

**Preston Board of Finance
Regular Meeting
Tuesday, April 10, 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 - excused
Keith Wucik - excused
Ken Zachem

Alternates

Ian Stammel – excused
Lennie Spencer - absent

Also Present

1st Selectman Robert Congdon
John Spang, Finance Director
Dr. Seitsinger

2. Public Comment

Andy Depta, Preston resident asked what the tentative schedule is for the Public Hearing, Meeting and Referendum.

M. Lennon answered the dates have not been chosen but it is on tonight's agenda.

3. Approve Meeting Minutes

a. March 14, 2018 – Special Meeting

A motion was made by K. Zachem and seconded by J. Grabarek to approve the March 14, 2018 Special Meeting Minutes as presented.

All in favor. Motion carries

b. March 22, 2018 – Special Meeting

A motion was made by J. Grabarek and seconded by K. Zachem to approve the March 22, 2018 Regular Meeting Minutes as presented.

All in favor. Motion carries

c. March 28, 2018 – Special Meeting

A motion was made by S. Becker and seconded by M. Lennon to approve the March 28, 2018 Special Meeting Minutes as amended.

All in favor. Motion carries.

Minutes were not signed

4. Correspondence

a) Email dated March 29, 2018 from John Spang re: Auditor RFP

- b) Email dated March 29, 2018 from Melissa Lennon re: CCM training on April 25th
- c) Email dated April 5, 2018 from Melissa Lennon re: Upcoming Town meetings.

**A motion was made by K. Zachem and seconded by S. Becker to amend the agenda by putting #9 Unfinished Business next.
All in favor. Motion carries.**

9. Unfinished Business

a) BoF Annual Report of FY2017

S. Becker stated that D. Dupery has been working on the financial report part and it is almost done.

S. Becker noted she would like it to be completed by May.

M. Lennon spoke with the different departments in Town Hall about submitting their information.

b) BoF By-Laws

Tabled

c) BoF Recorder Update

No interest

d) FY 2019 Budget

M. Lennon stated that the Town Ordinance states that the annual Town Budget Meeting is to be held on the first Thursday in the month of May and the BoF will hold a Public Hearing not less than 2 weeks before the Annual Town Budget meeting.

M. Lennon noted that when the BoF meets on the 24th they will be out of compliance with the Town Ordinance.

After discussion BoF members expressed that due to the uncertainty of State revenues the BoF will delay setting a Public Hearing and Town Meeting as well as the Referendum until their next scheduled meeting on April 24th.

M. Lennon stated that the BoE and the BoS were asked to bring back their budgets on the 24th with a \$100,000 cut. The BoE noted that the BoF request the BoE consider the cut, the BoF did not request action.

M. Lennon told BoF members not to be surprised if the BoE comes back without the cut.

1st Selectman Congdon asked for clarification. His recollection was that the BoF did not cut those 2 budgets, but directed both to come back with recommendations where they might cut their budget.

e) Capital Projects and Bond Status Update

M. Lennon noted that the bond Council and John Spang recommended that the bond does not go to market until May.

1st Selectman Congdon stated he put a call in to Mark Chapman to ask if the numbers he gave were still fair numbers to budget on because there was a fed hike since he gave those numbers. Lennon stated that new bleachers was not mentioned in the original Capital Projects regarding the repair of the gym floor.

Dr. Seitsinger explained that the bleachers had to be removed in order to repair the floor. The cost of the floor came to \$81,000 which is under the \$118,000 bid

J. Grabarek noted that the BoF can't add something to the Bond that was already voted on.

A motion was made by K. Zachem and seconded by J. Grabarek to recommend the Board

of Selectmen set a Town Meeting to vote on modifying the Capital Projects bond by using the surplus from the floor bid to purchase new bleachers. Not to exceed \$35,000, out of the original \$118,000 floor line

All in favor. Motion carries.

f) Chromebook for the BoF Clerk

A motion was made by J. Grabarek and seconded by K. Zachem that the BoF approve the transferring \$2,000 from line #3320, data processing to line #3340 to purchase an electronic device to be used by the BoF Clerk.

All in favor. Motion carries

A motion was made by J. Grabarek and seconded by K. Zachem to go to #5 on the agenda, Town Revenue Status & Financial Reports.

All in favor. Motion carries.

5. Town Revenue Status & Financial Reports - John Spang

- Trends haven't changed from last month.
- Property tax collections have been strong; \$153,000 collected for the month of March.
- Interest, liens, and fees \$65,000 collected this year, \$11,000 collected in March.
- \$184,000 collected in prior years property taxes, \$20,000 collected in March.
- BoF requested J. Spang bring statistical information on the Town's Grand List and surplus for the April 24th meeting.

6. Board of Education Financial Report – John Spang

- The last 6 months, fluctuation 100,000 to 200,000 in unencumbered balances.
- $\frac{3}{4}$ of the budget has been spent through March.
- Foretasted unencumbered balances will be re-classified because it included excess costs.

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

- Discussed proposed FY19 budget
- Purchased 3 busses
- RFP for lockers
- Discussed strategy for Science lab

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

- \$10,000 short due to insurance costs due to an employee getting married.
- Estimate that \$65,000 will be returned at the end of the year.

8. Preston Redevelopment Agency Financial Report

- No comments

10. Reminder of Future Action

- a) Auditor RFP – send out in November 2018

**A motion was made by J. Grabarek and seconded by S. Becker to add the Suspense List on to the agenda under New Business.
All in favor. Motion carries.**

11. New Business

1. Suspense List

**A motion was made by K. Zachem and seconded by J. Grabarek to authorize the BoF Chair to sign the Suspense List which authorizes Preston Town Clerk to transfer uncollected taxes to the Suspense Tax Book.
All in favor. Motion carries**

12. Public Comment

Andy Depta, Preston resident asked if the BoF meeting on April 24th is to go over the BoE and town budget.

M. Lennon answered correct and that Meeting will be at PVMS at the Central Office.

Andy Bilodeau, Preston resident noted that the BoF has not seen the Fire Department staff memorandum re: paying \$5,000 a quarter to offset \$24,000 in order to know how long that term of agreement is.

Andy Bilodeau, Preston resident noted that the BoF requested the BoS ask Emergency Services to do review Police services from Norwich and Ledyard. The results have not been reported on by the BoF

13. Adjourn

**A motion was made by K. Zachem and seconded by J. Grabarek to adjourn the meeting at 8:42 pm.
All in favor. Motion carries.**

Respectfully submitted,

Roberta Charpentier
recorder