

Meeting Minutes

Chester Board of Finance

October 21, 2021 at 7:00 pm via Zoom

Call to order

- Virginia Carmany, Chair called the meeting to order at 7:03
- Seating of Full Members was V. Carmany, R Nygard, J. Rannestad, J. Joslow, A. Gardner
- Seating of Alternates: M. Joplin for J. O'Hare
- M. Jordan and K. Pollock were in attendance but not seated.
- Also In attendance was L. Gister, First Selectwoman, C. Janecek, Selectwoman. Citizens J. Grabowski and B. Perreault. P. Evankow, Accounts Mgr. and J. O'Hare joined meeting late.
- Approval of minutes
 - o A motion to approve the BOF Minutes of Sept 16, 2021 was made by R. Nygard and seconded by A. Gardner, unanimously approved;
 - o A motion to approve the BOF Minutes dated Sept 20, 2021 was made by R. Nygard and seconded by J. Rannestad, unanimously approved;

Audience of Citizens – no comments

New Business:

- The Financial Accounting Policy and Procedure Manual is under review by committee members their recommendations will be brought to the full BOF at a future date.
- V. Carmany requested board members review past BOF trend and ad hoc reports to determine if they have value and should be prepared for next year's budget process.
- American Rescue Plans Act (ARPA)
 - o Lauren Gister said she agreed with the Board of Finance's policy statement recorded in the September 16, 2021 BOF minutes which states: The Board of Finance requests consideration of projects that will benefit the whole town with priority given for consideration of already identified projects, for energy efficiency, storm mitigation and software/technical upgrades which will relieve some pressure on increasing taxes due to reduced operating or capital costs.
 - o Clarification was made on the list of ARPA projects. The RiverCog organized Soup Kitchen project is for a refrigerator *truck*, not a refrigerator.
 - o The Town is seeking estimates to update its town website and will explore the possibility that it will qualify as an ARPA project.
 - o Several projects are being discussed at next Board of Selectmen's meeting and if they move forward, they will be presented to Board of Finance in November.
- A joint meeting of the Board of Finance and the Board of Selectmen will be held November 1st to discuss the process of appointing alternates of the Board of Finance. A comment was made that after the election, the Board of Selectmen and Board of Finance should seek to fill any remaining vacancies after the election in a timely manner.

Monthly Reports:

- No concerns were noted.
- Paychex sent Peter Evankow a letter apologizing for the problems their new payroll software has caused the town and thanked Peter for his tireless efforts to make necessary corrections.

First Selectman's Report:

- Variances to budget:
 - o Washout behind library required hillside rework, power pole and new catch basin.
 - o Engineering costs were incurred for from truck hitting bridge on Kings Highway, we are waiting for information on insurance participation.
 - o Drainage Pipe that was estimated would be \$10k was \$23K due to supply chain challenges,
- Liberty street has been graded and trailer is removed. Thank you was extended to Dick Leighton for his work.
- The challenge of filling the six town employee vacancies was discussed.
- Last payment was made on the streetlight project – a cause for celebration
- Next Tuesday will be election day and upstairs offices closed.
- The town expects to be awarded Bronze certified for “Sustainable CT” in November
- Town is considering food scrap collection program with Blue Earth.
- Skyline property environmental study has started
- Goose Hill paving has begun.
- Kate Hair is only candidate running for Town Clerk. The Selectmen will be discussing approval of training overlap with Deb Calamari and will bring forward their request for the added cost to Board of Finance.
 - o The Board of Finance members were supportive of training and paid a special compliment to Debra Calamari for her excellent work as Town Clerk for 32 years.

Thank you was extended to Jennifer Rannestad and John Joslow for their work on the Board of Finance. Their terms are ending with Tuesday's election, and they are not running for reelection.

Adjourn

- A motion to adjourn was made by Jennifer Rannestad, seconded by John Joslow and passed unanimously.

Prepared by Jennifer Rannestad