

Chris Eide, Chair
Kelley Johnson, Vice-Chair
Phil Carroll
Ryan Knapp
Paul Lundquist
Bob Pickard



TOWN OF NEWTOWN

The Legislative Council
Finance and Administration Committee
met on Thursday, March 15th, 2018 at 7:00 PM
at Edmond Town Hall, Meeting Room 2

Meeting Minutes

CALL TO ORDER

The meeting was called to order by C. Eide, Chair, at 7:16 PM.

SALUTE TO THE FLAG

ROLL CALL

Members present:

- C. Eide
- K. Johnson
- P. Carroll (arrived 8:00 PM)
- R. Knapp
- P. Lundquist

Absent:

- B. Pickard

Others present:

- None

VOTER COMMENT

None

COMMUNICATIONS

None

NEW BUSINESS

Members assembled a list of questions from line items under the committee's purview.
(7:19 PM)

Revenues & Other Financing Sources

Line Item	Member Asking	Question
Property Taxes	R. Knapp	Should the bump in the assumed collection rate be more conservative in a revaluation year?
Intergovernmental Revenue	R. Knapp	Should we be assuming a flat intergovernmental revenue compared to the previous year?
	C. Eide	Is the language used in the Veteran's Tax Exemption and Totally Disabled Tax Exemption correct? Should it be abatement?
	C. Eide	What is the implication of the loss of the Elderly Tax Relief - Circuit Breaker for those on fixed incomes?
Charges for Services	P. Lundquist	Is the assumed increase in Senior Center member fees warranted, seeing as it more than doubled from the previous year?
Investment Income	C. Eide	Why is there a disparity in the 2017-18 Investment Income Budgeted vs. Actuals? What was the rationale for the increase this year?
Other Revenues	R. Knapp	(Relating to Special Revenue Funds) Why do some State grants have Special Revenue Funds while others don't?
	C. Eide	Do balances remaining in Special Revenue Funds stay in those funds or roll over into Unassigned Fund Balance?
Other Financing Sources	K. Johnson	What is the line item "Committed for subsequent yrs budget assigned for encumbrances"?
	R. Knapp	The current Unassigned Fund Balance as a percent of the budget is 10.8%. The auditors recommended two (2) months expenses (over 16%). Where should this be going?
	P. Lundquist	Where is the Unassigned Fund Balance growth coming from?

General Government

Line Item	Member Asking	Question
Selectmen	R. Knapp	What is the Council's role in contract negotiations on Municipal and Education contracts, considering said contracts commit the Town to future expenditures?
Town Clerk	K. Johnson	Are we creating microfilms currently and, if so, are we required to by statute or is that just current practice? Are they actual microfilms or is it digital?
Tax Assessor	K. Johnson	Why do the Assessors get overtime for informal hearings, field inspectors, field card changes, and the Board of Assessment Appeal Changes vs. doing those during regular business hours? Why not have the Assessor do these?
	C. Eide	Why is there an increase in overtime budgeted when actual was so far under budgeted last year?
Technology	C. Eide	What on the Capital Equipment list is "essential" vs. "non-essential"?
	K. Johnson	Why is there such a need for solid state drives? What makes the investment worth it relative to conventional hard drives? What is their target use?
	K. Johnson	What is the current use of virtual machines? Why is there the need for the licenses and capital line item for upgrade and consolidation?
OPEB Contribution	C. Eide	Why is there a decrease on the OPEB group insurance? Is that related to the decrease in contributions to the medical self-insurance fund?
	R. Knapp	Do actuarial tables have an impact on these changes?
Insurance	R. Knapp	(Relating to smoothing out high/low claim years) What is the rationale behind the decrease? What is the risk of volatility with these funding levels?
	C. Eide	Why are the percentages different for decreases in group insurance between departments?

General Government (cont'd)

Line Item	Member Asking	Question
Fairfield Hills Authority	R. Knapp	What is the CAM charges balance (fund balance)?
	K. Johnson	What is FHA doing to collect outstanding CAM charges?

Contingency

Line Item	Member Asking	Question
Contingency	R. Knapp	What is the rationale for the decrease in contingency?

Town Hall Board of Managers

Line Item	Member Asking	Question
Town Hall Board of Managers Budget	R. Knapp	How does the Edmond Town Hall Approved Budget mesh with the Town Hall Board of Managers line items in the Municipal Budget?
	R. Knapp	Why is there an additional \$64,000 loss in the total gross operating profit/loss compared to last year?

Members discussed who should be invited to next meeting to answer questions. Will extend invitations to Bob Tait, Finance Director for the Town of Newtown, and the Edmond Town Hall Board of Managers. (9:14 PM)

OLD BUSINESS

None

ADJOURNMENT

Motion to adjourn was made by R. Knapp at 9:23 PM, Seconded by K. Johnson. Passed by unanimous consent.