

MIDDLEFIELD BOARD OF FINANCE
405 Main Street
Middlefield, Connecticut 06455

Minutes of the Thursday, August 10, 2023 Regular BOF Meeting

405 Main St #2, Middlefield, CT 06455

Attendance:

| Members | | Others | |
|---------|-----------------|--------|---|
| X | Skelps, Michael | X | Jim Irish |
| X | Kowal, Melissa | X | Beth Moncata, Incoming Finance Director |
| X | Lowry, David | X | Susan MacNamara |
| X | Boyle, Kevin | X | Bob Yamartino |
| X | Matterazzo, Lee | | |
| X | Wolak, Mary | | |

A=Absent
X=Present

This meeting is held via in person. Michael Skelps called the meeting to order at 7:04 pm.

The Pledge of Allegiance was recited.

Approval of Agenda: Mary made the motion to approve, Lee Seconded. Motion carried unanimously.

Minutes from last BOF meeting (August 10, Special meeting) were reviewed. Dave made the motion to approve the minutes as submitted. Mary seconded. Motion carried unanimously.

Mike reviewed the results of the town meeting which approved the cell tower lease along with a separate fund. There was interest in maintaining the "buying power" of the interest as inflation continues.

Jim Irish reviewed some models based on various approaches and variables, such as ending year 50 with zero, or the initial balance. There was discussion of interest rates vs rate of return, and whether distribution should be increasing with inflation over time. Bob Yamartino suggested that the Board of Finance should establish a policy regarding how the funds are

used. The town cannot invest in anything more aggressive than a bond or CD. Bob said he was interested in seeing if the town could purchase an annuity. Melissa said could we consider setting up a program where the funds would be invested into economic development in the community. Bob said that presented numerous challenges, such as how is it distributed fairly. Bob said if matching grants were available for business incubator spaces, it could be a viable opportunity.

Bob suggested that Board of Finance could consider investing in the community in the future, if such an event presents itself. Jim Irish suggested that we develop a policy which establishes a vision for goals and how the fund is managed.

Beth Moncata made the Financial Director's Reports.

Fiscal Year Final 21-22 Adjustments need to be made. Final journal adjustments have been identified and will be entered. Beth, Mike and the rest of the board agreed that timely journal entries must be made within 30 days going forward. Accounts Payable has been brought up to date.

Bob said that invoices are required for all vendors who are requesting payment. Also, the town will only pay vendors who are not delinquent on taxes. He is interested in a purchase order system, to be able to review and approve expenditures prior to work being done. This would make managing payments much more efficient. However, some of these systems are expensive, perhaps too expensive for a town of our size. Dave suggested consulting RiverCOG to see what other towns do.

Beth said that the next time we meet, she would have a more detailed review of revenues and expenses. She said she would be away at the September meeting. The possibility of a Special meeting in September was discussed.

Budget variances were reviewed and discussed. Some year-end transfers have not yet been made. Town signed a three-year contract for 11.6 cents per kwh. The boiler in the Community Center needs to be replaced, and it is a good time to explore more up-to-date technologies. We need to replace the fuel tank as well. This will be funded from capital non-recurring fund. We have enough for the tank replacement, but not the boiler replacement. This may require a town meeting for funding. Road construction was discussed and there was no current need for bonding.

No new business was discussed.

Melissa made a motion to adjourn and Mary seconded. The meeting was adjourned at 8:18 PM.

