

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOF MEETING

Town of Chester, Connecticut
Chester Board of Finance
Regular Meeting
Thursday, January 17, 2019
203 Middlesex Avenue
Community Meeting Room

CALL TO ORDER

Rick Nygard called the meeting to order at 7:33 p.m. In attendance included: Rick Nygard, Charlie Park, John O'Hare, Jon Joslow (arrived at approximately 7:45 p.m.), Jennifer Rannestad (arrived at approximately 7:55 p.m.) and Richard Strauss. Also in attendance included Peter Evankow, Accounts Manager and Selectwoman Janecek.

APPROVAL OF MINUTES

Charlie Park made a motion to approve the minutes from the 12/6/18 BOF meeting. Richard Strauss seconded the motion. The motion passed unanimously.

Charlie Park made a motion to approve the minutes from the 12/10/18 BOF meeting. Richard Strauss seconded the motion. The motion passed unanimously.

NEW BUSINESS

Suspension List

The Suspense List was included in the BOF packet. This document outlines delinquent taxes; mostly motor vehicle taxes. John O'Hare expressed concern that an on-going business in town is listed on the document. He requested follow-up on same.

The BOF suggested that all items in the Suspense list be forwarded to a collection agency. It was reported that at least one individual listed on the suspense list is deceased.

Rick Nygard suggested that the BOF table action on the Suspension list and ask the Tax Collector for additional information including details on the status of the on-going business's outstanding taxes and the protocol used for turning items over to a collection agency. The BOF will discuss further at their February meeting.

Charlie Park made a motion to table discussion on the Suspense List. John O'Hare seconded the motion. The motion passed unanimously.

REPORTS

Monthly Financials

Peter explained the budget adjustments, encumbrances and other monthly financial reports included in the BOF packet. Peter will follow-up with the software company regarding some "housekeeping" items in the reports. The Treasurer will be invited to a BOF meeting to discuss the Town's investments.

Peter Evankow reported on the 9/25/18 storm damage expenditures to date (over \$300,000). Charlene reported that the Town does expect some reimbursement for damages via FEMA and other federal agencies. Appropriate paperwork and documentation have been filed with state/federal agencies.

Tax Collection rate through December was below 60%; lower than prior year. Peter reported that this is a result of residents taking advantage of recent changes to the tax laws.

Selectwoman's Report

Charlene reported on the following:

- The Meeting House will not be available for use while the floors are being replaced. It is anticipated that the project will be done in March/April.
- Budget documents have been forwarded to all Boards, Commissions and Departments, including Capital Request forms. Department budgets are due January 18, 2019.
- Discussion on Policy Manual has been postponed until further information is available.
- Lauren is working with the Tree Warden and Public Works in preparing the budget for trees. Eversource and cable companies are proactive and helpful in removing trees.
 - Peter reported that the current tree budget is over budget at this time.
 - BOF requested a status report on the current tree budget.
- Masonicare negotiations are on-going.
- POCD – draft is on the website for review. Public Hearing scheduled 2/25/19.
- Schools- Physical Education expenses will be moved into the Supervision District budget from the CES budget. A “Network Tech” position is being eliminated from the Supervision District budget. The projected health insurance increase is at 20%. This is being reviewed further and an RFP/RFQ is being developed. The Public Hearing for the Supervision District budget is 2/4/19 @ JW Library @ 7:00 p.m.
- Town Meeting- February 7, 2019 – items include: Amendments to Ordinances (Storm Water, Citation Hearing procedures) and Ballot changes (from elected to appointed: WPCA, ZBA, Conservation Commission).

The BOF discussed the “2018 – 2019 Annual Budget Status Report – January 3, 2019” developed by Chairman Carmany.

Jon Joslow requested additional clarification on the actual ADM figures at the schools.

Richard Strauss reported that the District Budget Committee has been discussing the ADM analysis, consultant, etc. He stressed the importance of sharing that information with all interested parties.

OPEN ITEMS IN OLD BUSINESS

Status of POCD/Strategic Plan and Survey - draft is on the website for review. Public Hearing scheduled 2/25/19.

Review of Finance and Accounting Policy and Procedural Manual - postponed until further information is available. It was suggested that Jacobson be asked to review the section dealing with projects/construction to ensure we are adhering to “best practices” and including all appropriate information regarding same in the document.

Main Street Project Update

DOT has approved the project. Timing of funding is unknown. The final design of the project has not yet been completed. The final design will be discussed further by the Committee and a public presentation on the project will be scheduled. Charlene reported that the DOT will not fund the “voids”; however, funds are budgeted in Capital for the voids. The importance of preserving the stones in the void areas was discussed.

Region 4 and CES Financials

A copy of Essex’s financials was mistakenly forwarded to the BOF. The appropriate report will be requested.

Clarification on the reports provided by Region 4 was requested.

Peter Evankow reported that the Cafeteria Report is still not accurate. He did receive some additional information but the report is still a work in progress. The auditor’s draft recommendation will be discussed further.

Richard Strauss reported that 3 RFP/RFQs were being discussed last year; health insurance, legal services and meal services. To date, these RFP/RFQs have not gone out to bid and there has been no timetable for putting these services out to bid. The Buildings/Ground committee developed a Capital Plan. It is a draft plan with no prioritization of projects. The Plan also lacked several components including a Capital Reserve Fund. The Plan is a work in progress.

ADJOURNMENT

Charlie Park made a motion to adjourn the meeting at 9:00 p.m. Jon Joslow seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk

Reviewed
Richard Nygard