

**GLASTONBURY BOARD OF FINANCE  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 15, 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, Accounting Controller.

**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           None**

**2. Communication:**

**a. Minutes of April 10, 2019 (Regular Meeting)**

Mr. Zeller noted that the last sentence under Item #5 should read as the following: “Mr. Johnson added that the project did get completed for about \$447,000 **below the appropriation.**”

*Accepted as amended*

**a. Minutes of April 24, 2019 (Special Meeting)**

*Accepted as presented*

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

Ms. Twilley reviewed the report dated April 29, 2019. Mr. Constantine noted that the funded ratio is 70.75, up from 70. Ms. Twilley stated that they just received their new pension evaluation report today so when it is adjusted for the July 1, 2018 evaluation, that number will change to 71.6%. Mr. Zeller asked what the unrealized gains were. Ms. Twilley explained that the unrealized gains and losses are grouped together, so the \$3.2 million listed is the net. She then read what the unrealized gains were month by month.

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

Ms. Cousins reviewed the report dated April 18, 2019.

**5. Communication: Financial Summary for 10 months - April 2019**

Ms. Twilley reviewed the report dated May 6, 2019.

## **6. Communication: Special Revenue Funds Q3-2019 Reports**

### **a. Sewer Operating and Sewer Sinking Funds**

Ms. Twilley reviewed the report dated May 9, 2019. Mr. Zeller asked if there is a substantial increase in operating costs, should they be raising fees. Mr. Johnson replied that they consider the sewer use rate very carefully every year but they are not prepared to add a significant amount to build a war chest. Though he noted that, ideally, they will consider looking at phasing improvements on an as-needed basis and structuring the sewer operating rate to assess an up-charge to pay off the debt, which would likely be a charge to the general debt service budget. Mr. Zeller stated that he just hopes they are not overly concerned about the fees as opposed to the potential liabilities. Mr. McIntosh remarked that if there are substantial expenditures, another way to finance is to bond it, which the users will pay for.

Ms. Sanford inquired if she could read the minutes of WPCA. Mr. Johnson said yes, the Water Pollution Control Authority holds public meetings so all of their minutes are accessible to the public. Ms. Sanford then asked where the \$12 million sits and how do they invest it. Mr. Johnson stated that Ms. Cousins has it on laddered investments. Ms. Cousins replied that the sewer sinking fund has over \$8 million in laddered investments out 7 years.

### **b. Recreation Activities and Police Private Duty Funds**

Ms. Twilley reviewed the report dated May 10, 2019. Mr. McIntosh asked why they are running a deficit. Ms. Twilley said it is largely due to timing of when they pay the police officers and receive the invoice receipts.

## **7. Communication: Education Reconciliation – March 2019**

Ms. Cousins reviewed the report dated April 16, 2019.

## **8. Communication: Capital Projects – April 2019**

Ms. Twilley reviewed the report dated May 6, 2019. Mr. Constantine asked if there are any updates on MDC. Mr. Johnson stated none that he is not at liberty to discuss but assured that it is active. Mr. Constantine then asked about the Riverfront. Mr. Johnson stated that they are just waiting for a couple of sign-offs. Mr. Zeller asked if during the course of the year, they show the debt service. Ms. Twilley noted that the last time they issued debt in the financial summary, they gave the Board some details on what the results were.

## **9. Communication: Self Insurance Reserve Fund – April 2019**

Ms. Twilley reviewed the report dated May 1, 2019.

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

Ms. Twilley noted that there were a lot of transfers this month. Mr. McIntosh asked about the iPads for the Town Council, as listed in Item 10e. He noted that there are 9 Town Council members but only 8 new iPads allocated. Mr. Johnson explained that one of the councilmembers does not use an iPad. Mr. McIntosh also noted that during a prior meeting, there was discussion about acquiring iPads for members of the BOF. Mr. Johnson stated that that is something they can move forward with, if the Board chooses. He also explained that going paperless would save the Town money. Mr. Zeller noted that, in his previous experience with iPads while on the Board of Education, it was cumbersome to use

because you could not write on it. Mr. Johnson stated that there are systems where you can write notes on them. Mr. Cusson remarked that he would not need one, since he already has a personal iPad. The Board discussed and agreed that they would like an answer on Mr. Zeller's question about the notes feature, but otherwise, they would be willing to try it out.

Mr. McIntosh asked how the signs being placed in the Historic District relates to the Fire Marshal, as listed in Item 10i. Mr. Johnson explained that the Fire Marshal is part of the Department of Community Development and the Historic District is liaison from the Department of Community Development.

#### **11. Action: Transfers over \$5,000**

*Motion by:* Mr. Cusson

*Seconded by:* Mr. McIntosh

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends the transfer of \$14,000 from the Part Time Wages and Equipment Maintenance to Machinery and Equipment.

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

*Motion by:* Mr. Cusson

*Seconded by:* Mr. McIntosh

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends the transfer of \$17,000 from the Community Development - Part Time Wages to Building Inspection - Office Equipment/Furniture.

*Disc:* McIntosh remarked that \$17,000 for software seems expensive. Mr. Johnson noted that the software is actually \$56,000. He explained that it is a very sophisticated software used for the building permit process and unfortunately, that is what the cost is.

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

*Motion by:* Mr. Cusson

*Seconded by:* Mr. McIntosh

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends the transfer of \$22,200 from Training and Dues, Equipment Maintenance, and Full Time Wages to Office Equipment.

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

#### **12. Action: Recommend the transfer of certain uncollected taxes to the Suspense Tax Book**

Ms. Sanford asked what the history is on the age. Ms. Twilley stated that this is from 2015 and 2016, and noted that they are still due for 15 years. Mr. Zeller was struck by the fact that just 10 vehicles comprised the bulk of the dollars. Mr. Johnson agreed but also noted that every year, a percentage of suspense is collected.

*Motion by:* Mr. Cusson

*Seconded by:* Mr. McIntosh

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends the transfer of \$137,111.78 in certain uncollected taxes to the Suspense Tax Book.

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

### **13. Communication: BOF procedures re: Public Comment Session (requested by Mr. Zeller)**

Mr. McIntosh suggested that, instead of standing Item #14, on the agenda, there be the following item immediately preceding the adjournment:

“Board of Finance member Committee Reports, comments and remarks (no action to be taken)”

The intention is that, at the end of every session, there would be an opportunity for any member to say what they want, with no action taken. Mr. Zeller stated that he would move to amend the BOF agendas in the future to reflect the wording that Mr. McIntosh proposed.

Mr. Cusson noted that the comments that triggered this discussion would not normally be germane to their meeting, based on these rules. Mr. Zeller stated that it would be up to the Chair to tell someone they are out of order because it is not the business of this Board. Mr. Cusson suggested adding a sign-up list at the meeting. Ms. Twilley stated that they can do that.

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

Mr. Constantine stated that the PBC has not met yet but it will in 45 minutes.

### **15. Adjournment**

*Motion by:* Mr. Cusson

*Seconded by:* Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of May 15, 2019, at 4:50 p.m.

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

**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. An audio recording is also available in the Finance and Administrative Services Office.*