

**GLASTONBURY BOARD OF FINANCE
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 21, 2021**

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 dial-in conferencing.

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 - Comments pertaining to the call. *None*

2. Communication:

a. Minutes of March 17, 2021 – Regular BOF Meeting

Accepted as presented.

b. Minutes of March 25, 2021 – Special BOF Meeting (Mill Rate Setting)

Accepted as presented.

3. Communication: Pension Report – February 2021.

Ms. Twilley reviewed the report dated March 18, 2021.

4. Communication: Month End Investments – February 2021

Ms. Twilley reviewed the report, in Ms. McManus’ absence, dated April 5, 2021.

5. Communication: Financial Summary for 9 months - March 2021

Ms. Twilley reviewed the report dated April 9, 2021. She noted that the Town is in good shape for the year. Ms. Sanford asked what are the property rentals that are lower than expected this year. Ms. Twilley explained that a few components go into that, and she can get that information for her and the Board.

6. Communication: Special Revenue Funds Q3-2020 Reports

a. Sewer Operating and Sewer Sinking Funds

b. Recreation Activities and Police Private Duty Funds

Ms. Twilley reviewed the reports dated April 9, 2021. The funds are shown through March, and nothing is out of the ordinary.

7. Communication: Capital Projects – March 2021

Ms. Twilley reviewed the report dated April 7, 2021. Mr. McIntosh commented that the field house is gone. Ms. Sanford asked when the inception of this report is. Ms. Twilley stated that it was when the project was created, but she can go back and double check. Mr. McIntosh suggested using asterisks to indicate which capital projects are bonded from those that are not.

8. Communication: Self Insurance Reserve Fund – March 2021

Ms. Twilley reviewed the report dated April 8, 2021. She noted that this was one of the first months in a while when the fund went down. There has been a total of 12 large loss claims, with 8 from the BOE and 4 from the Town, of which only one large loss claim from the BOE exceeded the individual stop loss limit.

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

- a. Police Department Mental Wellness Health Checks (\$4,050)
- b. Transfer \$1m from Unassigned Fund Balance to Pension Fund (Administrative Transfer)
- c. Computer for Town Manager's Office (\$1,200)
- d. Referendum Mailing – Brochures and Postage (\$5,000)
- e. Revenue Collection PO Box Renewal Fee (\$424)

10. Action: Transfers over \$5,000

- a. Health Block Grant for overall pedestrian / bicycle improvements (\$8,000)

Mr. Johnson explained that this is an annual grant from the State Health Department. This action is simply to rearrange how they allocate the money. They have used it to support the Bike Walk activities in town. There are some excess funds which will be allocated to redoing the stone dust path and installing signage down there. Mr. Zeller asked if they are still exploring the option of installing solar push buttons to replace traditional signage for the pedestrian crosswalks. Mr. Johnson explained that this is related to their health program, which is why they focused on the bike walk program and the walking path. There is no final decision yet on the additional crosswalk signs. Those discussions are ongoing.

Motion by: Mr. McIntosh

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby transfers \$8,000 from the General Fund – Health Block Grant – Wages, Printing, and Office Supplies to the General Fund – Health Block Grant – Highway Materials and Traffic Control Supplies.

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

- b. IT email licenses, cyber security and mobile device management (\$20,000)

Mr. Johnson explained that the largest component of this is cyber security. They provide online training, which is very effective. Staff members can complete it on their own time, which they appreciate. A lot of towns have an online cyber security program which continually trains staff and tests them with phishing attempts to see who takes the bait. Ms. Sanford asked for the budget for cyber security. Mr. Johnson explained that there are allocations for cyber security training in the budget. They added this cyber security element to what they have already been doing.

Motion by: Mr. McIntosh

Seconded by: Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby transfers \$20,000 from the General Fund – Information Technology/Training, Property Assessment/Wages, and Accounting/Wages to the General Fund – Information Technology/Data Processing.

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

11. Action: Recommend waiver of the competitive bidding process - Road Paving Program

Mr. Johnson noted that the Town participates in the state contract and bid process, one of which is the road and pavement reclamation program. However, the State contract this year does not include pavement reclamation, which it historically has done. Because advanced notice was not provided, towns are required to bid for this work. Mr. Johnson explained that bids from a neighboring community have shown that the cost for Glastonbury would increase by about \$120,000. Tilcon, Inc. has agreed to continue the prior year's pricing, but participation requires a bid waiver. Therefore, the Town Manager recommends that the Town pursue Tilcon, Inc. for their pavement reclamation services in 2021. Tilcon is also their contractor for asphalt paving, so using the same vendor is both efficient and financially advantageous. Tilcon is offering this contract extension for one year.

Mr. McIntosh stated that if they get put out to bid, it is conceivable that they will receive a much lower bid. They will never know, so he wants assurance from the Town Manager that this is an appropriate place to acquire a waiver. Mr. Johnson stated that they considered that because they do not recommend bid waivers unless there is a very good reason to do so. However, he noted that time is of the essence here.

Motion by: Mr. McIntosh

Seconded by: Mr. Cusson

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends a waiver of the competitive bidding process for pavement reclamation services over the 2021 construction season.

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

12. Action: Recommend to Town Council Auditor for Fiscal Year Ending June 30, 2021

BE IT RESOLVED, that the Glastonbury Board of Finance hereby recommends to the Town Council the appointment of RSM as the Town auditors for the fiscal year ending June 30, 2021.

Motion by: Mr. Cusson

Seconded by: Mr. Zeller

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

13. Communication: DiMeo Schneider will rebrand effective March 29, 2021 as Fiducient Advisors

14. Communication: Recent bond authorizations (request by Board of Finance Member Jim Zeller)

Mr. Zeller stated that the BOF has recommended bonding for certain projects for several years now. He looked back to see what had been bonded in the past. He asked what an effective level of funding in CIP would be, the cash-basis account, if they were to take off some of these large projects. Mr. Johnson stated that, in a couple of weeks, he will go through some options that will answer that question. They have been considering and reviewing three or four scenarios, which he will present to the Council.

Mr. Zeller asked if the Council would have to act by the end of July, in order for a referendum to be held in November. Mr. Johnson stated that they could push it to early September, but they do not typically do that. Mr. Johnson stated that he was asked to put together some scenarios on this topic. Mr. Zeller asked to walk through the process of when they have to bond. Mr. Johnson stated that the goal would be to prompt a productive discussion for everyone on this.

Ms. Sanford stated that many components have changed over the past two decades, so the equity dialogue should be on the forefront. With the mill rate up at 37 and an aging population in Town, most of these projects are education-related, which is a great investment, but it brings up the question of equity. Ms. Sanford stated that, in her opinion, funding out of cash is short term. The “pay-it-now” capital projects have dominated the budget cycle. By bonding, the discussions will become more long term.

Mr. Lynn asked where else does their AAA Moody’s rating benefit the Town, other than getting great borrowing rates. Mr. Johnson stated that it is a measure of a community which manages its finances very well. It goes into the whole package of what Glastonbury is about. Mr. Lynn asked if, on a long-term basis, they really need \$32 million in the Unassigned Fund General Fund balance, or could it be less. A discussion ensued, which Mr. McIntosh summarized by asking, what could the Town do and still maintain their AAA rating?

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

Mr. Constantine stated that there was a PBC meeting, but he was not able to attend. Mr. Johnson explained that the PBC reviewed the status of the library. The addition is underway. Most of the renovation work is taking place inside of the building. Staff also reviewed the plan for the GHS locker and restroom facility building. The Commission felt comfortable that the design was as straightforward as possible, and the contract has been awarded for the project. As Mr. McIntosh mentioned earlier in the meeting, they have taken down the building.

Mr. Constantine asked about in-person meetings. Mr. Johnson stated that the Governor’s executive order has been extended until May 20, 2021. For the BOF, in-person meetings would likely restart in June 2021. Mr. Johnson stated that they should know more information by the BOF’s May 19, 2021 meeting.

16. Adjournment

Motion by: Mr. Cusson

Seconded by: Mr. McIntosh

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of April 21, 2021, at 5:04 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.