

**Preston Board of Finance
Regular Meeting
Wednesday February 21, 2018
7:00 pm
Preston Town Hall**

1. Call to Order

Melissa Lennon, Chair called the meeting to order at 7:00 pm

Roll Call

Members

Melissa Lennon – Chair
Jerry Grabarek – Vice Chairman
Stacey Becker – Clerk - excused
Dan Duprey
Keith Wucik - excused
Ken Zachem

Alternates

Ian Stammel – seated
Lennie Spencer - excused

Also Present

1st Selectman Robert Congdon
John Spang, Finance Director

M. Lennon seated Ian Stammel

2. Approve Meeting Minutes

a. January 17, 2018 – Special Meeting

A motion was made by K. Zachem and seconded by I. Stammel to approve the January 17, 2018 BOF Special Meeting Minutes as presented.

J. Grabarek abstained. Motion carries

b. January 17, 2018 – Regular Meeting

A motion was made by D. Duprey and seconded by K. Zachem to approve the January 17, 2018 BOF Regular Meeting Minutes as presented.

All in favor. Motion carries

c. January 22, 2018 – Special Meeting

A motion was made by J. Grabarek and seconded by D. Duprey to approve the January 22, 2018 BOF Special Meeting Minutes as presented.

K. Zachem abstained. Motion carries.

3. BoF Meeting Structure & Recording

M. Lennon stated that FOI allows residents to record meetings and noted that Preston resident, Andy Depta is recording tonight's meeting.

M. Lennon stated that she was informed that the public is interested in having meetings recorded and put online.

M. Lennon asked 1st Selectman Congdon if the public has access to the minutes recorded by the Town's recording secretary.

1st Selectman Congdon answered that someone would have to do an FOI request for recordings. M. Lennon stated that at a previous meeting a resident asked whether they would only be allowed to speak during Public Comment only or at any time during the meeting. After discussion, BoF members decided to put Public Comment on the Agenda two times, so resident are able to comment at the beginning and end of a meeting.

A motion was made by K. Zachem and seconded by J. Grabarek that the BoF request the Board of Selectmen look into the possibility of voice and/or live video recording Board of Finance meetings on the internet so residents could watch. All in favor. Motion carries.

4. Correspondence

- a) Letter dated January 17, 2018 from Sandra E. Wellwood, LLC to the Town of Preston re: Audit Engagement Letter
- b) Email dated February 17, 2018 from Linda Davis, Chairman, Ledyard Town Council to 1st Selectman robert Congdon re: Cost Sharing

5. Town Revenue Status & Financial Reports - John Spang

- Typical January; no new trends
- Office of Fiscal analysis has updated the data used in the formula which gave a slightly different result.
- Tax tables have been updated.

6. Board of Education Financial Report – John Spang

- Favorable development, resulting from not requiring as much school bus maintenance. Since elimination three of the oldest busses for new busses, expenses to date are \$37,000 while at the same time last year they totaled \$52,000.
- Hot water heater and lunch room door needed replacing last year, no repairs this year has produced savings.
- Unencumbered balance forecast is being raised to a higher return of \$119,000.00

a) Board of Education Finance Subcommittee Update – M. Lennon

- Met twice this month to work on budget.
- The two principals were asked for priorities.
- Budget was presented to the BoE last Wednesday and the BoE Finance Subcommittee met again to work on suggestions.

7. Board of Selectmen Financial Report – 1st Selectman Congdon

- Fire and Emergency Services Operations shows it overspent by \$1,000. This is because the new tanker was paid for out of the General Government Budget because sue Nylen was in MA. It will be corrected when S. Nylen returns.
- PRA will start out top heavy due to remediation.
- At this time, still in the Black.
- Unknown at this time are cuts to the TAR (town aid road) funding.

8. Preston Redevelopment Agency Financial Report – 1st Selectman Congdon

- Permits are in final stages of completion.
- March/April time frame for dirt being moved on the site.

9. Unfinished Business

a. Referendum: State Trooper & 5-Year Capital Projects Plan

M. Lennon noted that the State Trooper & 5-Year Capital Projects Plan both passed.

1st Selectman Congdon will have more information on a starting date for the trooper after tomorrow's meeting.

J. Grabarek asked for an estimate of cost.

1st Selectman Congdon stated the estimate from the State for next year 85% which is \$207,000 each.

I. Stammel asked for a breakdown.

1st Selectman Congdon answered that their salary is \$90,000, their fringe is over 100%, then you pay for the car.

J. Grabarek asked 1st Selectman Congdon to get some numbers from Ledyard.

A motion was made by J. Grabarek and seconded by I. Stammel that the BoF recommends that the BoS request that Preston Public Safety revisit the State Trooper Program versus the Ledyard or Norwich Program.

All in favor. Motion carries.

M. Lennon stated in regards to the Capital Plan, the Principal would like the PVMS gym floor replaced in April as it will impact less people if done at that time.

1st Selectman Congdon explained that Mark Chapman submitted a proposal from Roosevelt & Cross and 1st Selectman Congdon requested and received a proposal from Dime Bank.

1st Selectman Congdon went over his analysis of Roosevelt & Cross' proposal and noted he has not yet had time to analyze Dime Bank's proposal.

b. CCM Newly Elected Workshops & Ethics Training Update

M. Lennon stated that Stacey Becker spoke with Attorney Kari Olson regarding Stacey being Clerk and having Adobe on her computer as well as BoF documents. Attorney Olson's explained that it is not a requirement, but her recommendation is that Stacey have a designated BoF laptop.

c. BoF Recorder Update

The position is listed on the Town website.

d. BoF Members & FOIA (Freedom of Information Act)

M. Lennon stated that at the last meeting a resident asked a question regarding access to BoF documents on BoF members' personal devices.

M. Lennon spoke with Tom Hennick, FOI Public Information Officer who informed her that a resident has the right to ask for a public document, but does not have the right to access a BoF member's personal computer.

e. BoF By-Laws

Tabled

I. Stammel requested that when the BoF does work on the By-Laws, a procedure for FOI requests be added to them.

f. Auditor Contract Extension & RFP

J. Spang suggested BoF members send him comments on the RFP he and Norm Gauthier developed.

g. BoF Annual Report of FY2017 (Spring Pipeline)

M. Lennon suggested members look at last year's annual report to use as a template for this year.

10. New Business

a. FY 2019 Budget

The BoF will meet on March 14th to work on the BoE budget and March 15th to work on the General Government budget.

11. Public Comment

Andy Depta, Preston resident commented that the BoF voted to assign M. Lennon as liaison between the BoE finance subcommittee and the BoF, but no one asked what the duties of the liaison are.

12. Adjourn

A motion was made by K. Zachem and seconded by J. Grabarek to adjourn the meeting at 9:12 pm.

All in favor. Motion carries.

Respectfully submitted,

Roberta Charpentier
recorder