

**Preston Board of Finance  
Regular Meeting  
Wednesday, May 17, 2023  
Preston Plains Cafeteria**

**1. Call to Order** - John Moulson called the meeting to order at 7:30 P.M.

**Roll Call**

**Members**

John Moulson - Chairman  
Robert Congdon - V. Chairman arrived at 7:35  
Kayla Thompson - Clerk  
Stacey Becker  
Denise Beale - excused  
Zachary Maurice

**Alternates**

Robert Castronova - seated for Denise Beale  
Andrew Sawyer - seated for Bob Congdon

***Also Present***

Sandra Allyn-Gauthier - First Selectwoman  
Jerry Grabarek - Selectman  
Cindy Varricchio - Finance Director  
Gary Piszczek, - Chairman of Conservation & Agricultural Commission  
Lynwood Crary  
Kimberly Lang - Recording Secretary

**Members of the Public - 1**

**2. Public Comment**

Jill Keith, 26 Tanglewood Dr., commended the Policy Committee on their continued hard work. She would like to see the Board of Finance Liaison position become a more active part of the Board of Education Finance Subcommittee.

**3. Correspondence**

- Email: Jill Keith, dated April 19, 2023: regarding communicating information about Town and Board of Education matters
- Email: Jill Keith, dated April 27, 2023: regarding BoF lack of policies and procedures
- Email: Bob Farwell, dated May 2, 2023: regarding Town Library
- Email: Jill Keith, dated May 3, 2023: regarding response to questions and questions about the school's central office space requirements
- Email: Jill Keith, dated April 27, 2023: regarding an email received regarding the BoE budget

- Email: Transfer Enterprises Inc., dated May 11, 2023: regarding their sales on office furniture
- Email: Michael Clancy, dated April 29, 2023: regarding the Town Library
- Email: Pat Biggins, dated April 27, 2023: regarding the 2023 Budget
- Email: Gloria Homiski, dated April 27, 2023: regarding the 2023 Budget
- Email: Beth Bonosconi, dated April 27, 2023: regarding the 2023 Budget
- Email: Marina Crinejo, dated April 20, 2023: regarding the purchase of office furniture and the new State Contract
- Letter: Patricia Biggins, dated April 27, 2023: regarding the 2023 Budget
- Email: Jill Keith, dated May 6, 2023: regarding the 2022 Grand List homeowner values mean and mode
- Email: Ellen Paul, dated May 2, 2023: regarding the Town Library

#### **4. Approval of Minutes**

##### **a. Regular Meeting Minutes for April 19, 2023**

*Kayla Thompson motioned to approve the Regular Meeting Minutes for April 19, 2023 as presented. Andrew Sawyer seconded the motion. The motion was carried unanimously.*

##### **b. Special Meeting Minutes for April 20, 2023**

*Andrew Sawyer motioned to approve the Special Meeting Minutes for April 20, 2023 as presented. Kayla Thompson seconded the motion. The motion was carried unanimously.*

##### **c. Special Meeting Minutes for April 27, 2023**

*Kayla Thompson motioned to approve the Special Meeting Minutes for April 27, 2023 as presented. Andrew Sawyer seconded the motion. The motion was carried unanimously.*

##### **d. Special Meeting Minutes for May 2, 2023**

The following correction was noted:

- Page 5, #4, 3rd line the number \$14,780,477.00 should be \$14,530,477.00

*Kayla Thompson motioned to approve the Special Meeting Minutes for May 2, 2023 as amended. Andrew Sawyer seconded the motion. The motion was carried unanimously.*

#### **5. First Selectperson's Report**

Sandra Allyn-Gauthier congratulated Jill Keith, Tax Collector, on completing yet another part of the Certification towards which she is working. Ms. Keith excelled once again in the fourth portion, scoring 98.5%. Now that the class work is done, she will be sitting for the State

Exam on June 1, 2023 and once that is done and verification is completed by the State she will have the designation of Certified Connecticut Municipal Collector.

Sandra Allyn-Gauthier shared the following information with the Board:

- ★ The DMS Agreements have been signed for 80% federal and 20% state for the two bridge grants which are 100% funding. The Town will be involved in the design phase, once permission is given the proper advertisement will be done, proper public hearings will be held with the help of CT DOT, and the Town will follow the standard audit, confidentiality, contractor assurances, etc.
- ★ Amy Bresnan and The Youth Services Bureau and the Recreation Department have applied for two Summer Enrichment Grants. The grants are two year grants, they were awarded both for a total of \$178,000.
- ★ Looking at a Connectivity Grant that is due at the end of July, and will possibly apply with SCOGG as a regional grant.
- ★ There is work being done to apply for a Community Investment Fund for Phase 3 of the Route 2A which will dovetail into Riverwalk and the Route 12 intersection. This is being completed in collaboration with the Mohegan Tribe. The Tribe has committed to the conceptual plan so that application can be submitted. This grant will be completed by June 30th.

#### **6. Board of Finance Financial Policy Subcommittee Report**

Andrew Sawyer shared that the group will have copies of the Capital Plan Policy and the Debt Policy Drafts in advance of the June meeting so they can be discussed at the June 21st Regular Meeting.

#### **7. Board of Education Liaison Report**

Zach Maurice shared that he was unable to attend the meeting.

#### **8. Finance Director**

##### **a. Board of Education April 2023 Expenditure Report**

Ms. Varricchio stated that there was nothing noteworthy in the report that was given. It was clarified with two months of the school year remaining that everything is tracking well and that the Board of Education will not be over budget.

##### **a. Town April 2023 Revenue and Expenditure Report**

Cindy Varricchio shared a new initiative that is being implemented called *Positive Pay*, which when deposits are done, if the date, check number, vendor, and amount don't match the

paperwork, the Town is asked to verify the information. This is a great added security step to foil fraud.

Reviewing highlights in her report she pointed out that Investment Income is \$66,000 over budget, and just last month the Town received \$15,000 for that Line. She complimented Erin Gizio for her efforts to make the best decisions for the Town in this matter.

There was a brief discussion on the Transfer Station past discrepancies and how they have been rectified. Ms. Varricchio stated that the State Trooper bill was paid in May rather than the traditional June.

It was asked what Other Revenues entailed, it was described as stale checks and CIRMA Equity Distribution payment.

Ms. Varricchio also stated that the Auditors are slated to begin their preliminary work at the end of June.

## **9. Old Business - None**

## **10. New Business**

***Kayla Thompson motioned to move #10d. Approval of Stacey Becker Reimbursement - Adobe forward on the agenda. Zach Maurice seconded the motion. The motion was carried unanimously.***

Stacey Becker shared that the amount to be reimbursed to her for the cost of Adobe is \$82.86.

***Kayla Thompson motioned to approve the reimbursement of \$82.86 to Stacey Becker for her payment of the Adobe license for the Board of Finance. The payment will be drawn out of the Board of Finance Technology Budget. Zach Maurice seconded the motion. The motion was carried unanimously.***

### **a. Draft Ordinance Farm Machinery Tax Exemption**

Sandra Allyn-Gauthier introduced Gary Piszczek and Lynwood Crary from the Conservation & Agricultural Commission.

Lynwood Crary then reviewed the *Ordinance Farm Machinery Tax Exemption* for the Board. He explained the State Statutes concerning Farm Machinery Tax Exemptions, and that in 2001 the State raised the Exemption to \$200,000, however, the Town did not. He shared that there are over twenty-five municipalities, many neighboring towns, that have adopted the additional \$100,000 exemption that the State allows as of 2001. The CAC is requesting that the Town of Preston adopt an Ordinance that allows for the \$200,000 Farm Machinery Exemption.

Mr. Crary also shared a worksheet that showed the financial impact on the Town with this tax exemption.

The Conservation & Agricultural Commission is proposing that the Town apply the second \$100,000 tax exemption that the State allows, to assist farming within the Town.

It was then stated that the Board of Selectmen approved moving the Ordinance forward to the Board of Finance, and due to the financial impact on the Town, would need their approval before it could move forward to a Special Town Meeting in June.

***Bob Congdon motioned to approve the \$200,000 Farm Machinery Tax Exemption Ordinance to move onto a Special Town Meeting in June. Kayla Thompson seconded the motion. The motion was carried unanimously.***

**b. Appointment of Auditor for Fiscal Year 2023**

***Kayla Thompson motioned to appoint King, King, & Associates to complete the Fiscal Year 2023 Audit for Financial Audit with the following pay schedule: Town \$20,160; Financial Audit - Board of Education \$10,420; BoE -EFS Certification \$3,500; State Single Audit \$2,500; with an additional \$4,100 Federal Single Audit. Bob Congdon seconded the motion. The motion was carried unanimously.***

**c. Supplemental Appropriation Board of Finance Budget - Auditor**

The Board reviewed the audit overages were due to the Supplemental Work that needed to be completed and that there was a need to complete a Federal Single Audit because of the amount of federal funds the Town and School have received.

***Bob Congdon motioned to appropriate \$9,022 from Undesignated Funds to the Board of Finance Audit Line item. Kayla Thompson seconded the motion. The motion was carried unanimously.***

***Bob Congdon motioned to approve the use of \$2,250 from Capital Project Funds for Munistat for required filings. Stacey Becker seconded the motion. The motion was carried unanimously.***

**d. Approval of Stacey Becker Reimbursement - Adobe**

**11. Public Comment**

Gary Piszczek, Chairman of Conservation & Agricultural Commission, pointed out that farmers have been investing in Preston by buying land and expanding over the past several

years; he thanked the Board of Finance for their support and investment in farmers by approving the Farm Machinery Tax Exemption Ordinance to move to a Town Meeting.

Jill Keith, 26 Tanglewood Dr., stated she was pleased to get her Planning and Zoning survey and wondered if there is a summary of any previous Planning and Zoning surveys.

**12. Adjournment**

***Kayla Thompson motioned to adjourn at 8:15 P.M. Stacey Becker seconded the motion. The motion was carried unanimously.***

Respectfully Submitted,

*Kimberly Lang*

Recording Secretary

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PRESTON, CT.

2023 MAY 23 A 9:08

*Stacey Becker*  
Asst. PRESTON TOWN CLERK