



**TOWN OF FRANKLIN  
BOARD OF FINANCE (BOF)  
FRANKLIN TOWN HALL  
7 Meetinghouse Hill Rd.  
Franklin, Connecticut  
MINUTES – REGULAR MEETING  
Tuesday, February 13, 2018  
7:30 p.m.**

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1. Call to Order: Chairman Richard Handfield called the meeting to order at 7:30 p.m.

**Members Present:** Veronica Calvert, Cali Carboni, Sue Dombrowski, Richard Handfield. **Member Absent:** Joe LeVasseur, Richard Weingart. **Alternate Member Present:** Roland Mihok. **Alternate Members Absent:** Niels Jeppesen, Wesley Crawford.

**Also Present:** First Selectman Charlie Grant, Board of Education Chairman Peter Calvert

Roland Mihok was seated for Richard Weingart

2. Recognition of Visitors:

3. Additions to the Agenda:

**MOTION #1 (02-13-18):** made by Veronica Calvert **SECONDED BY** Cali Carboni that the Board of Finance add the following to the Agenda: 1) Status 2017 Audit and 2) Discussion and Act on Spending Freeze 2018  
**VOICE VOTE: UNANIMOUS MOTION CARRIES**

4. Approval of Minutes:

- a. January 9 Meeting Minutes

**MOTION #2 (02-13-18):** made by Veronica Calvert **SECONDED BY** Cali Carboni that the Board of Finance approve Meeting Minutes of January 9, 2018 Regular Meeting as presented  
**VOICE VOTE: UNANIMOUS MOTION CARRIES**

5. Review of Reports:

- a. **Monthly Tax Collection Report:** Kelsey Allard, Tax Collector, reviewed the December 2017 monthly report as submitted.

- 82.67 of taxes collected on the 2016 Grand List
- \$35,175.94 prior year taxes
- 23,611.76 interest and lien fees

- b. **Monthly Board of Selectmen Income Report:** Mr. Grant reviewed the report as submitted.

- c. **Monthly Board of Selectmen Expense Report:** Mr. Grant reviewed the report as submitted.

- d. **Monthly Board of Education Report:** Mr. Peter Calvert reviewed the monthly financial report as submitted.

- e. **Monthly Selectman's Report:** Charlie Grant reviewed the Town Budget as submitted.

6. Correspondence: None

7. Unfinished Business:

- a. Request for Proposal [RFP] for Audit - FY Ending 2018 through 2020:

Legal Notice posted in the Norwich Bulletin Monday, February 12, 2018. Proposals must be received no later than 3:00 p.m. Monday, March 12, 2018. Proposals will be opened at the Board of Finance meeting Tuesday, March 13, 2018, 7:30 p.m.

- b. Board of Finance Budget Line Items 2018-2019:

There was BOF consensus their 2018-2019 Budget Line Items would be voted on once the Auditor is chosen and their fee is known.

8. New Business:

- a. State Department of Education - Additional FY 2018 Reduction to Educational Cost Sharing:

There was review of the State of Connecticut, Department of Education, 2017-2018 Revenue Cost Estimate Reductions correspondence, dated January 29, 2018, from Kathy Dempsy, Chief Financial Officer. The correspondence indicates the State Department of Education has issued an additional FY 2018 cut to Education Cost Sharing (ECS) of \$78,389 for the Town Franklin.

BOF held discussions on significant impacts that will be felt by Town of Franklin residents both from a Town operational standpoint and Board of Education standpoint

A discussion should take place with the Franklin Board of Education about this additional 2018 cut, how the budget will be impacted, and how all those involved with budget planning should proceed between now and June 30, 2018.

Peter Calvert, BOE Chairman, indicated their budget is currently experiencing a \$12,000 shortfall prior to considering the additional reduction of \$78,389 as noted above. The Board of Education has been very responsible in utilizing budget funds. The Board of Education is deeply reviewing the current and future budget situations and is committed to continuing to providing quality education for Franklin students.

- b. Discussion with Board of Education on FY 2019 Tentative Education Cost Sharing Reduction:

There was concurrence between the BOF and BOE to work cooperatively in looking at the possibility of a FY 2019 ECS significant reduction and are committed to finding ways to remain financially responsible knowing there are challenging times ahead.

- c. Status of 2017 Audit: The current auditor has received a 30 day extension. It is anticipated, a presentation outlining the report will be provided to BOF sometime in mid March.

- d. Discussion and act on spending freeze 2018: The following correspondence was read into the record:

- From Chairman Handfield, dated February 13, 2018, to all Departments and Boards and Commissions, regarding Fiscal Year 17-18 spending freeze

**MOTION #3 (02-13-18):** made by Roland Mihok **SECONDED BY** Susan Dombrowski that the Board of Finance approve the authorization of a spending freeze on all departments and boards and commissions for the period February 13, 2018 to June 30, 2018

**VOICE VOTE: UNANIMOUS**

**MOTION CARRIES**

9. Public Comments:

10. Adjournment

**MOTION #4 (02-13-18):** made by Susan Dombrowski **SECONDED BY** Richard Weingart that the Board of Finance adjourn the meeting at 8:30 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIES**

Respectfully submitted, Sherry Pollard, Board Secretary