board would like to see information on which items are controllable versus the noncontrollable and C. Bitgood will have that at the next meeting.

CCM numbers for ECS (Education Cost Sharing) were reviewed. BOE was using a figure of $3,764,559 and C. Lippke had information showing $4,004,385. C. Bitgood will doublecheck that amount. M. Lee agreed this amount needed to be confirmed.

The Board will review the information presented in detail and reserve questions for the BOE until the next BOF meeting on April 10, 2024.

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

M. Weeks asked C. Bitgood if they still had a procedure for verifying residency of students. C. Bitgood said they use a residency officer and pay a case by case fee, which has been successful.

C. Lippke stated the new transfer station stickers are moving to a yearly basis at a rate of $30.00 per sticker. He said this will be a more predictable money stream and help to lower fraud in the use of the transfer station. J. Kildea asked how many stickers would be sold and C. Lippke said he would get that number.

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

**J. Kildea made a motion to adjourn @ 8:12 p.m. 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**

Respectfully submitted,

Joy A. Bissonnette

Recording Secretary