1. Call to Order & Roll Call

Melissa Lennon, Chair, called the meeting to order at 7:08 P.M.

Members
Melissa Lennon – Chair
Jerry Grabarek – Vice Chair
Stacey Becker – Clerk
Sandra Allyn-Gauthier
Keith Wucik

Absent
Ken Zachem - excused
Lennie Spencer - absent
Ian Stammel - excused

Also Present
Bob Congdon – 1st Selectmen
John Spang – Finance Director
Roy Seitsinger – Superintendent of Schools
Andy Depta – public

2. Public Comment & Questions (per posted Town Ordinance)

Andy Depta spoke of an email that he sent to the BoF that extrapolated the fire and ambulance budget. The chart showed the ongoing increase if the percentage of increase over the last 5 years remains the same. The demands on the Town are likely to increase as projects such as River Walk are completed. River Walk will require more services, such as Fire and EMS. He stated that the budget should provide services efficiently and effectively; and the budget needs to meet absolute needs and not wants. Reduce the budget where possible.

3. Approve Meeting Minutes

a. January 16, 2019 – Regular Meeting

A motion was made by Stacey Becker and seconded by Jerry Grabarek to accept the minutes of January 16, 2019 as presented.

Sandra Allyn-Gauthier and Melissa Lennon both pointed out the following correction:

➢ Page 1 - Sean Nugent should read BoE not BoF
➢ Page 2 – Jon Spang should be John Spang
➢ Page 3 – third bullet, last line, should have “in” after met and #2, first bullet a comma after 17-year-old,
➢ Page 4 – first bullet, last line eliminates “with funds from the BoE Capital Bond” and #10, second bullet a comma after concerned,

A motion was made by Stacey Becker accept the amended minutes of January 16th minutes as corrected; it was seconded by Sandra Allyn-Gauthier. The motion carried unanimously.
4. Correspondence

The following emails were shared with the Board:

- 1/17/2019 – Melissa Lennon – Re: BoF FY20 Budget
- 1/18/2019 – Melissa Lennon – Re: Legal Fee for legal opinion on 2 draft policies
- 2/5/2019 – Melissa Lennon – Re: Draft Audit RFP
- 2/12/2019 – Erica Oates from Zangari Cohn Cuthbertson Duhl & Grello P.C. – Re: Request for Information about CMERS Membership
- 2/13/2019 – Melissa Lennon – Re: Response to Attorney Oates’ request for information

5. BoE’s State Department of Education Letter Update, Re: MBR

Dr. Seitsinger shared the progress in the BoE’s challenge to the State’s MBR calculations. Basically, the State Chief Financial Officer, Kathy Demsey said that she was unable to grant Preston’s request for a waiver, and that the only recourse the Town has is to go through the Legislature. Dr. Seitsinger feels that there is still time to reach out to the Legislators who can help with this issue and will continue to seek a waiver of the $8,311 prior to June 30, 2019. Dr. Seitsinger shared that the BoE will formally request the funds in a letter if they are needed.

6. Town Revenue Status & Financial Reports

John Spang shared that tax collection has been typical through January. People now can pay their taxes with a credit card and that trend is likely to grow. The Town Clerk Fees are showing strong and likely to make budget in that area. Construction Permits will start to grow as the weather breaks. Interest rates are higher therefore, that budget has been met already. State Aid has started to come in. There’s reason to believe we should do better than planned by June 30th.

a. Explanation of Codes 4015 vs. 4016

John Spang explained the difference between selling property and selling equipment. Equipment is anything that rolls/moves; whereas property is stationary - land or buildings. The Town has not followed these categories strictly over the years, but are trying to be more consistent.


The school year is at the halfway mark and still there’s a teaching position that was budgeted yet never filled. That is a savings of $62,000 between the salary and health benefits cost. There were high cost Special Education placements that didn’t occur, which is saving $177,000. A Para was hired at a cost of $28,000 to assist with the students. With the State’s reduction in Excess Cost reimbursement and hiring a Para rather than out-placement, there is a savings of about $117,000.

The Capital Projects were discussed briefly. The bid specs have gone out for both the PPMS Lockers and the Playground Resurfacing projects. Contractors have started to come and look at the work area. The plan is to open bids on March 19 with the hope of doing the work this summer. The PPMS Science Labs project has reached out to 2 architects to help with the specs for this project. The goal is to have it done this summer. The $105,000 budgeted in the Capital Bond for the science labs most likely will not be enough.

b. BoE Finance Committee Update

Melissa Lennon shared that the BoE Finance Committee is working on their budget strategically by working on segments at a time, their next meeting is on Thursday.

8. Board of Selectmen Financial Report


Bob Congdon reported that half way through the year 46% of the budget has been spent.
So, the Town is in good standing.

b. Fire Department Staffing

Bob Congdon shared that the Fire Department made a request for $20,000 to supply staffing from March 1st to June 30th. The staffing will cover one shift on week days so there would be 7 days per week coverage. The appropriation will eventually come from the Poquetanuck Ambulance Fund. Bob Congdon proposed and the Board discussed consulting the auditor to see whether the Town could set up a new type of account directly through the treasurer that would receive monies from the Poquetanuck Ambulance Company to be used directly from that account to pay the salary of the new position, which would prevent the Town’s finances from being inflated. Bob Congdon shared that in January, no volunteers performed transport and that 40% of calls were covered by paid staff.

Keith Wucik motioned to appropriate $20,000 from the Treasurer’s Poquetanuck Ambulance Fund to Line Item 3580 Fire Chief and Staff. Jerry Grabarek seconded.
The motion carried unanimously.

c. ROV Request for Additional Appropriation

The Registrar has submitted a request for additional funds to see them through the remainder of the year. The request was for $8784.25, which the BoS felt was $1,000 too high with only 2 potential referendums until the end of the year if election working staff was kept at 7 workers per event. Bob Congdon asked that $7784.25 be appropriated to the Registrar.

-Melissa Lennon went over the budget that was submitted to the BoS, and then went around the table to each member to hear their opinion.
Sandra Allyn-Gauthier motioned to appropriate $7,784.25 from the Unassigned Fund Balance to Line Item 3150 Elections. Jerry Grabarek seconded. The motion carried unanimously.

9. Preston Redevelopment Agency: Progress Update

   No report.

10. Unfinished Business

   a. Auditor RFP – Review and Possible Action on Draft

      There was a brief explanation from Melissa Lennon about a workable time line, the newly added charts that will allow for easy comparison, and the insurance coverage.

      **Jerry Grabarek motioned to approve the Audit RFP as presented; to be released Feb. 27, 2019; and due March 27, 2019 at 2:00 P.M. Stacey Becker seconded. The motion carried unanimously.**

      The Board will select a special meeting date at the regular meeting in March to review the Audit RFP submissions.

   b. BoF Policies

      - Debt Management Policy

      There was a review of the document, followed by editing.

      **Stacey Becker motioned to accepted the revised Debt Management Policy. Sandra Allyn-Gauthier seconded, and the motioned carried unanimously.**

      - Reserve Policy

      **Stacey Becker motioned to accept the Reserve Policy as presented. Sandra Allyn-Gauthier seconded and the motion carried unanimously.**

   c. FY18 Annual Report – status update

      Stacey Becker shared that 20 Boards, Committees, and Commissions have submitted reports. Seven have not as yet; she will reach out in hopes of getting reports from those 7. All that have been submitted have been placed in Drop Box. Stacey will contact Ian Stammel and begin compiling the reports. It is hoped to have it completed in April so that both electronic and hard copy reports can be made available to the public.

      It was discussed that in the future, consider reaching out to tech schools for printing of the annual report.
Melissa Lennón will email all members of the BoF Annual Report submissions as well as the cover letter for review and feedback.

d. FY18 Audit Report Meeting – reschedule

Melissa Lennon shared that the following dates were available to have the Auditor’s Report presented – March 6th, 12th, 13th, 26th, and the 27th. After a brief polling of the Board members it was decided that March 6th with a backup date of March 13th. The Chair will contact Sandra Wellwood to confirm the date and then email members with the date the Auditor is available.

e. FY20 Budget

- BoF Budget

Using a spreadsheet showing the BoF’s budgeted, adjusted, and expenditures over the past several years the Board members discussed and adjusted the FY20 Budget to submit to the Town. A new line item was created to cover computer updates and software license fees in order to allow the Clerk to do what is required.

**Jerry Grabarek motioned to approve the FY20 BoF Budget for $28,275.00. Stacey Becker seconded. The motioned carried unanimously.**

- BoE & General Government Budget due date

**Jerry Grabarek motioned to delay both the BoE and General Government Budgets due date to April 2, 2019. Sandra Allyn-Gauthier seconded, and the motion carried unanimously.**

f. PVMS Pump House

The parts needed for repairs have been ordered, however BoE still is waiting for an invoice; therefore, no action could be taken at this time.

11. New Business

No new business was discussed.

12. Public Comment & Questions (per posted Town Ordinance)

Andy Depta asked which Board would be responsible for uploading the Expense Reimbursement Policy. The policy is not a Board of Finance policy. It was created and approved by the Board of Selectmen under the recommendation of the BoF.

13. Adjourn
Sandra Allyn-Gauthier motioned for adjournment at 9:03 P.M., that was seconded by Keith Wucik. The motion carried unanimously.

Respectfully Submitted,

[Signature]

Kimberly Lang
Recording Secretary
Kimberly Lang