

**GLASTONBURY BOARD OF FINANCE  
REGULAR MEETING MINUTES  
WEDNESDAY, APRIL 10, 2019**

The Glastonbury Board of Finance with Finance Director, Julie Twilley, and Town Manager, Richard J. Johnson, in attendance, held a regular meeting at 4:00 p.m. in the Meeting Room A, 2155 Main Street, Glastonbury, Connecticut.

Also in attendance was Nina Cousins, Controller. Dr. Alan Bookman, Glastonbury Public Schools Superintendent, and Susan Karp, Chairman of the Board of Education, were present during the Public Comment Session.

**Roll Call**

***Members***

Mr. Constantine “Gus” Constantine, Chairman  
Mr. Jared Soper, Vice Chairman {Excused}  
Mr. James McIntosh  
Mr. Walter Cusson  
Mr. James Zeller  
Ms. Jennifer Sanford

**1. Public Comment Session**

Dr. Alan Bookman stated that two BOF members went to speak at two different meetings, one at the Town Council, the other at the BOE. There was a question about an email that went out in advance of the budget meeting from the PTSOs through their system. Dr. Bookman explained that the email was sent out as a part of their process, to ensure transparency of how they operate. Dr. Bookman explained that when he spoke in front of the Town Council during the budget workshop meeting, he presented his recommendations for where the reductions in the education budget would come from, but noted that the final say is with the BOE. The PTSOs took the information from that meeting and shared that in an email, after the budget was decided.

Dr. Bookman explained that the full \$1.1 million reduction, in addition to the \$520,000 they would have to cut from other programs, would have raised some class sizes in the elementary schools. He noted that the comments from the BOF members stated that while nothing illegal was done, they did not feel it was right that the PTSOs spread “erroneous information” about all class sizes expanding. The Superintendent explained that there was no erroneous information; many people inferred that all class sizes would go up, but that is not what the memo said.

Dr. Bookman continued by stating that it is part of their procedures to inform parents of what is going on. If class sizes go up, they will be notified in advance. Dr. Bookman clarified that his recommendations would not have changed if the full reductions were implemented, as there was no other place to make reductions in the education budget. He concluded that unless the BOE tells them that they will no longer allow information to go out through the PTSOs, they will continue with those procedures.

With no other comments, the public comment session concluded. The Board discussed proposing a motion to add an item to the agenda to respond to the public comment.

**Motion by:** Mr. Zeller

**Seconded by:** Ms. Sanford

BE IT RESOLVED, that the Glastonbury Board of Finance moves to add a Special Reports section to the agenda of April 10, 2019 to respond to the Public Comment Session.

**Disc:** Mr. Johnson stated that the Board will need a minimum of four votes in favor for the motion to carry. Ms. Sanford explained that she is supporting the motion because the Board has had prior discussions about the definition of a “public comment” and they should be able to engage and respond to said comments.

**Result: (3-2-0) Motion did not pass.**

Votes in favor: Mr. Zeller, Ms. Sanford, Mr. Cusson

Votes against: Mr. McIntosh, Mr. Constantine

**2. Communication:**

**a. Minutes of March 20, 2019**

McIntosh proposed that on page 3, in the paragraph under Item #8, the second sentence be amended to say the following: “Mr. McIntosh asked if the **proposed purchases of land from** the Metropolitan District involves state funding and if so, why.” Mr. McIntosh also requested that the word “but” on page 4 in the paragraph under Item #13 be replaced by “and”.

*Accepted as amended*

**b. Minutes of March 25, 2019 (Mill Rate Setting Meeting)**

Mr. McIntosh stated that the wording on page 1, line 5 of paragraph 2 in Item #2 be changed from “overtaxes” to “**overdue**” taxes.

*Accepted as amended*

**3. Communication: Pension Report – February 2019**

Ms. Twilley reviewed the report dated March 14, 2019.

**4. Communication: Month End Investments – February 2019**

Ms. Cousins reviewed the report dated March 29, 2019. Mr. McIntosh asked what the projected amount for the year is. Ms. Cousins stated a quick estimate of about 1.1 to 1.2 million, but she will have a better estimate next month. Mr. McIntosh said that it sounds like about \$300,000 more than budgeted.

**5. Communication: Financial Summary for 9 months - March 2019**

Ms. Twilley reviewed the report dated April 5, 2019. Mr. McIntosh asked if the school air conditioning project came in at \$1.4 million less than it was budgeted for. Ms. Twilley said no, this is the timing of the repayment. Mr. Johnson added that the project did get completed for about \$447,000.

**6. Communication: Education Reconciliation – February 2019**

Ms. Cousins reviewed the report dated March 28, 2019.

**7. Communication: Capital Projects – March 2019**

Ms. Twilley reviewed the report dated April 4, 2019.

**8. Communication: Self Insurance Reserve Fund – March 2019**

Ms. Twilley reviewed the report dated April 1, 2019. Mr. Zeller said that Mr. Soper asked him to inquire on the status of the approval. Mr. Johnson stated that the Town is taking a fresh look at everything. Mr. Zeller clarified that Mr. Soper was asking more about whether the Town will continue in this self insured manner or is it better served going back to a premium situation. Mr. Johnson stated that they are looking into that issue. Mr. McIntosh remarked that Bloomfield is having lots of problems in this area, and noted that this is probably an issue that other communities are also wrestling with. Mr. Johnson stated that there are different ways of doing it, but the Town will circle back to this question.

**9. Communication: Transfers Approved by Town Manager Since Last Meeting**

Mr. McIntosh asked for clarity on “flagger training.” Mr. Johnson explained that it is extremely important that flaggers are trained properly, noting a serious accident that occurred just a few years ago.

**10. Action: Transfers over \$5,000**

*Motion by:* Mr. McIntosh

*Seconded by:* Mr. Cusson

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends the transfer of \$30,000 from the General Fund-Contingency to Parks/Recs - Contractual Services.

*Disc:* Ms. Sanford asked if the request for a separate fund for trees was ever approved. Mr. Johnson said yes, \$125,000 will be funded over a multi-year program, effective July 1, to supplement the operating budget. Mr. Zeller asked if the Town put together a contingency. Mr. Johnson stated that they did this year, and that, going forward, they could either put together a contingency budget, or each and every time, they could go to the fund balance. The Town Manager stated that the former seems more efficient and, in the end, both options are the same charge to the fund balance.

*Result: Motion passed unanimously (5-0-0)*

**11. Communication: Schedule Special BOF Meeting on April 23 or 24 at 4:00 PM to review Pump Station Transfer Request**

Ms. Twilley stated that they would like to schedule a special BOF meeting to review this transfer request because they do not want to wait until next month’s regular meeting to discuss. Mr.

Johnson remarked that the special meeting would cut off about one month from the schedule, should it get approved. Mr. Constantine asked if it makes sense to rebid it. Mr. Johnson said no because all of the bids are within \$50,000 to \$100,000 and there is no assurance that the number will go down. Mr. McIntosh asked if they have considered looking at reducing the scope of the project. Mr. Johnson stated that the scope is the scope, and they have not, as of yet, identified any feature(s) of the design that are driving the cost above the estimate.

Ms. Sanford wondered whether there are financing options for public entities, such as the Town. Mr. Johnson said that, on this particular project, it does not make any difference because it is not a budget issue; the sewer sinking fund has a balance and it makes no difference whether you pull from it this year or next year. Mr. Zeller noted that they are still in good shape, in total, with that deviation. Mr. Johnson stated that they are continuing to look at it but it is an estimating bust. Mr. McIntosh asked if it is a new pump station. Mr. Johnson said no, it is a reconstruction of an existing pump station. Mr. McIntosh suggested meeting on April 24, 2019 at 4:00 p.m. The Board agreed.

## **12. Communication: Request BOF member to attend meeting with potential new audit firm**

Ms. Twilley explained that the interview with the Audit Committee will be on April 24, 2019 at 2:30 p.m., and one BOF member must attend. Mr. Cusson volunteered.

## **13. Communication - Items Scheduled for May 15, 2019 BOF Meeting:**

- a. Special Revenue Funds Q3-2019 Reports (Sewer Operating, Sewer Sinking, Recreation Activities and Police Private Duty Funds)**
  
- b. Will take action on recommendation to Town Council of Auditor for FY Ending June 30, 2019**

Ms. Twilley stated that these reports will be ready for review at next month's meeting.

## **14. Board of Finance Committee Reports**

Mr. Constantine stated that the PBC still has not met. Mr. Johnson explained that as soon as the design is finalized, they will schedule a meeting for the architect to come in and go over the whole library project, which will likely be in the next few weeks. In regard to the aquatics center, Mr. Constantine asked if there is information from other towns that have similar facilities and how they manage and do it better. Mr. Johnson stated that the Town is building their own model while analyzing all of the information and data they can gather from similar facilities. Mr. McIntosh added that the lesson to be gleaned from these examples may be how to avoid mistakes, rather than focus on the successes that others have achieved. The Town Manager agreed.

Mr. Zeller commended getting the oil feed out from behind the Riverfront Community Center, and asked if there is there any consideration to make the Mark Twain boat a dock again in the future. Mr. Johnson stated that they have to make certain that any actions of taking that out now would not make it more difficult if, at some point, they wanted to put a dock back in.

Mr. Zeller stated that he would like to amend his earlier motion to read “Committee/Special Reports”, so as to not limit the scope of topics that the Board can address. Mr. Cusson suggested putting that up for discussion at their next meeting. Mr. Johnson explained that the Board’s approach to this issue need not be bound by the approach of other boards or committees. Ms. Twilley agreed to add the discussion to the agenda of the next regular meeting in May.

## **15. Adjournment**

*Motion by:* Mr. McIntosh

*Seconded by:* Mr. Cusson

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of April 10, 2019, at 4:48 p.m.

*Result: Motion passed unanimously.*

**Respectfully submitted,**

*Lilly Torosyan*  
Lilly Torosyan  
Recording Clerk

*For anyone seeking more information about this meeting, a video on demand is available at [www.glastonbury-ct.gov/video](http://www.glastonbury-ct.gov/video); click on Public Broadcast Video On Demand, and an audio recording is available in the Finance and Administrative Services Office.*