Preston Board of Finance
Special Meeting
Wednesday, February 26, 2020 at 7:00 P.M.
Preston Town Hall Basement Conference Room

Call to Order – Bob Congdon called the meeting to order at 7:00 P.M.

1. Roll Call

Members
John Moulson – Chairman - excused
Bob Congdon - Vice Chairman
Stacey Becker - Clerk
Andy Depta
Denise Beale
Zachary Maurice

Alternates
Matthew Davis - absent
Vacancy

Also Present
Sandra Allyn-Gauthier – 1st Selectperson
John Spang – Financial Director
Gerry Grabarek – Selectman
Antonio Farina – Park and Recreation Commission
2 other members of the Park and Recreation Commission

2. Correspondence

➢ January 17, 2020 – Ron Thomas – email: 2020 Census Toolkit from the CCM
➢ January 19, 2020 – Nancy Musa – email: 2020-2021 Budget Worksheet per Sandra Wellwood
➢ February 6, 2020 – Jill Keith – email: thanking people for their efforts composing a BoE budget draft
➢ February 12, 2020 – Preston Recreation – email: requesting to be placed on the Board of Finance February meeting agenda

3. Public Comment - There was none.

4. Approval of Minutes:

January 15, 2020 Regular Meeting Minutes

Andy Depta motioned to accept the Minutes as presented. Stacey Becker seconded the motion. The motion carried unanimously.

5. Candidate Interviews for Alternate Vacancy – There were none.

6. Town Revenue and Status Report – John Spang
Andy Depta reported that the Board of Education is working hard to determine the baseline on which they will build their budget.


Sandra reported that the overall the general government budget is tracking well with a little under 50% being spent thus far. Still watching a few areas of concern. One of those is the Registrar which has spent 73% of their salary, but only 53% overall. They are aware that they need to track their salaries very carefully. Town Aid Road should be rectified by the end of March. Data Processing is at 71% which is fine it’ll just need to be tracked carefully as we finish out the year. Sandra also reported that the Library furnace was fixed this past Monday. The repairs were covered by insurance minus the $1000 deductible. She also reported that she has begun holding workshops with the different Commissions and Committees to discuss fix costs vs. variable costs; needs vs. wants all working towards a zero-base budget.

9. PRA Update – None given

10. Old Business
   a. 2005-18 Bond Package Review - This was tabled until the March meeting.

11. New Business
   a. DPW Tank Replacement – John Spang

John Spang explained that the DEP State Regulations allow for the use of underground fuel tanks to be used for 30 years, then it's mandated that they be replaced. The current Preston fuel tank is on year 31 and the state has said that the town has until April 21st to rectify the situation by replacing the existing tank. With the pending deadline less than 2 months away the Board of Selectmen are asking the Board of Finance for a bid waiver so that the job can be completed by the April 21st deadline.

Denise Beale asked how the quotes have been obtained up to this point. Bob Congdon mentioned that he contacted a company before leaving office, others in the town hall also contacted people through their own contacts with the Town of Ledyard and the DOT.

Stacey Becker motioned to waive the bidding process and except a bid not to exceed $79,000 to remove the 2,000-gallon tank and install a 1,000 gal. gas and 1,000 gal. diesel tank which provide fuel and delivery system monitoring as required to comply with the State DEEP standards. Andy Depta seconded the motion. The motion carried unanimously.

b. Parks & Recreation Committee – Resurfacing Tennis and Basketball Courts

Antonio Farnia representing Parks and Recreation spoke to the Board about the need for funds to repair or replace the tennis and basketball courts. To repair which is a short-term fix for approximately 5 years would cost about $49,000. To completely refurbish the two courts which would have a 20-year life span would be $240,000. Due to the defects in both courts the town’s insurance company has been contacted to evaluate them. They will be here Tuesday March 3rd to determine if they are a liability to the town. If they are deemed hazardous the they will be closed to the public.

Because Parks & Recs has their funds tied up in the Community Build on April 18-19th to replace the 20-year-old playscape, there are no more funds available at this time to repair the courts. Mr. Farnia explained that before they earnestly seek bids and move forward, he was hoping that the Board of Finance would support the repairs.
John Spang pointed out that there are a few projects coming in under budget that might be able to provide some of the funds needed. Bob Congdon stated that the BOF supports moving forward with the bidding process. After further discussion Mr. Farnia was told to refine the Park and Recs request.

**c. FY20-21 Budget Timeline/Calendar – Andy Depta Proposal**

Andy Depta attended CCM workshop for newly elected persons and had several items to share with the Board. One such item was a detailed FY20-21 Budget Timeline/Calendar Proposal.

Andy Depta motioned to approve the draft FY20-21 Budget Timeline/Calendar. Denise Beale seconded the motion. Bob Congdon asked that it be noted this is a planning document. The motion carried unanimously.

**d. Establish BoF Non-lapsing acct**

Andy Depta presented information on Non-lapsing Accounts/Education Funds and led a discussion in favor the Board of Finance to oversee such funds. Bob Congdon pointed out that the Board of Finance doesn’t have the authority to approve or deny funds in non-lapsing accounts.

**e. Establish Robert’s Rules of Order as BoF parliamentary procedure**

Andy Depta stated that because the Board of Finance doesn’t have any bylaws, he proposed that the Board adopt parliamentary procedures as guidelines to conduct their meeting. After discussion on the matter it was decided that the present practices are adequate.


**f. Proposed Budget Cap Resolution**

Andy Depta proposed a resolution to limit the 2020-2021 budget by establishing a 1.6% cap. He made a motion to this effect however, there was no second.

**g. Annual Report Assistance – Stacey Becker**

Stacey Becker reported that she has still yet to receive many reports from Boards, Committees, and Commissions, however the deadline is this Friday. She is hoping that one or members would help edit the reports that have been received before they are finalized and posted. Denise Beale, Zach Maurice, and Bob Congdon volunteered to help edit reports. Stacey hopes that she has a draft prepared by the March meeting. She is looking to have it finalized by the end of March, ahead of last year’s report which came out in April 2019.

**h. Proposed Capital Projects Budgeting Sheet**
Andy Depta presented a worksheet that could be used when planning capital projects. Several members gave him ways to modify the worksheet for future use.

12. Public Comment – There was none.

13. Adjournment

Stacey Becker motion to adjourn at 9:00 P.M. Andy Depta seconded the motion. The motion carried unanimously.

Respectfully Submitted,

[Signature]
Kimberly Lang
Recording Secretary