

Minutes  
RTM-Finance and Budget Committee  
Special Meeting  
Monday, September 24, 2018

**PLACE:**

Town Hall – Room 119  
Meeting Start: 7:35pm

**F&B MEMBERS PRESENT:**

Carter, Davis, Duffy, Heitz, Martin, Sload, Von Stuelpnagel, Yarnell

**MEMBERS ABSENT:**

Banks, Howe, Mix, Orpanos, Pattelli, Tie, Silsby

**OTHERS PRESENT:**

Members of the RTM TGSA committee: Frank Kemp (Chair), Joe Miceli (Vice Chair), and Susan Lauritzen

**CALL TO ORDER SPECIAL MEETING**

Jack Davis called the RTM F&B Committee meeting to order at 7:35pm although a quorum was not yet attained. As this was an information meeting and no action items were listed. At approximately 7:45 a quorum with 8 of 15 members present was attained.

Members of the TGSA committee also attending were introduced by Frank Kemp, Chair.

**Commercial Reval Discussion - BvS**

BvS attended a September 5<sup>th</sup> meeting led by Darien Tax Assessor, Anthony Homicki, to address the town's commercial revaluation. His report included the following:

- Reval occurs every 5 years by state law
- Company hired to do reval appears very professional – reviewed model to be used
- Estimates should be out for residential and commercial around Thanksgiving
- Review process includes appeals and then potentially court
- Commercial properties a bit more complicated as it involves financials of businesses that could be on property
- There might be a reduction in grand list during the time of redevelopment as properties will be torn down thereby reducing the value of buildings on property as well as financials as no business would be operating subsequent to tear down and obtaining a COO

Reference on Reval can be found on town website

[http://www.darienct.gov/filestorage/28565/28567/29306/29308/REVALUATION 2018 Q %26 A.pdf](http://www.darienct.gov/filestorage/28565/28567/29306/29308/REVALUATION%202018%20Q%26%20A.pdf)

**Fund Review Status**

- Joint effort with Darien Director of Finance – and complies with BOF review of policy.
- Reviewed definition of Fund Balances based upon GASB
- **Stadium fund** – last transaction 2006 current balance is \$1300 and stems from contributions to build the initial DHS stadium field. New stadium field was installed in 2015 as part of budget. Recommendation appears to be to close fund; move balance into RFCNRE; reopen closed project account and then close transferring funds into capital reserve account
- **Parks/PALS play area account** – gift of \$45000, listed as trust. Must have been approved by RTM due to amount. Used in 2008, 2012 and 2013. Need to review minutes to determine criteria for gift; who controls and how funds can be used. Current balance approximates \$30000
- **Weed Beach gift accounts** - \$4300 established in 2008, may have come before RTM, will research, hasn't been used for some time. The other has last gift of \$1500 in 2012; last used 2014. Current balance \$1900 – both need investigation.

- **Sarah Wilson Trust Fund** – Last recorded transaction in 1999 when current accounting system for town was established. Listed in prior annual reports as “maintenance of cemeteries.” Not sure if reserved for a particular cemetery. Current balance approximates \$9000
- **Wastewater management accounts** – BOS/BOF/RTM may have approved budget allocation for specific funds but method for accounting may have been changed due to GASB. Total approximates \$150000 – may need Boards and RTM approvals to undo
- **Superstorm Sandy Fund** – In 2013, RTM approved GF appropriation of \$250000 to this fund to cover unreimbursed expenses associated with the storm. Thought process was that funds were needed to close out receipt which would lapse fiscal years. Accounting would be different as deficient in funds can lapse fiscal years. Question was raised if town should keep a storm fund. Sense of mtg vote was unanimous that Town should not. Amount approximates \$230000
- **Police and Fire Commission Funds** – Sacred. Funds come from false alarms. Fire Commission has always come before BOS and BOF with great presentations. Have never seen Police Commission come before either. Police Commission fund has in excess of \$80000. There is a difference on the funds...fire are all volunteers however the town pays for the police going to false alarms which is different from fire. Will address as last fund...may need to just have better understanding of purpose from police.
- **Senior center and social services funds** – TS investigated. Active funds with \$28000 and \$20000 respectively. Would like to know if it can be used for senior blight cases? Also need to review their accounting for gifts – believe everything is okay but just want to review process to confirm.

**BOE Update** – TC and JD requested ST provide an update. Update was sent to all members. BOE will be returning approximately \$700m to town. Will also be requesting investment in new electrical panels for air conditioning the elementary schools. Will follow up at future mtgs.

**BOF Update** – BOF is reviewing policies on debt and GF. New classifications for GF in accordance with GASB are committed/uncommitted and assigned. BOF will be studying convenience fees.

**Review of Ordinances/Fees/Fines** – MH did analysis to see how fines/fees/penalties are mentioned and discussed making sure they are captured on Appendix D. More than 8 yrs old, allowed him to reference to fines in ordinances. Some are hardwired into ordinance (P&Z for example) others on Appendix D. Question on some items sent to Frank Kemp for review. Analysis did not include fees/fines/penalties for P&R Commission.

A motion was made and seconded to adjourn the meeting at approximately 8:31pm.

Respectfully submitted,  
By Jack Davis for Lisa F. Yarnell, Clerk