

DRAFT MINUTES

Members Present: Shaiken, Zaicek

Others Present: Kueffner, Tomecko, Bruder

Staff Present: Aylesworth, Backhaus, Capriola, Kiefer

Meeting called to order at 6:04 PM

1. Opportunity for Public Comment: None noted.
2. Staff Reports: Backhaus noted that we are in the process of working with the Town of Chaplin to provide tax collector and assessor services to their residents. She noted we are excited to start expanding to regionalized services.
3. Approval of minutes for February 9, 2026:

Zaicek moved and Shaiken seconded to approve the minutes of February 9, 2026. Motion passed unanimously.

4. FY2026 Capital Project Adjustments: Backhaus reviewed the proposed FY26 capital project adjustments. The first 7 lines closed 3 DPW projects, fund 3 projects over budget and shift the residual amount available to road resurfacing. The next line increases the appropriation for Maple Road Resurfacing by \$3.2 million due to an increase in grant award. The last 6 lines close five fire project and move the residual amount in to future apparatus replacement. In total, the net effect of these transfer will be an increase of \$3.2 million for the additional grant funds.

Zaicek moved, effective March 9, 2026, to recommend the Town Council approve the adjustments to the Capital Projects fund, as presented by the Director of Finance in her correspondence. Shaiken seconded and the motion passed unanimously.

5. Capital Appropriation – Animal Control Facility: Backhaus reviewed the history of the animal control facility replacement noting that we have until January 1, 2029 to upgrade or replace the facility to meet the new requirements outlined by CT State Statute. She noted the current plan is to build a new facility adjacent to the current facility which will allow the current facility to remain operational during construction. It has been determined that in order to do that, we will need approximately \$200,000 for site work. Staff are requesting this be funded through the Capital Nonrecurring fund which is expected to have approximately \$1.1 million at fiscal year-end.

Kiefer outlined the soil testing that had been performed on the site. Given the results we would need to remove approximately 4,800 cubic yards of unsuitable soil and replace with usable material. He outlined the benefit of doing the work as soon as possible to allow the soil to naturally compact prior to construction of a facility. He also reviewed

several other locations in the area of Bicentennial Park that were considered and why they were deemed unusable for this project. Kiefer also outlined potential ways to not need a retaining wall which would save money on the project overall.

Shaiken noted that there is a risk in doing site work prior to the November bond referendum. If the bonds are not approved – we will have invested in a site with no project. Aylesworth noted that if the referendum is not approved, alternate funding source would need to be identified. The replacement of the facility is not optional based on the regulation changes. Zaicek noted she would prefer the motion say “up to” to ensure additional funds were not spent. There was agreement in adjusting the wording in the motion.

Zaicek moved, effective March 9, 2026, to recommend the Town Council appropriate up to \$200,000 from the Capital Nonrecurring Reserve Fund to the Animal Control Facility capital project to fund site preparation. Shaiken seconded and the motion passed unanimously.

6. Appointment of Auditor: Backhaus outlined that we went out to bid for audit services in 2024. This is year 3 of the contract. There are two one-year extensions if the Town is interested in extending longer but that is an item for the Finance Committee to consider next year.

Zaicek moved, effective March 9, 2026, to recommend the Town Council appoint CliftonLarsonAllen LLP as the auditing firm for Fiscal Year 2025-2026 (July 1, 2025 to June 30, 2026). Shaiken seconded and the motion passed unanimously.

7. Communications/Other Business/Future Agenda Items: None noted
8. Adjournment. The meeting adjourned at 6:54 pm.

Zaicek moved and Shaiken seconded to adjourn. Motion unanimously.

Respectfully submitted,

Amanda L. Backhaus, CPA
Director of Finance