

**GLASTONBURY BOARD OF FINANCE
SPECIAL MEETING MINUTES
WEDNESDAY, JANUARY 20, 2021**

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

Also on the call was controller Narae McManus.

Roll Call

Members

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

- 1. Public Comment Session Pertaining to the Call** *None*
- 2. Communication: Minutes – December 16, 2020** *Accepted as presented.*
- 3. Communication: Pension Report – November 2020**

Ms. Twilley reviewed the report dated December 2, 2020. Ms. Sanford asked about the timing on the Milliman work. Mr. Johnson explained that Becky Sielman will attend the Board’s February meeting to follow up on questions asked in December, including the liquidity analysis question.

4. Communication: Month End Investments – November 2020

Ms. McManus reviewed the report dated December 10, 2020. Ms. Sanford asked how the self-insurance investment account is invested and what rate it is currently yielding. Ms. McManus stated that the account is with People’s United Bank, whose investment is currently earning 20 basis points.

5. Communication: Financial Summary (Revenues & Expenditures) for 6 months - December 2020

Ms. Twilley reviewed the report dated January 8, 2021. Ms. Sanford asked where the revenues have hit for the COVID-19 grants. Ms. Twilley explained that money for the Town has come through as a revenue this year. They have already received all of the funds for the coronavirus relief fund. Ms. Sanford asked if this year’s one-time revenues will distort the actual numbers for the budget. Ms. Twilley explained that they look at each individual line and try to understand what was impacted and where. However, in the aggregate, this year’s budget looks good. Mr. McIntosh asked why the state is sending money to the BOE. Ms. Twilley explained that it was to

cover expenditures; none of it was to cover revenue shortfall. Ms. Sanford asked if the new coronavirus relief fund passed on December 27, 2020 will impact reimbursements for COVID-19 expenses in the following year. Mr. Johnson explained that one does not balance the budget on one-time revenues because they do not sustain year after year. Therefore, they are unlikely to be listed as a budget line item. Mr. Zeller asked Mr. Johnson for a summary in the next few weeks of the monies that have been deposited into the General Fund. Mr. Johnson agreed to provide that.

6. Communication: Education Reconciliation – November 2020

Ms. McManus reviewed the report dated December 17, 2020. Following Ms. Sanford's suggestion, they have decided to remove this item from the agenda going forward and will only report it if there is a problem or if it needs to be reconciled. The Board had no objections.

7. Communication: Capital Projects – December 2020

Ms. Twilley reviewed the report dated January 8, 2021.

8. Communication: Self Insurance Reserve Fund – December 2020

Ms. Twilley reviewed the report dated January 8, 2021. Mr. Lynn asked what the actuarial reserve number is and when do they become over reserved. Ms. Twilley explained that, on a quarterly basis, their consultant runs the recommended minimum reserve. The last time they did that, the recommended minimum reserve was about \$5.7 million total for the BOE and Town combined, which they have exceeded. She noted that they have also been lucky to have only three large loss claims this year and that the favorability could be a result of people delaying care due to COVID. Ms. Twilley concluded that the consultant will report an updated minimum reserve which will be made available to the Board at their February meeting.

9. Communication: Transfers Approved by Town Manager Since Last Meeting (None)

10. Action: Transfers over \$5,000

a. Parks & Recreation Plow Trucks

Motion by: Mr. McIntosh

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby transfers \$17,000 from the Parks and Recreation Part-Time Wages (seasonal maintainer) fund to the Parks and Recreation Capital Outlay for Trucks and Vehicles fund.

Disc: Mr. McIntosh explained that they have had an extremely mild winter the past two years. He asked if they could skip replacing the snowplows. Mr. Johnson clarified that these vehicles are work trucks that are used 12 months of the year, not just in the winter. He agreed that Mr. McIntosh's point is a fair one, and the document should have said 'pick up trucks' instead, to avoid confusion.

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

11. Action: Potential Land Acquisition

Mr. Johnson explained that this is a three parcel, about 30-acre site that the Council has been eyeing for a while. The goal is to purchase it to join with two other surrounding open spaces. The purchase price is \$390,000. The property satisfies a series of goals for the POCD. Mr. McIntosh asked if, once the house is carved out, the site will be landlocked for the Town. Mr. Johnson explained that there will be access from the 50-foot right of ways located on both sides of the lot, as well as a corner of an abandoned section of Hill Street. They also hope to eventually work with the Kongsicut Land Trust to provide access off of Birch Mountain Road.

Motion by: Mr. Cusson

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends to the Town Council the purchase of the proposed 30-acre site off Hill Street, to be funded from the Reserve for Land Acquisition and Preservation.

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

12. Communication: Audit Review Meeting

Ms. Twilley stated that the annual meeting with auditors will likely be scheduled at the end of February 2021. The Board will soon need to decide who they would like to send as their representatives.

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

Mr. Constantine noted that the PBC has not yet had any meetings. Mr. Johnson asked the Board to consider holding their final public hearing on their February 8 meeting instead of the scheduled February 3 meeting, in order to give Town staff more time to finalize everything for the budget. The Board agreed to do so, by consensus. Mr. Johnson stated that the agenda of their February 1 meeting will note that change, so as to have it in writing.

14. Adjournment

Motion by: Mr. Cusson

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of January 20, 2021, at 4:41 p.m.

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

Respectfully submitted,

Lilly Torosyan

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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.