

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOF MEETING

Town of Chester, Connecticut  
Chester Board of Finance  
Regular Meeting  
Thursday, March 21, 2019  
203 Middlesex Avenue  
Community Meeting Room

CALL TO ORDER

Virginia Carmany called the meeting to order at 6:30 p.m. In attendance included: Virginia Carmany, Charlie Park, Rick Nygard, John O’Hare seated for Dave Cohen, Jon Joslow, Mike Joplin (arrived at 6:45 p.m.) and Jennifer Rannestad. Also, in attendance included, Selectman Grzybowski, Selectwoman Janecek (arrived at 6:45 p.m.), and First Selectwoman Gister (arrived at 6:50 p.m.).

APPROVAL OF MINUTES

*Jennifer Rannestad made a motion to approve the minutes from the 2/21/19 BOF meeting. Charlie Park seconded the motion. The motion passed unanimously.*

NEW BUSINESS

Consideration of Cafeteria Fund Analysis by Auditor

Virginia reported that the Auditor’s comments relative to the Cafeteria Fund included:

- The cafeteria should be 80% to 90% fully funded via Federal funds and student’s contribution
  - Currently \$80,000 is being funded by the BOE
- Auditor willing to do an in-depth review of the Cafeteria for \$2,500.00.

John O’Hare made a motion to fund the auditor’s in-depth review of the Cafeteria at a cost of \$2,500. Charlie Park seconded the motion.

John O’Hare withdrew the motion.

John O’Hare made a motion to approve \$2,500 for the auditor to review; a) the accounting procedures for the Cafeteria, b) additional components relative to the budget and expenses, and c) pricing. Charlie Park seconded the motion. The motion passed unanimously.

The scope of the work will include a wholistic review of the cafeteria and recommendations.

Jon Joslow made a motion to fund the auditor review of the Cafeteria Fund from Contingency. Jennifer Rannestad seconded the motion. The motion passed unanimously.

REPORTS

Monthly Financials

The Monthly Financials reports were included in the BOF packet. BOF reviewed same. Revenues and expenditures are “on track”.

First Selectwoman’s Report

Lauren reported on the following:

- The Small Cities Grant application - Dale Kroop, Grant Writer, continues to develop the Small Cities Grant application relative to Cherry Hill (windows, HVAC, parking lot/sidewalks). The Public Hearing announcement was advertised in The Day on 3/11/11 and 3/19. The Public Hearing will take place at the 3/27 BOS meeting. Dale will facilitate the presentation at the BOS meeting. The grant application is due in mid-April with an award announcement expected in September.
  - Cherry Hill is privately owned (affordable/elderly housing) and was financed by USDA. Rent is determined via the resident's financial needs.
  - The Town is sponsoring the grant application, no grant match is required from the Town and the grant writer is funded through the grant.
- Federal Highway Administration - waiting to hear if claims submitted have been approved (claims relative to storm damage to Goose Hill and Liberty Street Bridge).

#### OPEN ITEMS IN OLD BUSINESS

Status of POCD/Strategic Plan and Survey – Lauren reported that the POCD was approved by P&Z. It was sent to the printer in preparation for distribution. It will be posted on the Town's website. OPM has been notified that we have met our deadline relative to the POCD. Betty Perrault and P&Z were commended for their work on the project.

Strategic Plan – Lauren will follow-up with Malone & McBroom relative to clarification per the conditions of the contract regarding the Strategic Plan.

Review of Finance and Accounting Policy and Procedural Manual – new sections: Citation, Tax Collector and IT – Lauren reported that the new sections were forwarded to Virginia. Unfortunately, Virginia did not receive them. Lauren will follow-up.

Several sections of the document are currently under review by Jacobson and Associates.

Main Street Project Update- Lauren reported that the Committee is discussing the Micro-Brewery section of Main Street. The discussion is centering on design and materials to be used in the area. The electrical junction box and streetlights vis a vis the needs of the businesses have also been discussed. The BOS members will attend the next meeting of the Committee. Jacobson and the Main Street Committee are planning a Public Meeting, the date of same has not yet been determined.

Mike Joplin reported that the "Chester Wall" area of the project, and the design under consideration to "highlight" the area is currently under debate.

Lauren is working with the Water Co. regarding the replacement of the watermain in the street prior to the anticipated March/April 2020 start of the project.

Mike Joplin reported that the State will not pay for the "slurry" portion of the project. They will pay for the materials but not the reinforcement of the foundations. Areas requiring reinforcement are not yet fully defined.

Main Street Parking Lot – The pathway to the Main Street Parking lot property is used by the Town via an easement with Jacobson & Associates. This area is not part of the first phase of the Main Street Project and at this time, and though there has been several discussions regarding the conditions there are no cost estimate for the improvement of the walkway or the parking lot. Virginia reported that

pictures of the area presented to the BOF indicated that the area is in disrepair and she questioned if funding is available to address same as this area would need to be utilized during the Main Street construction project. Lauren indicated that perhaps the BOF Contingency or the Unassigned Fund Balance could be utilized to address the area. Lauren is meeting with John Divis relative to the area. It would be up to the BOF to approve funds for any proposed project.

M. Joplin indicated he would be able to provide some ideas and cost estimates for addressing the safety concerns within a couple of weeks.

Jon Joslow reported that it is important to address this safety issue. Most of the Board of Finance concurred the safety issues needed to be attended to in the short term.

Region 4 and CES reporting of Financials- was deferred due to time.

AUDIENCE OF CITIZENS- an audience member questioned who is paying for the work to be done in the “void” areas of Main Street; the property owner or the Town.

Also, the school bus contract and costs associated with same would have an effect on the budget. The BOE is currently “shopping” for school bus contracts.

In addition, at the recent Merchant’s Meeting, merchants were concerned about the Maple Street parking lot and walkway. They are willing to attend a meeting with the BOS to discuss same.

ADJOURNMENT

*Jon Joslow made a motion to adjourn the meeting. The motion was seconded and passed unanimously.*

Respectfully Submitted,

Suzanne Helchowski  
Clerk

Reviewed Virginia Carmany  
Chair