

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOF MEETING

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

CALL TO ORDER

Virginia Carmany called the meeting to order at 6:35 p.m. In attendance included: Virginia Carmany, Rick Nygard, Charlie Park, Mike Joplin, John O'Hare seated for Dave Cohen, and Jennifer Rannestad. Also in attendance included Peter Evankow, Accounts Manager, Selectman Grzybowski and First Selectwoman Gister (arrived at 7:00 p.m.).

APPROVAL OF MINUTES

Rick Nygard made a motion to approve the minutes from the 1/17/19 BOF meeting. Charlie Park seconded the motion. The motion passed with Mike Joplin abstaining from the vote.

John O'Hare made a motion to approve the minutes from the 1/3/19 Joint BOF/BOS meeting. Rick Nygard seconded the motion. The motion passed with Mike Joplin abstaining from the vote.

NEW BUSINESS

Presentation of Audit Report

Virginia Carmany introduced Joseph Centofanti and Kathlyn Ta from PKF O'Connor Davies. Mr. Centofanti presented a report on Chester's 2017/18 Year End Audit. Virginia indicated she will request monies to hire the Joseph Centofanti to work with the school Business Manager regarding the risks inherent in the Cafeteria Report and resolve some the issues.

Virginia thought it would be appropriate if First Selectwoman Gister spoke with the Selectmen of the other two towns (Deep River and Essex) regarding a request for Mr. Centofanti to further review the Region's Cafeteria reports in those towns as well.

REPORTS

Monthly Financials

The Monthly Financials reports were included in the BOF packet.

January Tax collection is at 95.9% ahead of 2017 and 2016, but by only a percentage point or two.

Peter reported that the financial reports show additional ECS revenue of \$57.7K but the net forecasted year end indicate the town has a possible net deficit of just under \$100k.

First Selectwoman's Report

Lauren reported on the following:

- Lauren commented some overbudgeted lines are a result of the September flood. These items will be discussed further at the BOS/BOF budget workshop. The monthly financials included a report on the storm related expenses. These expenses include repair of the Liberty Street bridge. Lauren gave an update on the Arborio contract (costs came in underbudget) and material costs associated with the bridge repair.

- Lauren updated the BOF on the N. Main Street area stream bank repair costs. She continues to work with the Federal Highway Administration and FEMA to put in claims for costs associated with the work done at the stream. The Town may be eligible for an 80% reimbursement for these costs. Six additional locations in Town will be reviewed by the Natural Resources Conservation Service relative to necessary repairs (debris fields in streambeds that have affected/blocked the flow of water). This would also be at an 80/20% reimbursement.
- Additionally there is a risk of significant costs not yet finalized for the removal of debris in the stream beds from the Sept 25, 2018 storm. Worst case could be as much as \$400K with the possibility of 80/20% reimbursement.
- The flood also resulted in damages to parks and beach erosion. These repair projects will be funded through the current budget.

OPEN ITEMS IN OLD BUSINESS

Suspension List- The Tax Collector provided answers to the questions posed by the BOF at the December meeting regarding the Suspension List.

Rick Nygard made a motion to accept the Suspension List as presented in the amount of \$10,490.10. John O'Hare seconded the motion. The motion passed unanimously.

Status of POCD/Strategic Plan and Survey – The Public Meeting on the draft POCD is scheduled Monday, February 25, 2019.

Review of Finance and Accounting Policy and Procedural Manual – 3 new chapters for inclusion to the manual have been provided by First Selectwoman Gister but have not been reviewed by BoF. These and the additional outstanding items will be discussed at the next BOF meeting.

Main Street Project Update- Lauren reported she is coordinating with the Water Company relative to replacing the water main prior to replacement of the road.

Mike Joplin provided an update on the Main Street Project regarding LOTCIP/DOT not funding as much of Spring Street and Maple streets as had been initially requested.

Region 4 and CES Financials- The Region is working on their Capital Plan. The BOF will discuss further the Cafeteria Fund. Virginia has talked with the Business Manager regarding the financial reports submitted monthly to the BOF. She reported that she will incorporate BOF requests into her reports. Jon Joslow will develop a list of suggestions for the Business Manager.

AUDIENCE OF CITIZENS- Susan Wright reported that she visited the Maple Street parking lot and provided photos of the area and interviewed users of the parking lot. She commented on current signage and conditions (lack of lighting) of the area. Lauren reported that the lighting in the area is being discussed with the Energy Team. The path is not on town property; there is an easement for its use. It is on Jacobson property and they do not wish to deed it to the Town. Lauren continued that the "path" is on a hill and currently includes steps that are not usable for individuals with mobility issues. The BOS has had on-going discussions regarding the status of the parking lot. It is included in the next phase of the Main Street project; however, the BOS feels the project cannot wait for that phase of the project.

Jon Joslow reported that this area is a safety/liability concern and should be addressed as soon as possible. He requested that the BOS provide a plan, including financials to address the area. Lauren responded that this project is included in the Capital budget.

Virginia reported that the Non-Recurring Capital Expenditure and related reports from Region 4 are incomplete and should be corrected. State Statute requires a Non –recurring capital report to include in addition to a list of projects, the starting dollars in the Capital fund, dollars spent on what projects and forecasted to be spent during the year resulting in an end year forecast/starting point for the next year. Also, a BOE meeting schedule is not yet available.

ADJOURNMENT

On a motion made and duly seconded, the BOF meeting was adjourned.

Respectfully Submitted,

Suzanne Helchowski
Clerk

Reviewed and updated
Virginia Carmany Chair