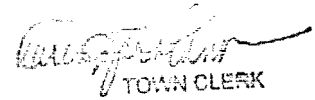


RECEIVED
STAFFORD, CT

2018 APR -3 P 4: 10

Board of Finance, Town of Stafford
Veteran's Meeting Room
Regular Meeting
April 2, 2018


TOWN CLERK

Board Members Present:

Jane Slater, Chair, Brian Bagley, Gary Fisher, Francis Moriarty, Tony Pellegrino, David Walsh

Board Alternates Present:

Steven Geryk, Richard Shuck, Conrado Ulloa

Treasurer Neil Hoss was also in attendance.

1) **CALL MEETING TO ORDER**

Chairman Slater called the meeting to order at 7:01 PM.

2) **ESTABLISH A QUORUM**

With all Board members present, a quorum was established.

3) **APPROVE MINUTES OF MARCH 28, 2018 PUBLIC HEARING AND SPECIAL MEETING**

Upon motion of Mr. Walsh and seconded by Mr. Pellegrino, the Board approved unanimously the minutes from the March 28, 2018 Public Hearing. Gary Fisher abstained from the vote.

Upon motion of Mr. Moriarty and seconded by Mr. Bagley, the Board approved unanimously the minutes from the March 28, 2018 Special Meeting. Gary Fisher abstained from the vote.

4) **2018/2019 LIBRARY BUDGET PRESENTATION**

Library director Chris Frank distributed to the Board the FY 18/19 library budget. *(see attached)*
The requested budget is \$542,109, a .73% increase over the current budget. Contractual full time salaries and longevity account for the majority of the increase.

5) **NEW BUSINESS**

Prior to the meeting, CFO Lisa Baxter distributed to the Board handouts showing anticipated revenues for the Board of Selectmen and Education, the current unassigned fund balance activity, and the projected FY 2018/2019 mill rate based on the budgets presented to the Board of Finance at the first Public Hearing. *(see attached)*

Following discussion on the budget, Mr. Bagley, seconded by Mr. Pellegrino, moved to reduce the proposed FY 2018/2019 Board of Education budget by \$371,736.64. The motion failed by a 4-2 vote., with Mr. Moriarty, Mr. Fisher, Mr. Walsh, and Ms. Slater voting no, and Mr. Bagley and Mr. Pellegrino voting yes.

Mr. Pellegrino moved, seconded by Mr. Bagley, to reduce the proposed FY 2018/2019 Board of Education budget by 1%, or \$279,303.77. Motion passed with a 5-1 vote, with Mr. Pellegrino, Mr. Bagley, Mr. Fisher, Mr. Moriarty, and Mr. Walsh voting yes, and Ms. Slater voting no.

6) **OLD BUSINESS**

There was no old business to discuss

7) **ADJOURNMENT**

Upon motion of Mr. Walsh and seconded by Mr. Bagley, the meeting adjourned at 8:47 PM.

Respectfully Submitted,



Erin Kirchhoffer
Recording Secretary, Board of Finance

2018-2019 Stafford Library Budget Request

	2017-2018 Request	2018-2019 Request	\$ difference	% difference
1004 Salaries (part time)	\$105,274.00	\$104,167.00	-\$1,107.00	-1.05%
1184 Salaries (full time)	\$213,870.00	\$219,445.00	\$5,575.00	2.61%
2015 FICA	\$24,415.00	\$24,816.00	\$401.00	1.64%
2030 Group Health and Life	\$83,447.00	\$83,447.00	\$0.00	0.00%
2035 Retirement	\$31,157.00	\$29,759.00	-\$1,398.00	-4.49%
2111 Longevity	\$1,673.00	\$2,087.00	\$414.00	24.75%
3100 Postage	\$500.00	\$500.00	\$0.00	0.00%
3330 Maintenance	\$10,000.00	\$10,000.00	\$0.00	0.00%
3805 Continuing education	\$1,000.00	\$1,000.00	\$0.00	0.00%
4100 Utilities: Electricity	\$23,000.00	\$23,000.00	\$0.00	0.00%
4102 Utilities: Water	\$560.00	\$428.00	-\$132.00	-23.57%
4500 Telephone	\$2,667.00	\$2,840.00	\$173.00	6.49%
5100 Office and library supplies	\$2,240.00	\$2,240.00	\$0.00	0.00%
5200 Mileage, professional dues, travel	\$930.00	\$930.00	\$0.00	0.00%
5800 Books, DVDs, periodicals, etc.	\$35,000.00	\$35,000.00	\$0.00	0.00%
7410 CAP Equipment	\$650.00	\$650.00	\$0.00	0.00%
8255 Programs	\$1,800.00	\$1,800.00	\$0.00	0.00%
TOTAL	\$538,183.00	\$542,109.00	\$3,926.00	0.73%

Stafford Library
20-220-400
Budget Explanation FY2018-19

Library employees belong to Local 1303-427 and Local 818-55 of Council 4 AFSCME, AFL-CIO and Local 818.55

1004	Part-time employees	\$104,167	
1184	Salaries (full time)	\$219,445	
2015	FICA/Medicare-Employer	\$24,816	7.65% of salary lines
2030	Group Health & Life	\$83,447	Per Treasurer's Office
2035	Employee Retirement Plan	\$29,759	Per Treasurer's Office
2111	Longevity	\$2087	
3100	Postage	\$500	

Covers mailing of general correspondence, overdue notices and interlibrary loan materials.

3330 Maintenance \$10,000

This includes trash pickup, printer and copier toner/service contracts, pest control contract, alarm fee, supplemental cleaning service, general maintenance supplies, and fire extinguisher inspection

3805 Continuing Education \$1,000

Stipulated in union contract. Used for staff training at workshops and the Connecticut Library Association annual conference.

4100 Utilities: Electricity \$23,000 per Treas. Office recommendation

4102 Utilities: Water \$428

4500 Telephone \$2,840

5100 Office Supplies \$2,240

This line covers general office and library supplies.

5200 Mileage, professional dues, travel Request \$930

This budget line was reduced significantly in 2017 because library staff who need to travel out of town for business meetings, conferences, etc. can use the town electric vehicles reducing the need for mileage reimbursement funds. Some funds are needed to cover dues for library membership in professional organizations such as the Connecticut Library Consortium (CLC). CLC negotiates with book sellers and other library suppliers for discounts for member libraries.

5800 Books/Periodicals/Audio-visual \$35,000

7410 Cap Equipment \$650

Covers cost of a book truck, shelving unit, or other small library purchase

8255 Library Programs \$1,800

This line includes the cost of programs with guest speakers/performers for children, teens, and adults; story hour supplies; and program refreshments.

NOTE: The library turns over to the Town of Stafford all revenue received from patron overdue fines, photocopiers, computer printers, and fax service. Revenue for this fiscal year is estimated to be \$4500.00 by the end of the year.

Total Budget for FY 2016-2017 - \$542,109

REVENUES BOARD OF SELECTMAN

	ANTICIPATED REVENUE FY 2016-2017	ANTICIPATED REVENUE FY 2017-2018 REVISED	ANTICIPATED REVENUE FY 2018-2019	Variance	Percentage
INTERGOVERNMENTAL - OTHER					
Tax relief for the elderly	95,000	90,000	80,000	-10,000	-10.53%
In lieu of taxes, State Property	4,404	4,031	4,031	0	0.00%
Municipal Revenue Sharing - Payment in lieu of Taxes	41,189	43,057	0	-43,057	-104.54%
Motor vehicle fines	12,000	5,700	2,700	-3,000	-25.00%
Town Aid Highways	393,050	392,749	393,812	1,063	0.27%
Disability grant	3,000	2,500	2,500	0	0.00%
LOCIP	111,207	203,879	126,477	-77,402	-69.60%
Nontaxpaying hospital	213,778	82,604	82,604	0	0.00%
Telephone Access Line Tax	20,000	20,000	15,000	-5,000	-25.00%
Mashantucket Pequot/Mohegan	93,160	92,112	60,839	-31,273	-33.57%
Addvets Grant	36,000	35,000	35,000	0	0.00%
Municipal Project Grant	437,917	437,917	437,917	0	0.00%
Stabilization Grant	0	161,778	0	-161,778	100.00%
Municipal Revenue Sharing - Additional Sales Tax Funds	243,095	0	0	0	0.00%
Bingo Permit Fees	50	50	0	-50	-100.00%
State Aid Grant for Senior Services(Transportation)	20,000	24,000	24,000	0	0.00%
DMHAS	80,000	75,000	70,000	-5,000	-6.25%
SDE (DCF)	20,000	18,000	18,000	0	0.00%
Misc State Grants	20,000	20,000	10,000	-10,000	-50.00%
State Police Grants	102,000	68,250	65,000	-3,250	-3.19%
TOTAL INTERGOVERNMENTAL -OTHER	1,945,850	1,776,627	1,427,880	-348,747	-17.92%
LOCAL SOURCES & OTHER FUNDS					
Licenses, fees and permits	10,000	6,500	5,500	-1,000	-10.00%
Town Clerk Revenue	137,000	170,000	160,000	-10,000	-7.30%
Zoning, Building & Sanitation Fees	200,000	200,000	125,000	-75,000	-37.50%
Service District Administration	3,550	0	0	0	0.00%
Miscellaneous	30,000	30,000	30,000	0	0.00%
July 4th Summerfest Revenue	15,000	15,000	15,000	0	0.00%
Recycling Revenue	30,000	20,000	20,000	0	0.00%
Constable Fees	75,000	90,000	110,000	20,000	26.67%
Stafford Family Services (formally consultation)	127,600	200,000	240,000	40,000	31.35%
Housing Authority in lieu of taxes	15,000	15,000	15,000	0	0.00%
Stafford Library Revenue	5,000	5,000	4,500	-500	-10.00%
Town Donations Specified	20,000	10,000	10,000	0	0.00%
Parking Violations	1,000	1,000	1,000	0	0.00%
Transfer Station (pay/throw fee)	200,000	200,000	200,000	0	0.00%
Summer Recreation	15,000	21,000	20,000	-1,000	-6.67%
Fire Marshall Revenue	13,100	15,045	15,000	-45	-0.34%
Ambulance Association Income	482,650	485,305	485,305	0	0.00%
ZRec Income from CL & P	0	0	0	0	0.00%
BOE Realized Savings from ZRec program	0	0	0	0	0.00%
INVESTMENT INCOME				0	
Income on investments	25,000	25,000	30,000	5,000	20.00%
TOTAL LOCAL SOURCES	1,404,900	1,508,850	1,486,305	-22,545	-1.60%
TOTAL REVENUES BOARD OF SELECTMAN	3,350,750	3,285,477	2,914,185	-371,292	-11.08%

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04/02/2018

REVENUES BOARD OF EDUCATION

REVISED

FROM STATE OF CONNECTICUT

ECS	9,849,733	8,486,254	8,570,871	84,617	0.86%
Transportation	0	0	0	0	0.00%
Non-public Transportation	0	0	0	0	0.00%
Health Education	0	0	0	0	0.00%
Adult Education	24,930	24,451	24,573	122	0.49%
Special Education	0	0	0	0	100.00%
Misc Education Grants	0	0	0	0	0.00%
TUITION				0	0.00%
Tuition received	27,500	0	10,000	10,000	36.36%
TOTAL REVENUES BOARD OF ED	<u>9,902,163</u>	<u>8,510,705</u>	<u>8,605,444</u>	<u>94,739</u>	<u>0.96%</u>

TOTAL TOWN BUDGET REVENUES

ANTICIPATED ANTICIPATED ANTICIPATED
FY 2016-2017 FY 2017-2018 FY 2018-2019
REVISED

FROM TAX COLLECTOR

General Property Taxes	25,798,896	26,384,809	26,520,168	135,359	0.52%
Motor Vehicle capped at 32.00	0	0	0	0	100.00%
Hospital Taxed at assessed value	0	0	0	0	100.00%
Auto Tax Supplement	220,000	280,000	290,000	10,000	4.55%
Prior Taxes	550,000	550,000	600,000	50,000	9.09%
Suspense Collections	3,000	3,000	10,000	7,000	233.33%
Interest & Lien Fees	280,000	350,000	320,000	-30,000	-10.71%
ADJUSTMENT FOR UNCOLLECTED TAXES	-610,000	-610,000	-500,000	110,000	-18.03%
ABATEMENT	-65,000	-65,000	-65,000	0	0.00%
TRANSFERS IN	0			0	0.00%
Excess Cost Grant Fund	337,425	450,000	327,000	-123,000	-36.45%
Other Funds	100,000	462,000	150,000	-312,000	-312.00%
CASH BALANCE FUND	50,000	0	0	0	0.00%
REVENUES FOR BOARD OF SELECTMEN	3,350,750	3,285,477	2,914,185	-371,292	-11.08%
REVENUES FOR BOARD OF EDUCATION	9,902,163	8,510,705	8,605,444	94,739	0.96%
TOTAL REVENUES	<u>39,917,234</u>	<u>39,600,991</u>	<u>39,171,797</u>	<u>-429,194</u>	<u>-1.08%</u>
Board of Selectman Requested Budget	(9,827,311)	(10,241,896)	(10,291,004)	49,108	-0.50%
Debt Service	(2,182,064)	(2,184,150)	(2,200,810)	16,660	-0.76%
Library Requested Budget	(534,435)	(538,183)	(542,109)	3,926	-0.73%
Board of Education Requested Budget	(27,373,424)	(27,659,000)	(27,930,737)	271,737	-0.99%
	(39,917,234)	(40,623,229)	(40,964,660)	341,431	-0.86%
Short.....	0	-1,022,238	-1,792,863		

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04/02/2018

**TOWN OF STAFFORD
UNASSIGNED FUND BALANCE ACTIVITY
June 30, 2017 through current**

		Expenditures per Audit*	%
Unassigned Fund Balance as of June 30, 2017	\$ 6,365,119	44,188,472	14.40%
Use of Excess Cost Funds for 17-18 Budget	(450,000)		

POTENTIAL USES:

		Expenditures per Audit	%
Unassigned Fund Balance Adjusted	5,915,119 *	44,188,472	13.39%

		Expenditures w/o Teachers' Retirement	%
* Expenditures per audit includes an amount that the State of CT pays on behalf of Teachers for the CT Teachers' Retirement fund currently \$4,470,300	5,915,119	39,718,176	14.89%

PLEASE NOTE:

When Moody's or Standard & Poor's evaluates our fund balance they use the first calculation including the on behalf payment by the State of CT.

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04/02/2018