

These minutes are subject to approval at the next BOF meeting

Town of Chester Connecticut  
Chester Board of Finance  
Regular Meeting  
March 16, 2017  
203 Middlesex Avenue  
Community Meeting Room

#### CALL TO ORDER

Virginia Carmany, BOF Chairman called the meeting to order at 7:05 p.m. In attendance included: Virginia Carmany, Jon Joslow, Dave Cohen, Jennifer Rannestad, Charlie Park, Bob Gorman (arrived at 7:30 p.m).

Also present: First Selectwoman Lauren Gister, Peter Evankow, Accts. Manager, Selectwoman Carolyn Linn and Selectwoman Charlene Janecek and Susan Wright.

#### APPROVAL OF MINUTES

*Jennifer Rannestad made a motion to approve the February 16, 2017 meeting minutes, as corrected. Charlie Park seconded the motion. The motion passed unanimously.*

Correction:

Page 1 – First Selectwoman's Report – add that the BOF did discuss the CIP at the 2/16 meeting.

#### REPORTS

##### MONTHLY FINANCIALS

TAX COLLECTOR'S REPORT – Virginia reported that the tax collector's report reflects a 98.01% collection rate, less than in prior years. This may be due to the Chester Village West assessment.

The 2016/17 starting deficit was over \$130,000 due to expected revenues being less than budgeted and \$13,000 in expense overages (retirement of a staff member). Updated figures were distributed to BOF members at the meeting.

Jon Joslow reported that there was an error to the Grand List that was not identified and he asked how can BOF insure that this type of error is not realized moving forward. Virginia replied that the funds were ultimately discovered by Peter Evankow during the transition from one Assessor software program to another software program and the result of a court ruling. Peter will discuss further with the Assessor. Also, the auditors have reviewed the procedures during the reconciliation between the Tax Collector and Assessor.

Peter reported that the cost of bonding is \$67,000 per bond issue.

The BOF discussed the protocol for “end of the year clean up issues”. A BOF member reported that procedures were “sloppy”. He continued that these issues should be “cleaned up” during the year, not at the end of the year. Peter replied that a spreadsheet has been developed to address the matter because it is unknown if an additional appropriation or transfer will be necessary until close to the end of the fiscal year. Lauren reported that Peter does monitor these items.

Regarding Revenues through February, Virginia expressed concern regarding the timing of grant funding (\$114,000 uncollected in revenue year to date). Peter responded that other than LOCIP and ECS, he anticipates collection of the amounts budgeted.

Charlie Park made a motion to move the “New Business” discussion on the agenda. Jennifer Rannestad seconded the motion. The motion passed unanimously.

## NEW BUSINESS

### Meeting House Renovation Committee Update

Susan Wright updated the BOF on the Meeting House renovation project. She distributed financial figures, a timeline and a drawing of the Meeting House to the BOF. The Committee, consisting of John Diivis, Richard Holloway, Dick Leighton, Christopher Moore, Peter Harding and Marcus Abbot, met several times to develop the information presented this evening including the following options:

- ⑩ Replace furnace – safety concerns - Fire Marshal recommendation.
  - ⑩ Plan calls for a mechanical room
  - ⑩ Committee will meet with all users of the facility (Meeting House Players, Historical Society) – approximate cost - \$58,000
  - ⑩ The Committee did consider using propane and consulted with Wilcox Oil on same. Wilcox recommended staying with oil (documentation for this recommendation was available).
- ⑩ Insulation – currently, the building has no insulation in the air handler location – it is estimated that \$500 per year can be realized if the facility is insulated appropriately.
- ⑩ Weather stripping and programmable thermostats – Eversource has toured the facility and there may be grants/rebates available for this work
- ⑩ Entry floor – a contractor has assessed the floor – sub-flooring is inadequate – pricing for this item was included in the documentation distributed to the BOF
- ⑩ Main floor replacement - \$62,000 – includes sub-flooring – it was reported that structurally the floor is adequate.
- ⑩ Electrical system was upgraded in 1990 and is adequate
  - ⑩ Stage lighting and sound equipment is a big “draw” and the Town may wish to consider upgrading the system in a three phase process. Top Notch Electric did provide an assessment and recommended that an electrical engineer should be consulted. A quote was received from an electrical engineer. Future uses of the facility should be considered prior to pursuing a 3 phase option.
- ⑩ Roof is in good shape – was done in 2000
- ⑩ Outside paint is adequate.
- ⑩ Lighting – there was a suggestion to move the switches for the balcony lighting.

- ⑩ Add cement flooring at the current furnace location
- ⑩ Septic – in good condition – no issues reported
- ⑩ Oil tank – currently located under the stone patio – could be “abandoned in place” or removed completely – to remove completely it would cost approximately \$15,000.

The BOF agreed that the safety issues at the Meeting House should be addressed. The BOF thanked Susan and the Committee for their work on the project. Any additional questions can be addressed to the Committee.

#### FIRST SELECTWOMAN'S REPORT

Lauren Gister reported the following:

- 3 properties have been posted for tax sales. One individual did pay the taxes due (\$21,000).

Jennifer Rannestad made a motion to recess to meeting. The motion was seconded and passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk