

Town of Stafford  
Board of Finance  
Veteran's Room  
Regular Meeting  
November 5, 2018 7:00PM

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STAFFORD, CT

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- 5 pages  
*[Signature]*  
TOWN CLERK

**INDEX:**

1. Call to order
2. Establish a quorum
3. Approve minutes of October 1, 2018 Regular Meeting
4. Transfers
5. New Funds to be Established
6. New Business
7. Old Business
8. Adjournment

**Board Members Present:**

Jane Slater, Chair, Fran Moriarty, Gary Fisher, Brian Bagley and David Walsh

**Board Alternates Present:**

Conrado Ulloa and Steve Geryk

Absent were Board Member Tony Pelligrino and Alternate Richard Shuck

Also in attendance were Mary Mitta, First Selectman, John Locke, Selectman, Steven Moccio, Superintendent of School, Business Manager Diane Peters, and the entire Board of Education

1. **Call to order** – Jane Slater, Chair called the meeting to order at 7:01PM
2. **Establish a quorum** – Fran Moriarty motioned to have Steve Geryk sit in for absent member Tony Pelligrino. The motion was seconded by Brian Bagley and the members voted unanimously to sit Mr. Geryk.
3. **Approve minutes of October 1, 2018 Regular Meeting** – Brian Bagley motioned to accept the minutes of October 1, 2018 meeting, seconded by Gary Fisher. All board members present voted unanimously to accept the minutes as presented.
4. **Transfers** – Lisa Baxter, CFO presented the Police request for a transfer from Salaries 20-241-1150 to Training 20-241-3801 \$1,975.00. The transfer was discussed under new business at the meeting on October 1, 2018. Fran Moriarty motioned to accept the transfer request and Steve Geryk seconded the motion. The board members voted unanimously to accept the transfer as requested.
5. **New Funds to be Established** – Lisa Baxter, Chief Financial Officer presented new funds to be established.(attached) These new funds would allow the funds to be spent for their specific purpose as designation by Grantor and Donor without having to go to the Boards for additional appropriations. Since the funds are restricted by grantor and donor they can only be spent for the specific purpose. After a brief discussion it was motioned by Fran Moriarty to establish the new funds as presented and that the board would like reports on the grants and donations received and what the funds were spent on. Dave Walsh seconded the motion and the board voted unanimously to establish the new funds.

6. **New Business** – Mr. Steve Moccio, Superintendent of School presented the Board with a letter he received from the State of Connecticut Department of Education regarding the Minimum Budget Requirement (MBR) for the Town of Stafford Board of Education. (attached) The letter states that the appropriation for the Board of Education does not meet the current MBR as calculated the State Department of Education. Mr. Moccio stated that they would like a response to the letter by January 1, 2019. The Board after much discussion decided to have Mr. Moccio and Lisa Baxter get more detailed information about timing, other towns, and potential waiver information for the meeting on December 3<sup>rd</sup>.
7. **Old Business** – There was a brief discussion on the calendar of meetings. The members present received two options, the first Monday or the third Thursday. It was decided to vote on the calendar at the December 3<sup>rd</sup> meeting.
8. **Adjournment** – Upon Motion of Brian Bagley and seconded by Dave Walsh the meeting adjourned at 8:16PM.

Respectfully Submitted,



Lisa Baxter  
Recording Secretary  
Board of Finance

**New Funds to be established:**

**Town Miscellaneous Grant fund:** This fund would be used for the one time miscellaneous grants. For example the River Walkway Grant and donation would run through this fund, as well as the SPHERE Grant. This would be used only for grants received that were not included in the adopted budget.

**300<sup>th</sup> Anniversary Fund:** This fund would be used to record donations and expenses incurred for the 300<sup>th</sup> year celebrations. Currently it is just an assigned fund within the General Fund. This fund would close out and any unused funds would return to the General Fund, when the events are over.

**New Private purpose trust fund:** This is for Disaster Relief donations we have been receiving. The funds are to be used to help build up inventory for emergency management disaster relief efforts for the Town of Stafford.



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



October 26, 2018

Mr. Steven Moccio  
Superintendent  
Stafford Public Schools  
16 Levinthal Run  
Stafford Springs, CT 06076

Dear Mr. Moccio:

Districts were recently asked to provide 2017-18 and 2018-19 budgeted appropriation information in order for the Department of Education to determine whether they are meeting the 2018-19 Minimum Budget Requirement (MBR). Based on the information submitted, Stafford is currently in noncompliance by \$239,655. Attached is the calculation used to determine Stafford's MBR.

Legislation, however, allows for a deduction for any district that realizes new and documentable savings through increased district efficiencies approved by the Commissioner of Education or through regional collaboration or cooperative arrangements pursuant to Section 10-158a of the Connecticut General Statutes (C.G.S.). Any district that realizes such savings may reduce such district's budgeted appropriation for education in an amount equal to half of the amount of savings experienced as a result of such district efficiencies, regional collaboration or cooperative arrangement, provided such reduction shall not exceed one-half of one percent of the district's budgeted appropriation for education for the fiscal year ending June 30, 2018. If your district has experienced savings and you wish to apply for this deduction, please contact me for further instructions.

**If you are not applying for the savings deduction, please indicate by January 1, 2019, if you anticipate the town providing the board of education with the additional funds during this fiscal year.** If additional funds are appropriated, please notify Kevin Chambers at 860-713-6455 immediately so your data can be updated accordingly.

Please note that pursuant to C.G.S. Section 10-262i(e), failure to meet the 2018-19 MBR results in a forfeiture of Education Cost Sharing (ECS) grant funds in the amount equal to two times the shortfall. Such forfeiture would be deducted from the district's 2020-21 ECS grant. Based on the current shortfall of \$239,655, the reduction to the ECS grant would equal \$479,310. The State Board of Education may waive such forfeiture if the town agrees to appropriate to the board of education in 2020-21 an amount in excess of the MBR that is at least equal to the penalty. In addition, the State Board of Education may waive the forfeiture for other good cause.

Please do not hesitate to contact me at 860-713-6464 if you have any questions.

Sincerely,

Kathy Demsey  
Chief Financial Officer

KD:kk

cc: Dianna R. Wentzell, Commissioner of Education  
Peter Haberlandt, Director, Legal and Governmental Affairs  
Mary Mitta, First Selectman, Town of Stafford  
Diane Peters, Business Manager, Stafford Public Schools  
Kevin Chambers, Education Consultant, Bureau of Fiscal Services

Attachment

Connecticut State Department of Education  
2018-19 Minimum Budget Requirement (MBR) Calculation  
For K-12 Districts

Town: Stafford

Item #		
1.	2017-18 Original Budgeted Appropriation (ED012):	\$0
2.	2017-18 Final Budgeted Appropriation (ED012):	\$27,659,000
3.	2017-18 Appropriation (Greater of Item 1 or Item 2):	\$27,659,000
4.	10/2017 Free and Reduced Percentage:	34.45%
5.	Maximum Efficiency Cap (Item 3 x .5%):	138,295
6.	Maximum Cap Percentage: (If Item 4 is at least 20% then 1.5%, else 3%):	1.50%
7.	Maximum Resident Student Deduction (Item 3 x Item 6):	\$414,885
8.	Preliminary Resident Student Deduction *	\$135,049
9.	Resident Student Deduction (Lesser of Item 7 or Item 8):	\$135,049
10.	Designated High School Deduction**	\$0
11.	2018-19 Budgeted Appropriation (ED012):	\$27,659,000
12.	2018-19 ECS Increase:	\$374,704
13.	Savings Realized Through Efficiencies:	\$0
14.	Preliminary Efficiency Deduction (Item 13 x .50):	\$0
15.	Efficiency Deduction (Lesser of Item 5 or Item 14):	\$0
16.	2018-19 MBR (Item 3 - Item 9 - Item 10 + Item 12 - Item 15):	\$27,898,655
17.	2018-19 MBR Overage/Shortage (Item 11 - Item 16):	-\$239,655
*	A. Decrease of Resident Students	15.61
	B. 2016-17 Net Current Expenditures	\$27,204,985
	C. 10/2016 Resident Students	1,572.28
	Preliminary Resident Student Deduction	\$135,049
	((Item B / Item C) x .50 x Item A)	