

**GLASTONBURY BOARD OF FINANCE  
REGULAR MEETING MINUTES  
WEDNESDAY, MARCH 15, 2023**

The Glastonbury Board of Finance, along with Finance Director, Keri Rowley, and Town Manager, Richard J. Johnson, held a regular meeting at 4:00 p.m. in the Council Chambers of Town Hall at 2155 Main Street with an option for Zoom video conferencing. The video was broadcast in real time and via a live video stream. Also present was Narae McManus, Controller.

**Roll Call**

***Members***

Mr. Constantine “Gus” Constantine, Chairman  
Mr. Jared Soper, Vice Chairman {excused}  
Mr. James Zeller  
Mr. Robert Lynn {participated via Zoom video conferencing}  
Ms. Susan Karp  
Mr. Kevin Graff

1. Public Comment Session: Comments pertaining to the call ***None***

2. Communication:

a. Minutes of February 10, 2023 – Board of Education Budget Special Meeting  
***Minutes accepted as presented.***

b. Minutes of February 13, 2023 – CIP & Fund Balance Special Meeting  
***Minutes accepted as presented.***

c. Minutes of February 21, 2023 – BOF Special Meeting  
***Minutes accepted as presented.***

3. Communication: Pension Report (January 2023) and Flash Report (February 2023)

Ms. Rowley reviewed the reports dated February 15, 2023. She noted that Chris Kachmar from FIA will attend the Board’s April meeting.

4. Communication: Month End Investments – January 2023

Ms. McManus reviewed the report dated February 17, 2023. Total investment earnings for this fiscal year are projected to be about \$2 million. Ms. Karp asked what was budgeted for investment income this year. Ms. McManus replied, about \$620,000.

5. Communication: Financial Summary (Expenditures) for 8 months - February 2023

Ms. Rowley reviewed the report dated February 17, 2023.

6. Communication: Capital Projects – February 2023

Ms. Rowley reviewed the report dated March 8, 2023. Mr. Zeller asked about the field house project. Ms. Rowley explained that the project spent \$90,000, which is part of the final number that the Board was given a month ago.

7. Communication: Self Insurance Reserve Fund – February 2023

Ms. Rowley reviewed the report dated March 8, 2023. There have been 7 large loss claims, of which two from the BOE have hit the stop loss of \$200,000. Ms. Karp finds it important to note that the reserve fund was established with the condition that funds would be used only for healthcare. Mr. Johnson stated that is correct. Ms. Karp explained that the BOE has always kept the reserve at around \$6 million, but it jumped to \$12 million during the height of the pandemic. It is currently at \$10 million, as the BOE is trying to draw down that increase responsibly to not purge the fund or create a cliff. Mr. Johnson explained that the Town, like the BOE, has also overachieved the recommended minimum reserve. For the first time, the Town budget will use a little bit of the reserve in the coming year's budget.

Mr. Zeller asked what the logic is behind the different stop loss amounts. Mr. Johnson explained that the BOE has a larger budget and number of employees, so it has more ability to absorb a greater stop loss number than the Town. The BOE gives a larger contribution to the health insurance fund, so there is a greater cushion in their reserve. It did not make sense for the Town's stop loss to be at \$200,000, so they reduced it back down to \$150,000. The calculation for the minimum reserve is the same for both groups. Mr. Graff asked how the recommended minimum reserve amount came about. Mr. Johnson explained that when the reserve policy was enacted in 2010, the consultant put forward a formula for the minimum reserve amount.

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

- a. \$5,000 Human Resources – Recruitment and pre-employment costs
- b. \$4,000 Police – Contractual fee for Automated Fingerprint Identification System machines

Mr. Zeller asked what the original number was. Mr. Johnson explained that there has not been a maintenance charge for a couple years. They have been advised that, effective now, there will be annual maintenance cost. This year, they will make the transfer. Then, going forward, adjustments will be made to the budget to account for this cost.

- c. \$2,669.67 Police – Dispatch Chair Replacement
- d. \$3,455 Voter Registration – Redistricting and mailing costs

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

- a. \$15,000 Sewer Sinking Project Fund – Parker Terrace Pump Station Engineering Services

**Motion by:** Ms. Karp

**Seconded by:** Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby transfers \$15,000 from the Sewer Sinking Fund - Undesignated Fund Balance to the Sewer Sinking Projects Fund - Parker Terrace, as presented without changes.

**Disc:** Mr. Zeller asked what this \$15,000 is on top of. Ms. Rowley stated that the budget is \$75,000.

**Result:** Motion passed unanimously {5-0-0}.

b. \$11,500 Physical Services – Wheel Balancing Machine Replacement

**Motion by:** Ms. Karp

**Seconded by:** Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance hereby transfers \$11,500 from the Highway Division - Part Time Wages to the Fleet Maintenance Division - Equipment Maintenance, as presented without changes.

**Result:** Motion passed unanimously {5-0-0}.

10. Communication: Bank Collateralization Reports

Ms. Rowley reviewed the report, noting that all the banks that the town uses maintain collateral greater than what is required.

11. Communication: Reminder – Must establish mill rate within 3 business days after Council adopts budget

Mr. Johnson stated that the Council is acting on the final budget next Tuesday, March 21. The BOF meeting to establish the mill rate must be set within three days after that. Mr. Zeller and Mr. Lynn cannot attend the meeting. The Board will set the date once they hear from Mr. Soper.

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

Mr. Constantine stated that the PBC has not met yet. He then thanked Mr. Johnson for his many years of contributions to the Town and the BOF. Ms. Karp appreciates Mr. Johnson's talents and expertise, which are felt everywhere throughout town. Mr. Johnson stated that BOF members have always sought to do what is right for the Glastonbury taxpayer. He will miss the Board.

13. Adjournment

**Motion by:** Ms. Karp

**Seconded by:** Mr. Zeller

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of March 15, 2023, at 4:33 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, and an audio recording is available in the Finance and Administrative Services Office.*