

Received For Record At Plainfield CT  
On SEP 14 2021 at 4:17pm

Attest: Bianca Vieux Asst.  
Barbi J. Gardiner, Town Clerk

**TOWN OF PLAINFIELD  
BOARD OF FINANCE  
SPECIAL MEETING  
MINUTES**

The Board of Finance for the Town of Plainfield held a Special Meeting on Thursday, September 9, 2021, at 6:30 p.m. at the Plainfield Town Hall. The meeting was called to order by Chairman Tom Sinkewicz.

Members present: Tom Sinkewicz, Matt Radant, Ted Dumaine, and Virginia Sampietro  
Members absent: Gary Stalaboin, Dean Gorman, Don Kivela and Keith Sheeley

Also present: First Selectman – Kevin Cunningham, Finance Director – Kelly Vachon,  
School Superintendent – Paul Brenton, School Business Manager – Ron Lussier, BOE Chair - Christi Haskell

Matt Radant was appointed in for voting.

1. Acceptance of minutes from August 18, 2021, Meeting

Virginia Sampietro motioned to approve the minutes of August 18, 2021. Matt Radant seconded. All in favor, motion carried.

2. New Business:

**A. To discuss Memorandum of Understanding (MOU) between the Board of Education and Board of Finance and the 2 % Policy**

Chairman Sinkewicz noted the reason for the meeting was to move the process along now that the BOE has had a chance to review.

BOE Chair, Christi Haskell said the BOE was able to discuss the MOU last night and deferred comment to Superintendent, Paul Brenton. Paul Brenton said he appreciated the BOF partnering with the BOE. He referred to the June document suggest language, noting that there was a lot of description including “used for capital and non-recurring expenditures”. He added that the budget does not fund Capital Improvement items. Mr. Brenton explained the excess is from transportation underruns and no substitute teachers due to Covid, and this is not the case this year. He stated that remote learning will not count as the 180 days. He said the language gives the BOF what they asked for and will identify the items. He said he plans to have the schools in the best shape possible. He planned to address heating, cooling, ventilation, and parking lots. He said walk throughs will be held in October.

Matt Radant asked for clarification of the effective date of the MOU. He said as it stands money has been forecast to offset expenditures of the operating budget that is not considered capital improvement. Mr. Brenton said he understood that \$100,000 came from the account. Mr. Radant said we still need an effective date as a procedural measure. Mr. Brenton asked if he was talking about the date of a project or terms on the agreement. Mr. Radant said, from a certain date forward. Mr. Brenton said they were transparent, and he has the Capital Improvement Plan.

Ted Dumaine asked how it is better than using fund balance. Mr. Brenton said any use of fund balance is part of the MBR, this protects the town from that. Mr. Radant suggested if the account was from fund balance it would not impact the MBR. Mr. Lussier did not know if we ever had a situation where the town purchased something for the school. Kelly Vachon noted that one year the town purchased books for \$100,000. Mr. Brenton will look into it.

Mr. Radant stated part of the argument to use fund balance instead of 2%, is the funds from fund balance go through public vote. Ms. Haskell stated that anything from the Capital Improvement Plan does as well. She said the BOE always look at it. Mr. Radant inquired if the mill rate is or is not driven by the Capital Improvement Plan. Ms. Vachon said it depends if it is in the operating budget. Sometimes town capital items are part of the mill rate.

Mr. Dumaine asked if there were ever any problems in the past when the school has asked for fund balance. He suggested that it is taking away the public's vote. He said they have given the best cooperation a board can give. Ms. Haskell said for 11 years the BOE asked to look at the heating system and were told it would require bonding.

Mr. Radant noted the discussion is regarding the MOU as the account is already established. Mr. Dumaine asked what about leaving it alone. Ms. Vachon stated that for auditing, no policy would not be good. Mr. Sinkewicz added that it is also public and valid to have a policy and MOU. We still need to address the policy at a separate meeting. Mr. Radant noted that the BOF would have to approve any contribution to this account and the BOF would have the opportunity to say no. He said there is already an account, and it needs an explanation to the public. The MOU is a narrow scope of these funds and good housekeeping.

Mr. Sinkewicz asked for the board's thoughts on the wording. Mr. Radant said it seems consistent with the draft policy and matches up with the Capital and non-recurring expenditures. Virginia Sampietro asked if the MOU is adequate without making a change. Mr. Radant said as written it would limit the BOE to Capital and non-recurring expenditures that are in the 5-year Capital Improvement Plan. Anything else would have to be an emergency repair or replacement to capital items.

*Matt Radant motioned to amend the draft Memorandum of Understanding to replace Section 2 as presented by the Board of Education. Virginia Sampietro seconded. All in favor, motion carried.*

Mr. Brenton questioned the language of Item 4 – BOE giving discretion to the BOF to close the account. Ms. Vachon and Mr. Sinkewicz noted that the language was from the town attorney. Mr. Radant noted, should there be no funds in the account the BOF can close the account. It is in the draft; the fund once established will continue until the account is a zero balance. Upon depletion of the account the BOF can close such fund upon vote. The BOF will not close the fund without public notice.

Mr. Brenton said it could read; at the discretion of the BOF. Mr. Radant said he found the language to be at odds with the policy.

*Matt Radant motioned to amend point #4 on the MOU to reflect the language in the draft policy or if appropriate to strike #4 as it might be redundant. Ted Dumaine seconded. All in favor, motion carried.*

Kevin Cunningham questioned to amend or strike. Mr. Radant suggested to amend to be the same or to strike it. Ms. Sampietro asked if it should go to town attorney.

*Matt Radant motioned to amend the previous motioned to send point #4 of the MOU back to town attorney. Virginia Sampietro seconded. All in favor, motion carried.*

At the next meeting there will be a discussion as to the maximum amount that can be held in a non-lapsing account. Ms. Haskell said the BOE could bring a presentation to show what they would be looking to use the funds for.

### **Citizens' Participation**

None.

### Adjournment

Virginia Sampietro motioned to adjourn the meeting at 7:02 p.m. Matt Radant seconded. All in favor, motion carried.

This is a summary of the meeting, and the recording is on file in the Town Clerk's office.

Respectfully submitted,



Dodie Mineau  
Recording Secretary

2. The fund is to be used for Capital and non-recurring expenditures as identified in a previously adopted 5-year Capital Improvement Plan. Emergency conditions, repairs or replacements to capital items not previously included in the five-year capital improvement plan can be added with a recommendation from the Board of Education and approval by the Board of Finance.