

MIDDLEFIELD BOARD OF FINANCE
405 Main Street
Middlefield, Connecticut 06455

Minutes of the Thursday, June 23, 2022 – Special BOF Meeting
 *** *Not Approved At the time of Filing* ***

Attendance:

Members		Others	
X	Skelps, Michael	X	Rusilowicz, Al
A	Kowal, Melissa		
X	Lowry, David		
X	Boyle, Kevin		
X	Lee Matterazzo		
X	Wolak, Mary		

A=Absent
 X=Present

Michael Skelps, Chairman, called the workshop of the Board of Finance to order at 7:02 pm.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of the Agenda

Mary made the motion to approve the agenda as submitted. Dave seconded. Motion was approved unanimously.

Public Comment

None

Monthly Variance Analysis

\$223 over budget in tax revenue for May. Mainly due to actual tax collections exceeding the conservatively estimated tax collection rate of 99%. Town clerk conveyance taxes are also up due to higher values of properties being sold.

Expense items discussed don't include the final payroll for the FY, nor the bill for the police. Computer consultant cost is up due to repairs and enhancement of security features. Expected to be over budget about \$6,000.

Insurance expenses are up due to increased exposures (additional truck, etc.). Fuel expenses are up (about double YOY). Election expenses are over budget due to additional school budget referendum. Assessor will be over budget by about \$20,000. This will require a town meeting to approve.

Town will be reviewing option to have an external vendor complete truck inspections going forward. Emergency services was being directed, per previous discussions, to expend the FY22 budget on needed supplies, rather than lose this amount. One possible expenditure would be for a multi-purpose illuminated sign.

The year end surplus is estimated to be \$100K to \$200K. Better information will be available in the next 1-2 days.

The town has selected a vendor to re-launch the town website, Civic Plus. This will result in an increase to the FY23 budget. It will be a five year contract. This will also enhance our IT security, and reduce liability risks for the town. That will improve our position for bonding as well. It will also deliver functionality and usability enhancements.

Auditor's Proposal

No material changes from the previous contract. This is the final year of the three year contract. We may go out to bid again in January for next three year contract. Mary made a motion to approve the engagement letter with Seward and Monde for Year 3 of the contract. Lee seconded. Motion passed unanimously.

The town meeting to approve the overage for the Assessor can be done any time in the next six months or so. It may be combined with another item for town meeting. The Board of Selectmen will call the meeting. Date to be determined.

Adjournment

Dave made a motion to adjourn. Seconded by Mary. Meeting was adjourned at 8:12pm.