

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOF MEETING

CHESTER BOARD OF FINANCE
SPECIAL MEETING
AUGUST 16, 2018
CHESTER TOWN HALL
203 MIDDLESEX AVENUE
CHESTER, CT

CALL TO ORDER

Chairman Carmany called the meeting to order at 7:05 p.m. In attendance included Virginia Carmany, Richard Nygard, Jon Joslow, and Jennifer Rannestad. Two BOF seats remain open, one for Charlie Park and one for David Cohen.

Jennifer Rannestad made a motion to use the Chairman's rotating list of alternates to seat alternate members at this evening's meeting. Future alternate seatings will be determined by the rotating list. Jon Joslow seconded the motion. The motion passed unanimously.

Alternate members seated: Richard Strauss for David Cohen, and Joh O'Hare for Charlie Park. Michael Joplin was not seated.

Also in attendance included: First Selectwoman Gister, Selectman Grzybowski, Selectwoman Janecek and Peter Evankow.

APPROVAL OF MINUTES

Jon Joslow made a motion to approve the minutes from the May 14, 2018 BOF meeting as amended. Jennifer Rannestad seconded the motion. The motion passed unanimously.

Corrections: section "c" – clarify that the verbiage "the motion that passed unanimously" should be listed above the verbiage "Discussion regarding same".

Jon Joslow made motion to approve the meeting minutes from the May 17, 2018, June 21, 2018, and July 26, 2018 BOF meetings as presented. The motion was seconded and passed unanimously.

Virginia reported that a Boards/Commissions Guide to Posting Minutes, Agendas, etc., was developed by the Town Clerk. FOIA offers no guidance on who should and who should not vote on minutes.

REPORTS

Monthly Financials

Monthly Financial reports were included in the BOF packet. BOF members had no comments on the reports.

First Selectwoman's Report

Laruen Gister reported:

- Greenskies will begin removing the solar array at CES on 8/15 and the new solar array will be installed. Lauren expressed disappointment that the project was delayed (start date was scheduled at the end of June). No work will be done during school hours.
 - The panels on the school currently are being removed, packaged and will be stored at the Town Garage pending a decision on their future re-use, sale, etc.
- Budget Adjustments at State level – LOTCIP program is active and funds might become available (Main Street Project). Lauren has contacted DOT for the status of the “Commitment to Fund” letter. To date, there has been no response from the DOT.
- Roadside Trees – Ash trees throughout Chester are in crisis; they are dying due to an invasive insect. There is no way to treat the trees and they are falling (safety concerns). This is a statewide concern and Lauren is exploring options with surrounding towns. The tree budget has increased \$10,000 from last year’s budget and this account will not be adequately funded. The Tree Warden estimated that 19% of the roadside trees in Chester are Ash. DOT and Eversource will be addressing some trees in the Fall (basically those located in power lines). Lauren indicated that what she has seen to date could be upwards of \$40,000 of tree work.
 - It was suggested that additional trees should be planted in place of the dying trees.
 - Lauren reported that due to safety concerns, funds that have been budgeted for re-planting have been needed to remove trees.

Region 4 – Lauren met with the Superintendent and Business Manager regarding BOF issues including availability of financial reports. They have agreed to forward said reports to the BOS and BOF of all three towns. The determination of ADM was discussed. Projections are done twice every year (results are available after the first of the year). This information will also be forwarded to the BOS and BOF upon completion. They have agreed to develop/provide a “by town” count for Region 4 (how many children from each town are in each grade).

Sinking Fund and Capital Items – The BOE has “reenergized” the Buildings and Grounds Committee and their statement of purpose was available for BOF members. This statement may be revised by the BOE at their next meeting.

Lauren reported on the importance of the BOE providing their Capital Priority list to the towns. The Committee will meet prior to “budget season” and again after “budget season”. Thereafter, they plan to meet two times per year. Note that there is no Chester Rep. on this Committee. They meet at 10 a.m.

Richard Strauss reported that per state law, the BOE must report the condition of the funds to the towns included in the region. A copy of the statute was available at the meeting.

The importance of the BOE providing a Capital Plan was discussed.

A hard copy of the BOE audit report was available for the BOF. This report will be scanned and distributed to board members.

NEW BUSINESS

2017/18 Year End Transfers

Lauren reported that the BOS approved and forwarded the following transfers to the BOF for action:

Board of Selectmen

From 10-01-01-1000-111 Board of Selectmen – Temporary Part-time \$ 210

From	10-01-01-1000-270	Board of Selectmen – General Legal	\$1,322
From	10-01-13-1000-125	Board of Finance – General Contingency	\$ 569
To	10-01-01-1000-360	Board of Selectmen – Community Events	\$2,101

Planning and Zoning

From	10-01-13-1000-365	Board of Finance – Outside Contractor	\$ 652
To	10-01-20-1000-365	Planning and Zoning – Outside Contractor	\$ 652

Zoning Board of Appeals

From	10-01-13-1000-125	Board of Finance – General Contingency	\$ 16
To	10-01-22-1000-106	ZBA – Outside Clerical	\$ 16

Highway

From	10-02-30-1080-104	Highway – Overtime Payroll	\$ 3,243
From	10-01-13-1000-125	Board of Finance – General Contingency	\$64,108
To	10-02-30-1080-103	Highway – General Maintenance – Regular Payroll	\$ 7,213
To	10-02-30-1081-365	Highway – Tree Maint. – Outside Contractor	\$14,925
To	10-02-30-1160-104	Highway – Winter Maintenance – Overtime Payroll	\$ 3,832
To	10-02-30-1160-365	Highway – Winter Maintenance – Outside Contractor	\$41,381

Buildings and Grounds

From	10-05-55-1000-325	Employee Benefits – Medical Insurance	\$13,129
To	10-02-36-1000-365	Buildings and Grounds – Outside Contractor Other	\$13,129

Fire Marshal

- **At the Board of Selectmen’s request, please transfer the following:**

From	10-05-55-1000-325	Employee Benefits – Medical Insurance	\$12,715
To	10-03-42-1075-365	Fire Marshal – Outside Contractor	\$12,715

Police

From	10-03-45-1000-117	Police – Resident Trooper	\$24,676
To	10-03-45-1000-119	Police – Resident Trooper Overtime	\$ 6,336
To	10-03-45-1000-123	Police – Constable Private Duty	\$18,340

On a motion made and duly seconded, the above transfers were unanimously accepted/approved as presented.

OPEN ITEMS IN OLD BUSINESS

Review Region 4 Concerns

A copy of the original letter to Region 4 was available at the meeting. Virginia reported the following:

- The ADM concern has been addressed and documents regarding same are forthcoming.
- Estimated Budgets – not yet addressed

- Reserve Fund for Capital Non-Recurring Expenditures – moving forward; some issues remain open but school committee has been formed to address.
- Return of Operating Surplus to Towns – no new information – it is anticipated that the BOE policy will be revised to bring them into compliance.

The five year Capital Project Plan Draft was distributed to BOF members, including back-up documentation.

A meeting is scheduled over Labor Day weekend with the Chairman of the BOF and Chairman of the Region 4 BOE.

The BOF requested that the BOE provide, for review, any and all policy changes regarding the surplus and capital.

The appropriate protocol for Capital Planning/Budgeting was discussed at length.

Lauren Gister left the meeting.

POCD

Jon Joslow and Virginia Carmany updated the BOF on the POCD/Strategic Plan including the process used to develop survey questions and collect data for same. Virginia Carmany and Jon Joslow reviewed the initiation thru current status of the POCD/Strategic Plan process and answered several questions raised by the BoF. The lack of BOF input in the last survey process with respect to creating a Strategic Plan; particularly where finances are concerned, was discussed at length. BOF members were disappointed with the direction of the POCD. It was suggested that perhaps a “change in course” of the POCD is in order and a letter to the First Selectman should be developed expressing the concerns of the BOF and requesting that a BOF member be appointed to the POCD survey committee.

Jon Joslow will write a letter to the BoS and facilitate/develop a process to assist in creating a workable Strategic Plan. This document will be forwarded to BOF members for comment.

Review of Finance and Accounting Policy and Procedures Manual

The BOF did not review the Finance and Accounting Policy and Procedures Manual. But set a meeting for Sept 6, 2018.

ADJOURNMENT

Jon Joslow made a motion to adjourn the meeting at 10:00 p.m. John O’Hare seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk

Reviewed and amended by Virginia Carmany