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## **BOARD OF HEALTH FINANCE COMMITTEE**

**April 24, 2018 Meeting  
MINUTES**

### **A. CALL TO ORDER AND ATTENDANCE**

Chairman Pat Checko called the meeting to order at 5:44 PM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT.

**Present:** Charles Brown, Patricia Checko, Deborah Henault, Jerilyn Nagel and Judith Sartucci

**Absent:** None

**Quorum present.**

**Date meeting notice posted:** April 23, 2018

**Staff:** none

**B. PUBLIC FORUM** – no one from the public was present.

### **C. ADOPTION OF AGENDA**

Sartucci suggested amending the agenda by adding “Leasing Negotiations” and “District Expansion” under “Executive Session.” **A MOTION** was made by Sartucci, seconded by Henault to adopt the agenda as amended. **Motion carried unanimously.**

### **D. APPROVAL OF RECORD OF MINUTES**

**A MOTION** was made by Sartucci, seconded by Nagel to approve the minutes of February 13, 2018 Committee meeting with minor technical changes. In favor: Brown, Checko, Nagel and Sartucci. Opposed: no one. Abstention: Henault. **Motion carried.**

### **E. UNFINISHED BUSINESS**

**1. Executive Session** for the purposes of discussing:

- Collective bargaining contract reopener update as pertains to the 2018-2019 budget;
- Leasing Negotiations; and
- District Expansion.

**A MOTION** was made by Nagel, seconded by Henault to go into executive session at 5:46pm. **Motion carried unanimously.**

In session: Brown, Checko, Nagel, Henault and Sartucci. Out of session at 6:23pm. Brown will investigate any security deposit requirements for potential leases.

#### **2. Fee Schedule Discussion**

- Committee reviewed a final proposed fee schedule.
- Brown reported that he had reviewed the projected revenue from the proposed fee schedule and verified a projected increase of \$15,345 in fees.

Sartucci out of room at 6:33pm, returned at 6:42pm.

Henault out of room at 6:36pm, back at 6:39pm.

**CCHD FINANCE COMMITTEE**

**April 24, 2018 Meeting**

**Page 2**

**A MOTION** was made by Henault, seconded by Nagel to forward the Proposed Fee Schedule for FY 18-19 to the Board for consideration. In favor: Brown, Checko, Henault, and Nagel. Opposed: no one. Abstention: Sartucci (out of room). **Motion carried.**

**3. Proposed FY 18-19 Budget Review**

- Committee reviewed a final draft of the proposed budget for FY 18-19.
- Brown reported that he had adjusted the projected expenses to reflect recent collective bargaining contract agreements and the projected revenue from State per capita grant-in-aid.

**A MOTION** was made by Henault, seconded by Sartucci to forward the proposed budget for FY 18-19 to the Board for consideration. **Motion carried unanimously.**

**F. NEW BUSINESS**

**1. February 2018 Financial Statement Review**

- Brown reviewed the monthly financial reports for FY 2018 through March 30, 2018 and answered and clarified issues about the February statement for the Committee.

**A MOTION** was made by Henault, seconded by Nagel to accept the financial statements through February 28, 2018. **Motion carried unanimously**

**2. March 2018 Financial Statement Review**

- Brown reviewed the monthly financial reports for FY 2018 through March 30, 2018 and answered and clarified issues for the Committee about various line items in the March report.

**A MOTION** was made by Sartucci, seconded by Henault to accept the financial statements through March 30, 2018 and forward the March report to the Board for its quarterly review at its 4/26/18 meeting. **Motion carried unanimously.**

**G. NEXT MEETING**

1. The Finance Committee will meet on Tuesday, May 15, 2018 at 5:00 PM in the Wethersfield Library.
2. Agenda: Budget Hearing process and update on centralization projected costs.

**H. ADJOURNMENT**

**A MOTION** was made by Henault, seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 7:23 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:            May 15, 2018**