

These minutes are subject to approval at the next Board of Finance meeting.

Town of Chester, CT  
Board of Finance regular meeting.  
August 19, 2021 via Zoom

**CALL TO ORDER:** Virginia Carmany called the meeting to order at 7:04PM. In attendance was John Joslow, John O'Hare, Rick Nygard, Andrew Gardner and Michael Joplin was seated for Jennifer Rannestad. Michael Jordan and Chris Pollack were not seated. Also in attendance was First selectman Lauren Gister and Charlene Janecek.

**Minutes:** A motion was made by M. Joplin, seconded by R. Nygard to approve the corrected minutes of June 17th. The correction reads as follows: *The project for North Qtr Park will have \$10K from Assessor Outside Contractor to Highway general maintenance reg. Payroll \$2500K and Buildings and grounds outside contractor other for \$7500K.* The minutes from June 17th as corrected were approved unanimously. The minutes from July 29 were not available and the motion to approve was tabled.

**Audience of Citizens:** None

**New Business:**

- There was a year end transfer of 19 items. A motion to approve all 19 transfers was made by Jon Joslow and seconded by Rick Nygard. The motion was approved unanimously.

**Proposed Transfers**

**Fiscal Year 20/21**

**Board of Selectmen**

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

From	10-01-01-1000-210	Board of Selectmen - Dues	\$ 532
To	10-01-01-1000-100	Board of Selectmen - First Selectmen	\$ 288
To	10-01-01-1000-102	Board of Selectmen - Elected Officials	\$ 31
To	10-01-01-1000-103	Board of Selectmen - Regular Payroll	\$ 213

**Finance**

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

From	10-01-02-1000-485	Finance - Supplies	\$ 501
To	10-01-02-1000-103	Finance - Regular Payroll	\$ 501

**Town Office Operations**

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

From	10-01-11-1000-365	Assessor - Outside Contractor	\$ 3,017
To	10-01-05-1000-465	Town Office Operations - Service Contracts	\$ 3,017

**Town Clerk**

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

From	10-01-06-1000-190	Town Clerk – Data Processing	\$ 1,541
To	10-01-06-1000-102	Town Clerk – Elected Officials	\$ 1,420
To	10-01-06-1000-103	Town Clerk – Regular Payroll	\$ 121

**Treasurer**

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

From	10-01-09-1000-127	Treasurer – Bank Fees	\$ 64
From	10-01-09-1000-395	Treasurer – Professional Development	\$ 30
To	10-01-09-1000-102	Treasurer – Elected Officials	\$ 94

**Tax Collector**

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

From	10-01-10-1000-103	Tax Collector – Regular Payroll	\$ 138
To	10-01-10-1000-102	Tax Collector – Elected Officials	\$ 138

**Registrar Voters**

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

From	10-01-17-1000-103	Building Department – Regular Payroll	\$ 3,680
To	10-01-16-1000-102	Registrar of Voters – Elected Officials	\$ 1,633
To	10-01-16-1000-190	Registrar of Voters – Data Processing	\$ 2,047

**Planning & Zoning Commission**

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

From	10-01-20-1000-270	P&Z – General Legal	\$ 3,179
From	10-01-20-1000-103	P&Z – Regular Payroll	\$20,183
To	10-01-20-1000-106	P&Z – Outside Clerical	\$ 2,422
To	10-01-20-1000-120	P&Z – Advertising	\$ 757
To	10-01-20-1000-365	P&Z – Outside Contractor	\$20,183

**Inlands Wetlands**

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

From	10-01-21-1000-106	Inlands Wetlands – Outside Clerical	\$ 44
To	10-01-21-1000-103	Inlands Wetlands – Regular Payroll	\$ 44

**Zoning Board of Appeals**

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

From	10-01-20-1000-103	P&Z – Regular Payroll	\$ 1,639
To	10-01-22-1000-106	ZBA – Outside Clerical	\$ 84

To 10-01-22-1000-120 ZBA - Advertising \$ 1,555

**Park & Recreation Commission**

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

From 10-01-24-1000-111 Park & Rec Comm - Temporary Part-time \$ 214  
To 10-01-24-1000-103 Park & Rec Comm - Regular Payroll \$ 214

**Highway**

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

From 10-01-24-1000-111 Park & Rec Comm - Temporary Part-time \$ 7,806  
From 10-01-29-1000-103 Library - Regular Payroll \$12,231  
From 10-03-47-1030-230 Lights/Water - Equipment Maintenance \$ 8,508  
To 10-02-30-1080-103 Highway - Gen Maint - Regular Payroll \$ 4,517  
To 10-02-30-1080-104 Highway - Gen Maint - Overtime Payroll \$ 3,289  
To 10-02-30-1080-230 Highway - Gen Maint - Equipment Maintenance \$12,231  
To 10-02-30-1160-365 Highway - Winter Maint - Outside Contractor \$ 8,508

**Building and Grounds**

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

From 10-03-47-1030-475 Lights/Water - Street Lights \$ 5,590  
To 10-02-36-1000-366 Building & Grounds - Outside Contractor Cleaning \$ 5,590

**Chester Hose Company**

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

From 10-03-42-1040-103 Chester Hose Company - Regular Payroll \$ 345  
To 10-03-42-1040-485 Chester Hose Company - Supplies \$ 345

**Fire Marshal**

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

From 10-03-42-1040-103 Chester Hose Company - Regular Payroll \$ 5,732  
To 10-03-42-1075-365 Fire Marshal - Outside Contractor \$ 5,732

**Police**

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

From 10-03-45-1000-103 Police - Regular Payroll \$15,902  
From 10-03-45-1000-112 Police - Resident Trooper Private Duty \$ 6,948  
From 10-03-45-1000-117 Police - Resident Trooper \$10,667  
From 10-03-45-1000-119 Police - Resident Trooper Overtime \$ 3,267  
From 10-03-45-1000-124 Police - DUI \$13,964  
From 10-03-45-1000-230 Police - Equipment Maintenance \$ 2,580  
To 10-03-45-1000-123 Police - Constable Private Duty \$53,328

### Animal Control

● At the Board of Selectmen's request, please transfer the following:

From	10-03-50-1000-365	Animal Control - Outside Contractor	\$ 1,505
To	10-03-50-1000-103	Animal Control - Regular Payroll	\$ 1,505

### Human Services Department

● At the Board of Selectmen's request, please transfer the following:

From	10-04-53-1000-345	Human Services - Mileage	\$ 168
To	10-04-53-1000-103	Human Services - Regular Payroll	\$ 168

### Municipal Insurance

● At the Board of Selectmen's request, please transfer the following:

From	10-03-47-1030-230	Lights/Water - Equipment Maintenance	\$ 7,344
To	10-05-57-1000-175	Municipal Insurance - Comp Bus Policy	\$ 3,934
To	10-05-57-1000-565	Municipal Insurance - Volunteer Accident Policy	\$ 3,410

- Preparation of meeting minutes will be handled by John O'Hare for these minutes. Jon Joslow will handle the September minutes.
- There will be an annual review of the Policy and Procedures manual. Any additions or deletions needed should be ready to vote on at the October meeting. Peter would like to adjust "asset Life"
- There was a discussion about new accounting software. There are many positives available in either new software or procedures which can make transactions more transparent. Michael Jordan will review the current system and advise Virginia of his findings. Virginia will provide a list of beneficial reports utilized in the past. Jon Joslow noted that these reports were very helpful and should be maintained.
- Tax collection is a bit lower than last year. We are at 48% collection rate at the end of July.
- Monthly financials: No questions. Revenues are up substantially. (\$529,912) Masonicare status should be legally resolved by mid October.
- Michael Joplin asked what Chester's liability is if Masonicare prevails in the lawsuit. Virginia replied that any liability would be spread out over a few years. We, however, have escrowed money for this possibility.

#### **First Selectman's Report:**

- ARPA money (\$623K) has been received and is in the bank. There will be another payment in the same amount next year. There are very stringent guidelines as to how this money can be spent. We have also received various monies from State and Federal sources to cover COVID expenses.
- A list of potential projects has been created by the Board of Finance and the Selectmen. This list will be co-maintained by the First Selectman and Board of Finance. The list will be vetted against the Federal guidelines. Approved projects must be completed in approximately 3.5 years. The list can be added to by all concerned. (list is attached.) Potential ARPA projects: 3 and a half years to spend the money. We could follow

the same procedures used in Deep River and Essex. BOS approval followed by BOF approval, followed by Town Meeting. The projects should be prepared for an open and transparent process for the public.

- There have been about 20 cases of COVID in the Regional health district but only 2 or 3 cases in Chester.
- We are trying to partner with Deep River to hire an assessor clerk, land use clerk. This will be a full time position. 10 hours for Deep River and 22 hours for Chester.
- Skyline property is waiting for an environmental study. When the study is complete the property will be marketed for sale. John O'Hare suggested giving the property away and getting it back on the tax rolls.
- The town is attempting to get certified for "Sustainable CT". The paperwork is ready and we should know shortly if we have been certified.
- The cost of body cameras for our Trooper and Constables have not been budgeted. The best estimate available is approximately \$200K, This covers cameras, software, storage and operating personnel. Michael Jordan will assist in looking into this.

**Old Business:**

- The design for the town clerk's counter and the electronic wiring for the cash register is being reviewed and streamlined.

**Adjourn:** John O'Hare made a motion to adjourn. Michael Joplin seconded. The meeting Adjourned at 9:40PM

Submitted by John O'Hare