

**GLASTONBURY BOARD OF FINANCE
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 22, 2020**

The Glastonbury Board of Finance, along with Finance Director, Julie Twilley, and Town Manager, Richard J. Johnson, held a regular meeting at 4:00 p.m. via Zoom video conferencing.

Also present were Chris Kachmar, CFA, from FIA, and Controller Narae McManus.

Roll Call

Members

Mr. Constantine “Gus” Constantine, Chairman
Ms. Jennifer Sanford, Vice Chairman
Mr. Robert Lynn
Mr. James McIntosh
Mr. James Zeller
Mr. Walter Cusson

1. Public Comment Session Pertaining to the Call *None*

2. Communication:

a. Minutes - February 14, 2020 (Special Meeting)

Minutes accepted as presented.

b. Minutes of March 10, 2020 (Mill Rate Setting Meeting)

Minutes accepted as presented.

c. Minutes of March 18, 2020 (Regular Meeting)

Mr. McIntosh noted an error under Item 3, the fifth paragraph down. He pointed out that the word “contributions” should read “benefits” instead.

The minutes were accepted as amended.

3. Communication: Pension Report – February 2020

Ms. Twilley stated that the pension meeting they just had covered all of this and more.

4. Communication: Month End Investments – February 2020

Ms. McManus reviewed the report dated March 20, 2020.

5. Communication: Financial Summary for 9 months - March 2020

Ms. Twilley reviewed the report dated April 13, 2020. Mr. Cusson asked Mr. Johnson to explain what is happening to Town of Glastonbury employees, in terms of the direct response to COVID-19. Mr. Johnson explained that it is different for every operating department. While some part-timers are not working now, most Town operations continue with a combination of remote, in-office, and/or split shifts. Mr. Cusson then inquired about their wages. Mr. Johnson explained that, at this point, they have not furloughed any split-shift employees, nor has any full-time staff member been laid off.

6. Communication: Special Revenue Funds Q3-2020 Reports

a. Sewer Operating and Sewer Sinking Funds

Ms. Twilley reviewed the report dated April 13, 2020, explaining that these are the financial statements for the two funds through March 31, 2020.

b. Recreation Activities and Police Private Duty Funds

Ms. Twilley reviewed the report dated April 13, 2020, noting that these are the financial statements for the two funds through March 31, 2020. She stated that both of these funds could be affected by the COVID-19 pandemic, but any impacts of such are not yet shown in the reports.

7. Communication: Education Reconciliation – February 2020

Ms. McManus reviewed the report dated April 10, 2020.

8. Communication: Capital Projects – March 2020

Ms. Twilley reviewed the report dated April 13, 2020.

9. Communication: Self Insurance Reserve Fund – March 2020

Ms. Twilley reviewed the report dated April 7, 2020. She explained that there was a loss of almost \$736,000 this year, but good news is coming ahead. The Town is expected to receive a little over \$450,000 from stop losses. She summarized that the BOE has had 11 large loss claims and the Town has had 31 large loss claims. Mr. Cusson asked if those numbers are the other way around. Ms. Twilley stated that she will double check and get back to them.

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

a. Revenue Collection Lock Box

b. Community Development and Health Department Computers

c. Fire Marshal's Office Computers

11. Action: Transfers over \$5,000

a. Renovation to High School Kitchen

Mr. Johnson explained that the bids came in, and he has spoken with the Superintendent. The Education budget will fund about \$50,000 of the cost for an additional scope item. He also explained that they are about \$8,000 under budget, so this transfer makes that up, plus a cushion if unknowns come up during the renovation.

Motion by: Mr. Cusson

Seconded by: Mr. McIntosh

BE IT RESOLVED, that the Glastonbury Board of Finance hereby transfers \$80,000 from the Capital Projects - School Code Compliance, School Communication, and School Energy Audit Funds to the Capital Projects - GHS Kitchen Project Upgrades Fund.

Disc: Mr. Zeller stated that they have exhausted the contingency that was built into the project.

Result: Motion passes unanimously {6-0-0}.

b. Mitigation/Invasive Monitoring Services for Blackledge Dam

Mr. Johnson explained that Blackledge Falls was a mitigation project. They have repaired the dam, but as part of the Army Corps approval, they need to monitor species and look at the water quality. He noted that, typically, they could fund this service from the Engineering Fund but because of other challenges this year, they have to move the funds in-house.

Motion by: Mr. Cusson

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby transfers \$8,000 from the Vehicle Maintenance - Contractual Service Fund to the Engineering - Professional Services Fund.

Result: Motion passes unanimously {6-0-0}.

c. Town Clerk Electronic File PII Redaction

Mr. Johnson explained that the COVID-19 matter has exacerbated problems with public access to land records. He explained that, right now, title searchers come to the academy cafeteria and access this information online. If the Town goes through a contractual service to redact personally identifiable information from the land records, it will cost about \$50,000, though he noted that they will get revenue back after some time, through subscription fees. He also noted that a lot of the work they are doing may be eligible for FEMA funding. In short, he explained that, in the long run, it is an efficiency improvement, and there is a potential to get federal reimbursement.

Mr. Zeller asked if ongoing funding will be necessary, to update the system periodically. Mr. Johnson explained that the contracts they pay right now to the vendor includes the service for the records to be on-line, even though they are not enjoying it. Therefore, the cost to put the records on-line, once redacted, is embedded. Mr. Zeller then asked if the fee is fixed by the vendor or the

Town. Mr. Johnson replied, the Town. There is a payback financially and an efficiency improvement that they could achieve in the Town Clerk's office. Mr. McIntosh asked if, at the present time, someone could go into the land records or not. Mr. Johnson said yes, in person at Town Hall. Mr. McIntosh then asked if this is for property and title searches. Mr. Johnson said yes, generally. Ms. Sanford commented that one of the biggest disruptions on block chain is title searches. She does not know how advanced the blockchain is, but she has been reading about it.

Motion by: Mr. Cusson

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby transfers \$50,000 from the Financial Administration - FT Wages Fund to the Town Clerk - Data Processing Fund.

Result: Motion passes unanimously {6-0-0}.

12. Board of Finance Committee Reports, comments and remarks (no action to be taken)

Mr. Constantine stated that the PBC has not yet met. Ms. Sanford commented that she is really proud of the BOF and FIA, who together have had a very valuable dialogue on the specifics of the pension. She then asked if the BOF's public comment session should utilize a consistent system, like other boards do. Mr. Johnson said yes, the public comment session will be consistent for every Town board/commission/committee. Comments will be submitted via an electronic form, located on the Town website. They will then be collected, and the Board will read them in real-time during their remote meetings.

Ms. Sanford asked how the Town plans to address for lost revenue. Mr. Johnson explained that they are looking at the revenue projections through this fiscal year as compared to the budget, and also where expenditures will be below the budget. The goal is to make sure that they manage operations, while utilizing expense reductions to offset revenue shortfalls. He also noted that, going forward, they will look at how collection rates will be influenced by this current pandemic, and will report on that in late May.

Mr. Zeller remarked that he cannot reconcile the notion that the BOE's hybrid plan is saving Glastonbury more money than the Town's legacy plan, as had been asserted. He surmised that the BOE will run into union issues, as well. He requested that the Town Manager look into the issues of the legacy versus hybrid plan, with regard to the BOE's bargaining agreements.

13. Adjournment

Motion by: Mr. Cusson

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of April 22, 2020, at 4:46 p.m.

Result: Motion passes unanimously {6-0-0}.

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; click on Public Broadcast Video On Demand, and an audio recording is available in the Finance and Administrative Services Office.