



Town of Ridgefield

BOF Approved Meeting Minutes

Tuesday November 14, 2023

I. Call to order

Dave Ulmer called the BOF meeting to order at 8:15 PM on November 14, 2023 in the Town Hall Annex Conference Room. Board Members Dave Ulmer, Mike Rettger, Joe Shapiro, Greg Kabasakalian and Andrew Okrongly present.

Others Present: Kevin Redmond Controller.

II. Comments from Public

None

III. Approval of Minutes

Mr. Rettger moved to approve the minutes from October 17, 2023 as amended. Seconded by Mr. Okrongly. All in favor

IV. State of CT Grant Funding Allocation

Mr. Redmond reviewed a request from the Board of Selectmen, which was included in the meeting packet**, for approval of additional appropriations related to several infrastructure projects covered by recently approved state grants. The costs of the projects will be fully reimbursed by the grants, but because the town must complete the projects and pay for the work before obtaining reimbursement, the funds are considered additions to the budget under accounting rules and the Town Charter.

Motion by Mr. Rettger to approve additional appropriations to be covered by State funding as requested by Board of Selectman, and forward for Town Meeting vote; seconded by Mr. Okrongly. All in favor.

V. Treasurer's Report

The members reviewed the Treasurer's Report, which was provided to BOF members prior to the meeting**. It was noted that October was another good month for interest income, and that yields for significant portions of the portfolio are locked in for the current fiscal year.

VI. Tax Collector's Report

The members reviewed the Tax Collector's Report, which was provided to BOF members prior to the meeting**. It was noted that October continued to show a favorable collection rate.

VII. Controller's Report

Mr. Redmond reviewed the Controller's report, which was provided to BOF members prior to the meeting**. Golf revenue is down due to consecutive weekends of rain, but this decline is offset by favorable Parks and Rec revenues driven by memberships. The other revenue areas are not showing significant variance indications at this time.

Mr. Redmond reviewed the current drafts of the RSI-1 and RSI-2 report. These results have changed since the last draft as final closing and balancing adjustments are booked. As reported in the Tri-Board discussion, the town is projecting a net surplus result, before use of fund balance, of nearly \$6 million, largely due to unexpected favorable revenue results in many areas, combined with favorable expense results primarily from BOE. The resulting unassigned fund balance is forecast to be \$19.9 million, for a 12.3% fund balance ratio.

Year End Budget Transfers

Mr. Redmond reviewed proposed budget transfers 2023-1 to 2023-8 which have been approved by the BOS. Following questions and discussion, there was a motion by Mr. Shapiro to approve the budget transfers as recommended by the Controller for year-end 2023, seconded by Mr. Kabasakalian. All in favor

VIII. BOF 2024 Meeting Schedule

The proposed 2024 BOF meeting schedule was reviewed. Changes were proposed for monthly meeting dates for February, May, August, and November, and the meeting proposed for March 28 was dropped. Motion by Mr. Rettger to approve 2024 BOF meeting dates as amended; seconded by Mr. Okrongly. All in favor. Mr. Ulmer will provide the final adopted calendar to the Town Clerk for posting.

IX. Old Business

Reserve Policy Discussion - The members continued their discussion of the prior meetings on developing a formal budget reserve policy. Mr. Rettger reviewed draft policy language that he had developed as discussed following the last meeting. He also distributed a newer draft that reflected individual member's comments. He particularly noted the suggested change to Section 3, which would increase the margin required to approve an annual deviation from the policy from 2/3 to 3/4 of the members present and voting.

The members indicated general support for the proposed draft. Following discussion of several alternatives for a specific range for the target reserve ratio, the members agreed to use a range of 9% to 12% for the draft policy.

Mr. Ulmer suggested that in moving toward adoption of a formal policy, the board should consider the policy model used by the BOE of having a "first reading" and "second reading" of a proposal before final adoption. The members agreed with this suggestion, as it would provide time for review by the BOS and BOE as well as the public.

After further discussion, there was a motion by Mr. Rettger to approve the following as draft reserve policy language for publication to the BOS, BOE, and the public, and to include an agenda item for the December meeting for comment, discussion, and possible vote on the proposed language. Seconded by Mr. Okrongly. All in favor.

Ridgefield Board of Finance
Proposed Reserve Policy – November 2023

- 1) For purpose of this policy, “Budget Reserve Ratio” means the ratio of the actual or forecast unassigned fund balance as of June 30, to the total expense budget, including debt service expenses, for the subsequent fiscal year.
- 2) In developing the annual fiscal year budget, the Board of Finance shall seek to maintain the Budget Reserve Ratio within a target range of 9% to 12%. The Board shall have full discretion as to where in the range it sets the annual target, based on its views of the Town’s current fiscal circumstances, economic and budget outlook, and other relevant factors, with the goal of “establishing and maintaining the Town in a sound overall financial condition” [Town Charter, Sec 4-14].
- 3) In any annual budget cycle, the Board of Finance may choose to set a Budget Reserve Ratio that falls outside of the target range established in paragraph 2, upon approval of 3/4 of the Board members present and voting, Such deviation shall apply only to the annual budget under consideration.

X. New Business

None

XI. Adjournment

Motion to adjourn at 9:40 p.m. by Mr. Okrongly, seconded by Mr. Kabasakalian. All in favor.
Next meeting December 19, 2023

Respectfully Submitted by,
Mia Belanger

** Materials that were distributed in advance of the meeting in the BOF members’ packets are maintained on file in the Controller’s office.