

**Preston Board of Finance**  
**BoF Regular Meeting Minutes**  
**Wednesday, August 15, 2018 at 7:00 p.m.**  
**Preston Town Hall**

1. Call to Order & Roll Call

Melissa Lennon, Chair, called the meeting to order at 7:01 pm

**Members**

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

**Alternates**

Lennie Spencer  
Ian Stammel - excused

**Also Present**

Bob Congdon – 1<sup>st</sup> Selectman  
John Spang – Finance Director  
Roy Seitsinger – Superintendent

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

- Andy Depta noted that the tables available at the last Town Meeting showed that surplus has been budgeted every year, but not always used. The amount of surplus budgeted for use to offset the budget impacts the surplus. He asked that the Board discuss how surplus is used and whether there is a plan or strategy in its use.
- Jim Reams shared that he noticed high energy costs in the BoE budget and asked whether the Town has considered alternatives, such as solar energy. M. Lennon recommended that he speak with Bob Congdon and the Selectmen.

3. Approve Meeting Minutes

a. July 18, 2018 – Regular Meeting

- Corrections: K. Zachem was listed twice on the vote for the BoE Budget reduction of \$75,000. Sandra Allyn-Gauthier should be listed as voting in favor of this motion. M. Lennon also abstained for this vote. Vote results should read: 4-1 rather than 4-2.

**A motion was made by S. Becker and seconded by K. Zachem to approve the regular meeting minutes of July 18, 2018 as amended. K. Wucik abstained. All remaining voting members in favor. Motion passes.**

4. Correspondence

- E-mail from Andy Depta regarding the BoE Budget reduction of \$75,000.
- E-mail from Sam Chinigo with questions regarding surplus.

- E-mail from Robert Guadagna of Geesebusters regarding geese removal from Preston Community Park.

#### 5. Town Revenue Status & Financial Reports

- FY18 year end report – J. Spang gave a reminder that revenues at year-end come in quicker than expenses
  - K. Zachem noted line 4081 for Telephone Access PILOT was short \$4,338.52 and asked why. J. Spang will look into it and report back to the Board.
  - Numbers should be firmer by October 1<sup>st</sup>.

#### 6. Board of Education Financial Report

- BoE FY18 Financial Report
  - A letter dated August 6, 2018 from J. Spang showed the Essential BoE Expenditures requested/approved to date and how the funds were spent.
  - J. Spang presented the Phoenix report of the BoE General Budget that shows the adjustments/reductions the BoE made to its budget (ie. Line 1-101-0030-0111-2145-000 for Social Worker is now at zero and line 1-101-0060-0111-1000-0050 PK Fee Basis shows the anticipated \$66,000 in fee based revenue). J. Spang will e-mail the Board with the list of BoE reductions. At the bottom of the report, a temporary placeholder has been created (101 General Fund) that shows last year's budget number for the start of the FY19 year to help with accounting purposes since there is no approved budget.
  - Update on Capital Projects – Repaving is in process since a contract was in place when the BoF put a freeze on all Capital Projects not already under contract. The remaining planned projects for this fiscal year are on hold until the budget is approved.
- BoE Finance Committee Update
  - S. Allyn-Gauthier attended the last BoE Finance meeting for M. Lennon. She reported that the committee is looking at policies and procedures in order to be more transparent. The committee is looking at encumbrances and the details of them as well as discussing set procedures moving forward. The committee reviewed and discussed the BoE budget line by line. M. Lennon thanked S. Allyn-Gauthier for attending the meeting and the BoE meeting that followed.

#### 7. Board of Selectmen Financial Report

- BoS FY18 Financial Report
  - B Congdon reported there has been no change since last month. Still waiting for invoices to come in. B. Congdon will have a report in September.
  - M. Lennon will check with Sue Nylen regarding the BoF transfer approved on July 18, 2018.
- Approve Line Item Transfers for FY18
  - None yet.

#### 8. Preston Redevelopment Agency Update

- Sean Nugent updated the Board on the latest progress. Excavation of Area B is in process. Area B will be where all roadway waste is put and capped.

- An archeology firm has staked out where the roadway crosses archeological areas of interest and will be highly supervised when work is done there.
- Still working on a cost estimate with Manafort Brothers, Inc. and Tighe & Bond as the cost estimate went over; PRA still is in talks with them.
- Will provide an update on PRA grants next month.

## 9. Unfinished Business

- a. BoF Annual Report of FY2017
  - S. Becker shared that a draft is ready, but needs editing and formatting.
  - M. Lennon will help S. Becker finish the document and then e-mail it to Board members for feedback before making it public.
- b. BoF Electronic Device for BoF Clerk
  - S. Becker has a laptop in mind. Board agreed that a 8GB may be a better investment than 4GB if the price difference is small.
  - The laptop will need virus protection. B. Congdon will check to see if the Town has a license that could be used.
  - Microsoft Office: could buy the software or a cloud-based subscription; buying the software may be more cost effective.
  - Would like to get Adobe as cloud-based.
- c. BoF Policies – tabled until the budget passes
  - Debt Management Policy (long-term planning process: how frequently we are planning on bonding i.e. on a five year basis)
  - Reserve Policy (put our practice in writing: we put 9 ½% in reserve)
- d. BoF Recorder
  - Still in need of a permanent recorder. Interested candidates should contact Nancy Musa in the Selectman’s Office. Pay is \$85 per meeting for the first two hours.
- e. FY19 Budget
  - Referendum – Tuesday, August 21, 2018 from 6 a.m. until 8 p.m. with absentee ballots available in the Town Clerk’s office.
  - Setting Mil Rate for FY19 with Budget Approval
    - Special Meeting on Tuesday, August 21, 2018 at 8:15 p.m. for this sole purpose.
    - Letter will be given to Hattie and Millie first thing the next morning so that tax bills can go out if the budget is approved.
  - CGS 7-405: Expenditures by municipalities and regional school districts before adoption of budgets
    - Review and Approve Essential FY19 Expenditures for the General Government and Board of Education from August 16, 2018 through September 21, 2018
      - J. Spang presented a list of BoE Essential Expenditures for August 16 – September 21, 2018.

**A motion was made by K. Wucik and seconded by J. Grabarek to approve \$912,288 for essential Board of Education expenses**

**from August 16, 2018 through September 21, 2018. All in favor. Motion carries.**

- B. Congdon requested \$120,000 for payroll and related expenses as well as \$100,000 for essential town bills.

**A motion was made by K. Zachem and seconded by J. Grabarek to approve \$220,000 for essential General Government expenses from August 16, 2018 through September 21, 2018. All in favor. Motion carries.**

10. New Business

- CCM Ethics, Accountability, and Conflicts of Interest Workshop – September 5, 2018
  - M. Lennon encouraged the Board to attend this training as the Board requested it back in January. Registration is available online through the CCM website. Registration the day of the workshop begins at 5:30 p.m. and the training is from 6-9 p.m. at Preston Veterans Memorial School.

11. Future Action Items

- Auditor RFP – January/February release
- BoF By-Laws – will call a special meeting for this purpose only

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

- None

13. Adjourn

**A motion was made by K. Zachem and seconded by J. Grabarek to adjourn at 8:37 p.m. All in favor. Motion carries.**

Respectfully submitted,

Melissa Lennon  
Board of Finance Chair