

**Preston Board of Finance  
BoF Special Meeting  
Tuesday, June 12, 2018 at 7:00 p.m.  
Preston Town Hall**

**Agenda**

**1. Call to Order & Roll Call**

Melissa Lennon, Chair called the meeting to order at 7:02 pm

**Roll Call**

**Members**

Melissa Lennon – Chair

Jerry Grabarek – Vice Chairman

Stacey Becker – Clerk

Dan Duprey – excused

Keith Wucik – arrived at 8:14 pm

Ken Zachem

**Also Present**

First Selectman Robert Congdon

John Spang, Financial Director

Andy Depta

Andy Biladou

Christine Cocheo, Recording Secretary

**Alternates**

Ian Stammel – seated for D. Duprey

Lennie Spencer – seated until 8:14 for K. Wucik

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

No public comment.

**3. Approve Meeting Minutes**

a. May 16, 2018 – Regular Meeting

- **A motion was made by S. Becker and seconded by K. Zachem to approve the meeting minutes submitted for May 16, 2018.**

**All in favor. Motion carries.**

b. May 17, 2018 – Public Hearing

- **A motion was made by J. Grabarek and seconded by S. Becker to approve the meeting minutes as amended for the Public Hearing held on May 17, 2018.**

**All in favor. Motion carries.**

c. May 17, 2018 – Special Meeting

- Tabled.

**4. Correspondence**

a. Reviewed email from J. Spang dated 5/17 regarding Phoenix Quickbook expenditures.

b. Reviewed email from Mike Clancy dated 5/18 regarding the FY19 budget.

c. Reviewed emails from A. Depta dated 5/29 regarding the General Government Budget.

d. Reviewed email form Jill Keith dated 6/7 regarding a request for the number of registered voters.

- e. Reviewed an invitation from PPMS inviting BoF to graduation ceremonies for Wednesday 6/20 at 4 pm.

5. Town Revenue Status & Financial Reports

- a. Reviewed Town Revenue Status and Financial Reports including Line 4050 on construction fees, Line 4060 on interest rates. J. Spang noted that landfill fees are strong, property taxes are over budget, and that state revenue is starting to come in, including half of the Mashantucket grant.
- b. Discussed a shortfall in revenue and gains in local revenue.

6. Board of Education Financial Report

- a. Review BoE May 2018 YTD Expense Report - The town has had to hire paras and SPED teachers which has put the town \$130,000 over budget. Also the town only budgeted \$9,000 in compensated absences for paras but has spent \$26,000, but the SPED tuition savings will cover that.
- b. K. Zachem suggested looking into worker's comp/ insurance
- c. Smaller line items have money left in the budget
- d. BoE chose not to take action in adjusting budget items until they have a final number voted on by referendum
- e. Discussed the possibility of a future strategy for bus replacement and repairs and the need to adjust the Capital purchasing plan.

7. Board of Selectmen Financial Report

- a. The Town A Road money has started to come in.
- b. Looking to return about \$60,000.

8. Preston Redevelopment Agency Financial Report

- a. Permits from DEP are getting approved. They will be doing the treeing next and will start digging up roads by the end of June.

9. Unfinished Business

- a. BoF Annual Report of FY2017
  - An email went out to department heads requesting 2 paragraphs and a picture so people are more aware of what the society does. The plan is to have something on the website the first week in July.
- b. BoF Electronic Device for BoF Clerk
  - S. Becker noted she cannot put software on her computer until she has admin password
- c. BoF Liason to Board of Education Finance Committee - Defined
  - Reviewed a current definition for a liason.
  - M. Lennon will prepare a draft for the next meeting of a definition for the specific position
  - The Liason should not make motions or vote at BoE meetings
- d. BoF Recorder
  - Reviewed minutes and pay from nearby towns
  - Discussed having more concise minutes and putting audio online

**A motion was made by L. Spencer and seconded by I. Stammel to recess the meeting for referendum results at 7:58 pm.**

**All in favor. Motion carries.**

**A motion was made by S. Becker and seconded by K. Zachem to reconvene the meeting at 8:14 pm.**

**All in favor. Motion carries.**

e. Capital Projects & Bond Status/Update

- All documents are signed and money should come in 6/13.

f. FY19 Budget: Referendum Results and Next Steps

- BoE 240 Yes, 350 No – budget failed by 110 votes
- BoS 283 Yes, 309 No – budget failed by 26 votes
- Cannot set mil rate without approved budgets
- **A motion was made by K. Zachem and seconded by S. Becker to call a special meeting with all three Boards (BoF, BoS, BoE) on June 19, 2018 at 7 pm downstairs Town Hall.**

**All in favor. Motion carries.**

- Possible town meeting June 28<sup>th</sup> and referendum July 10<sup>th</sup>

g. Standard & Poor Meeting: Requests from 2018 Bonding Process

- Capital Investment Plan (criteria/definition of what qualifies as a Capital Project/Plan) moved to future action items.
- Have policy: Capital Projects and Guidelines for Bonding (approved 8/2/2017) moved to future action items.
- Debt Management Policy (long-term planning process: how frequently we are planning on bonding i.e. on a five year basis) moved to future action items.
- Reserve Policy (put our practice in writing: we put 9 ½% in reserve) moved to future action items.
- M. Lennon suggested creating a policy booklet including meeting alternates policy.

10. New Business

h. Board of Education Contract Negotiations

- Appoint a BoF member to attend BoE Contract Negotiations – BoE looking at 3 contract negotiations. Someone from BoF should sit in to be aware and to be a resource.
- **A motion was made by I. Stammel and seconded by K. Wucik to appoint M. Lennon as a Liason for BoE contract negotiations. M. Lennon abstains. All voting members in favor. Motion carries.**

i. Housing Authority Pilot Payment

- **A motion was made by K. Zachem and seconded by I. Stammel to recommend that the BoS negotiate a 4% Pilot payment to the town**

**and a 4% Pilot payment into a Capital Improvement for the Housing Authority.**

**All in favor. Motion carries.**

**j. Resignation from Board of Finance**

- Accept resignation and appoint replacement – BoF has 30 days after official letter of resignation to fill the opening, which Hattie will have 6/13.
- Seek applicants for BoF Alternate Position – letters of intent due June 22.
- Special meeting June 28<sup>th</sup> at PVMS at 7 pm to review applicants.

**11. Future Action Items**

- a. Auditor RFP - tabled
- b. BoF By-Laws - tabled

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

- a. No public comment

**13. Adjourn**

**a. A motion was made by I. Stammel and seconded by S. Becker to adjourn the meeting at 9:03 pm.**

**All in favor. Motion carries.**

Respectfully submitted,



Christine A. Cocheo  
Recording Secretary