Subject to Approval

Town of Southbury
Board of Finance
Regular Meeting Minutes
September 14, 2026
Room 205, Southbury Town Hall, 7 pm

Present
John Michaels, Chairman
Tom Connor, Vice Chairman
Jack Kelly, Member
Steve Giacomi, Member (via Teams at 7:14 pm)
Michael Carrington, Member
Vivian Templeton, Member (via Teams)
Liisa Koeper, Alternate
Gerry Leventhal, Alternate

Also Present
Tim O'Neil, First Selectman
Dan Colton, Finance Director
Public

Mr. Michaels called the regular meeting of the Board of Finance to order at 7 pm in room 205 of the Southbury Town Hall.
All joined in reciting the Pledge of Allegiance.
Mr. Leventhal was seated for Mr. Giacomi until he arrives.
Mr. Colton requested that two items on the agenda that appear under finance director's report be moved to new business. Without objection, the fraud best practices and the standup blower purchase will be discussed under new business.

Minutes
June 29, 2026 Regular Meeting
August 19, 2026 Special Meeting

Mr. Carrington moved to approve the minutes as presented, Mr. Connor seconded, and all were in favor. Motion carried.

New Business
Fraud Best Practices
The board reviewed a research memo (attached) prepared by Ms. McNeill regarding best practices for the town's EthicsPoint hotline system. It was clarified that the tip line, which was set up by the board of finance serves as fraud tip line rather than a general town ethics line. The current incident routing rule assigns cases implicating the finance director to an HR consultant account; however, the town has not worked with that HR consultant since 2021. The report identified several process deficiencies when compared against industry recommendations. First Selectman O'Neil noted that the administration has nothing to hide and supports adopting clear reporting policies. Board members discussed whether the board of selectmen should manage oversight, given that town-wide personnel and operational policies fall under their authority. The board agreed that the administration would draft formal policies and procedures incorporating best practices and then submit them to the board of selectmen for approval.

Mr. Giacomi arrived via Teams at 7:14 pm, and Mr. Leventhal was unseated.

Stand up Blower
First Selectman O'Neil reintroduced a request to appropriate $12,000 for the purchase of a stand up blower for outside properties. The department is short-staffed and this piece of equipment would be something that would be helpful and more efficient. The department deferred replacing a second mower this year in order to prioritize the blower request. The town currently spends $1500 for a week and a half during autumn cleanup. Owning the machine would allow for year-round utilization, including; clearing sidewalks of light snow, parking lots, and storm debris. Both Mr. Michaels and Mr. Kelly expressed concerns over off-cycle capital spending without an emergency, noting a 7-8 year payoff period versus the preferred five year. Several members spoke in favor of the purchase noting that the $12,000 expense is minor relative to the productivity gains and liability prevention. Mr. Colton confirmed that funding would come from the contingency account, and because it is under $20,000, a town meeting is not required.

> **Mr. Carrington moved to approve the expenditure of $12,000 from the contingency account for the purchase of a stand up blower, Mr. Leventhal seconded and the vote was 5 in favor, 1 against (Kelly), motion carried.**

Funding for parking lot repair at Settlers Park
Mr. Giacomi submitted a letter regarding this proposal. (attached)
The board discussed a proposal to rehabilitate the parking areas at Settlers Park. The repeated flooding from the Pomperaug River over the past twenty years has silted the aggregate, causing severe mud, drainage failure, and heavy weed growth. The proposed scope includes aggregate replacement, drainage, and ADA accessibility near playground areas. The cost estimate is $900,000. The town's unassigned fund balance currently stands at 11.8 million, which is right at the target threshold to maintain the town's AAA bond rating. Appropriating a million dollars off-cycle would dip the fund below the recommended target level. The board agreed that repairs are necessary but determined that it does not constitute an emergency warranting an immediate off-cycle unassigned funds draw. The board asked that the first selectman coordinate with public works and perhaps a civil engineer to refine the scope, costs, and potential phasing.

> **Mr. Carrington moved to table (postpone) further consideration to the October meeting, Mr. Kelly seconded and all were in favor. Motion carried.**

BOF meeting schedule
Mr. Carrington expressed his opinion that the board of finance should be meeting during July and August. Elected boards have an obligation and work does not stop during the summer. Mr. Michaels agreed to schedule meetings in the summer next year.

First Selectman's Report
First Selectman O'Neil reported that he has received positive resident feedback regarding public works staff.
He had the pleasure of swearing in a new police officer, Brendan Evans.
The landscaping rehab at Ballantine and Settlers is complete.
The Old Town Hall fencing replacement is underway.
The South Britain Library has had some much-needed deferred maintenance completed.
EMD Steve Schnell led a statewide winter blizzard, simulation exercise involving local emergency services, school district representatives, and health officials. He encouraged residents to sign up for the town's emergency notification system, Everbridge.

He attended the Region 15 convocation and congratulated Susan Sundholm on being named teacher of the year.
The town website has been updated to include direct contact forms for all boards and commissions.
Chip sealing and other roadwork throughout town continues.
There will be a Volunteer Appreciation BBQ on September 24.
CT DEEP will provide monthly updates on the Larkin Bridle Trail flood repairs.
The CT Baby Bond Program covers infants born on or after July 1, 2023.
The town is actively recruiting for an HR Generalist, an Assistant Animal Control Officer, and a part-time finance assistant.
He confirmed that Chief Grillo has removed the Flock proposal from consideration.

Finance Director's Report

FY2026 Draft Financial Statements

Mr. Colton reported that the auditor, CLA, has completed a draft financial statement. The management discussion report has been written and the final statements will be issued in December.

Internal audit

This year marks the 8th consecutive year with zero management comments, zero adjusting journal entries, and zero audit deficiencies Nawrocki Smith met with ten department heads to establish the FY27 internal audit plan.

Benchmarking study

The draft benchmarking study is expected this week.

Infrastructure plan

The comprehensive infrastructure plan is expected before the October budget kickoff.

CTDOT- repayment for Pomp. River Bridge

Mr. Colton reported that he successfully resolved the $492,000 reimbursement liability that remained open for the past ten years. NVCOG completed the audit and the funds were officially repaid to the State.

Financial Statements

Mr. Colton reported that tax collections are at 53-55%, ahead of last year's 49% at this time. General government expenditures are tracking slightly under budget.
He reported that quotes have been received for Settlers and Ballantine, which will utilize the remaining ARPA funds. Any funds that remain have been designated to cover the parks security camera installation.

Governmental Funds Balance Sheet
Statement of Revenues Expenditures and Fund Balance
Components of Fund Balance
Non-Major Governmental Funds
Balance Sheet — two-year comparison
Statements of Revenue, Expenditures — two-year comparison
General Fund Revenue vs. Budget
General Funds Expenditures vs. Budget
Cash Report
Other Capital Funds

Roads Report
Bridge Report
ARPA
Listing of August Payments
Tax Collector's Report

Future Business

Milliman review of pension plan
Mr. Colton reported that obtaining separate actuarial valuation reports for police vs. non-police pensions would cost $16, 750. The town pension is currently fully funded. The board agreed to schedule a special workshop with the pension actuary on a non-meeting Monday to perform an in-depth review of pension assets and liabilities.

Reports from Liaisons

IPOC (Tom)

Mr. Connor reported that the pension fund is up 18.2%, the Library fund is up 16.7%, and the Reserve fund is up 5.5%. He went on to say that because the pension is so well funded, the board may consider scaling back or reducing the standard pension contributions in the near future.

Insurance Working Group (John)

Nothing new to report.

Road / Bridge Study (Jack)

Mr. Kelly reported that public works is finalizing the road and bridge schedule utilizing the updated criteria adopted six months ago.
The remaining service life of roads has declined from 13.7 years to the high 12's over five years. The goal is to stabilize them at 13 years.
The expanded chip-sealing program has resulted in significant savings.
Public Works has tested a novel approach on Coughlin Road by milling the surface before chip sealing, to evaluate longevity.

RUPAC (John M.)

RUPAC is meeting this evening therefore no report.

Energy Task Force (Tom)

The task force is scheduled to meet tomorrow and will review the contract negotiations for the transfer station solar project.

Tax Abatement Task Force (Gerry)

Mr. Leventhal reported that the task force continues to meet and they are targeting completion prior to the upcoming budget cycle. They continue to review tax relief programs for veterans, seniors, and historic agricultural structures. He emphasized that no individual proposal or number is final until the complete package is put together. This approach insures that the task force can assess the total financial impact across all categories before they make a final recommendation. He went on to compliment Mrs. Darcel Peters, Assessor, who has done all of the "heavy lifting" for this committee.

There being no further business, Mr. Carrington moved to adjourn at 8:52 pm, Mr. Connor seconded, and all were in favor. Motion carried.

Betsy Rosa