

Chester Board of Finance  
Regular Meeting, January 21, 2016  
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Call to Order

- Welcome, Introduction and seating of members

The Chester Board of Finance held its regular meeting on Thursday, January 21, 2016, at the Chester Town Hall, 203 Middlesex Avenue, Chester, Connecticut. In attendance and seated were Virginia Carmany, Jennifer Rannestad, David Cohen, Charlie Park, Jon Joslow and Glenn Reyer (seated for B. Gorman). Also present but not seated were Rick Nygard and Lori Ann Clymas. Others present included First Selectwoman Lauren Gister and Selectwoman Charlene Janecek. Chairman Carmany called the meeting to order at 7:30 PM.

- Approval of Minutes from December 17, 2015 (and from Oct if we have the right people)

Motion by Reyer, second by Joslow, to approve December 17, 2015 Minutes amended as follows -

- Under Old Business, Expenditures for Library Bldg and Main Street Eat Project, correct spelling of "East". In same paragraph correct \$41,000 to \$41,200.

Unanimously Approved.

Old Business

- 5 Year Budget Driver Plan

Chairman Carmany distributed and reviewed the 5 Year Budget Driver Plan explaining where she obtained the information. She stressed these numbers were preliminary and place holders. Discussion ensued regarding bonding.

Carmany distributed and reviewed the following -

- run rate pages for Operating Expense, Capital, Chester Elementary School and Region 4.

- various items of Capital. The question was asked if there is enough money put aside each year for all Town buildings to pay for major Capital items. Carmany replied no. Jon Joslow noted that why this form is so important.

- Main Street Project pages noting these numbers were soft numbers and not complete.

- Library Expansion pages. It was noted there is a \$1 million State Grant for the Library.

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- Energy Project page. First Selectwoman Gister noted there is a trend in Connecticut where Eversource is selling the street lights to the Towns (not the poles, only the lights). Gister noted the E-Team has prepared documentation regarding street lights which will be forwarded to everyone within the next 10 days.
- various potential Capital projects. Town Building maintenance was discussed.
- known operating expenses coming from the planning sheets.
- summary pages.

There was discussion regarding what the remaining phases of the Main Street Project were.

- Accounting and Financial Policy Manual

Chairman Carmany distributed the Accounting and Financial Policy Manual. She urged members to review the Manual. New things have been added. There needs to be more information regarding Contingency Funds, Debt and Bonding, Tax Collector/First Selectwoman, Information Technology. Everyone should bring their suggestions to the next meeting. Once this is completed, it should be reviewed by the Board of Selectwomen before being approved by both Boards.

- Budget Guidelines, Budget Letter, 5 Yr Form

Chairman Carmany distributed copies of the Budget Letter that was sent to all the board/commission chairmen along with the 5 Year Form and Calendar of Budget Workshops. She noted there is a Supervision District Meeting on February 1<sup>st</sup>. She further noted the Region 4 BOE did not put a Chester member on the Supervision District and that's a problem. The Supervision District is a big portion of Chester's budget and should show we are very interested. She encouraged participation at this February 1<sup>st</sup> meeting.

- Funds Request - new form

- Dedication

Chairman Carmany distributed the Annual Report Dedication.

Reports

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- Monthly Financials

Chairman Carmany noted she didn't receive Monthly Financials.

- Consideration and Approval of Bills and Transfers
- Update on Expenditures for Library Bldg and Main Street East Project (if completed)

Chairman Carmany noted the Main Street East Project is not completed. First Selectwoman Gister will review the Library Building in her report that follows.

- First Selectwoman's Report

First Selectwoman Lauren Gister reported on the following items -

- Update on expenditures from the Library Building Committee. Approximately \$55,000 has been spent out of the \$92,200. There have been some difficulties in getting inspired work from the architect. There has been much discussion regarding roof lines. The LBC had a very long meeting to discuss whether the architect should be retained or terminated. Hopefully the next meeting will be a joint workshop with the architect and LBC to find a suitable design. Chairman Carmany noted before a decision is made to break any contract we should know what the financial impact would be. Gister noted so far the LBC has a number of roughed out plans so far. There was discussion regarding the requirements of the Grant and whether the project could be done without the Grant. Chairman Carmany noted the LBC has voted as a committee not to make the building smaller. Selectwoman Gister noted it is now a one story building within the Park. Gister reminded everyone the \$7 million is for the Library and the North Quarter Park Plan.

- Main Street East Project - covered earlier in the meeting.

- Water Main Break - last Friday afternoon the bridge crew hit the abandoned water main with their equipment. It still had a connection to the currently used water main and the vibration popped the fitting off the current main destroying it. They shut down the water. Gister reviewed the effected coverage area. Two tankers were put at the Elementary School to supply water. It was noted the bridge people are very conscientious in what they are doing. There are both incentives in the contract for finishing early as well as a penalty for not. First Selectwoman Gister noted they are working on

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improving construction signage.

- There was a brief discussion regarding the upcoming Special Town Meeting and items regarding finance. There also was discussion regarding a quote from Eversource to the Town about buying street lights. A lot of information needed to be gathered before a decision is made.

- Discussion regarding the new dump truck for plowing. If ordered this spring, it should be here for next winter. Brief discussion regarding truck replacement schedule.

#### New Business

- Capital Projects - how to set up

Chairman Carmany noted the Board needs to decide how to set up the Capital accounts and numbers. Main Street Project Phases and Energy Efficient Projects should have separate numbers. Renovations and Maintenance to Town Buildings should also be separate. First Selectwoman Gister reviewed the current account and noted she wasn't sure these should even be under Capital. Carmany noted if it is under \$20,000 it would not be Capital. A couple of members thought each building should be separate to keep track of the cost. Discussion will continue on Town Buildings.

- Budget/Project/Education Liaisons

Chairman Carmany suggested as projects move forward (whatever they are), there should be liaisons so the work is distributed.

- Suspense List

Chairman Carmany distributed the Tax Collector's Suspense List for review. The total was \$14,690.50. **Motion made and seconded to approve Suspense List as submitted. Unanimously Approved.**

- Improved Reporting

Chairman Carmany noted she spoke to Marsha Marian at the auditor's to see if there was anything going on at the State level the town should be aware of. Ms. Marian noted at the moment it is not effecting the towns, but felt it was only a matter of time before revenue from the State would be effected. She also asked about how much debt the town should take on. It has been stated the town could take on 7 times its revenue. Ms. Marian's recommendation was to stay within 50% of the revenue stream space. Marian also noted there is a new State

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Statute going into effect in 2018/19 that no town can increase its operating and capital expenses by more than 2.5%. CCM is working to get the Statute unapproved.

Audience of Citizens - none.

Adjournment

Motion by Reyer, second by Park, to adjourn. Unanimously Approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith R. Brown". The signature is written in black ink and is positioned above the typed name.

Judith R. Brown, Recording Secretary