

**GLASTONBURY BOARD OF FINANCE  
SPECIAL MEETING MINUTES  
THURSDAY, JULY 25, 2024**

The Glastonbury Board of Finance, along with Finance Director, Keri Rowley, and Town Manager, Jonathan Luiz, held a special meeting at 9:00 a.m. in the Council Chambers of Town Hall at 2155 Main Street. Also in attendance was Shelley Caltagirone, Director of Community Development.

**Roll Call**

***Members***

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

1. Public Comment Session: Comments pertaining to the call *None*
2. Discussion and Possible Action on \$84,846.39 transfer from the Capital Reserve Fund Balance to the Capital Projects Fund – LOTCIP funded Gateway Corporate Park Bicycle Pedestrian project

Ms. Rowley explained that this is a fully funded grant from the LOTCIP program. She stated that \$1.098 million has been received, and \$1.013 million is currently in the budget. The request is for a transfer to line it up with the reimbursement. Mr. Soper asked if the \$1.098 million that the Town received is how much the project will cost. Ms. Rowley replied yes, it is. Mr. Zeller asked if this means that the State has given more money than the Town asked for. Mr. Luiz clarified that this is an up-front grant. Before spending it, they need to appropriate the expenditure.

***Motion by:*** Mr. Zeller

***Seconded by:*** Ms. Karp

BE IT RESOLVED, that the Glastonbury Board of Finance approve and recommend to the Town Council the transfer of \$84,846.39 from the Capital Reserve Fund Balance to the Capital Project – Gateway Corp Park Bicycle Pedestrian Improvement project.

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

3. Discussion and Possible Action on ARPA and Capital Projects Fund Transfer for STEAP Age-Friendly Livable Communities Project

Mr. Luiz explained that, prior to his arrival, the Town had received a \$500,000 state grant to support their Age-Friendly Livable Communities initiatives. Part of the requirement was at least

a 20% local match. At the time, he explained that the Town intended to use \$125,000 of ARPA funds as the local match. However, the State has recently notified that local funds cannot be ARPA funds. Additionally, Mr. Luiz explained that costs for this project have increased from when the Town first submitted for this grant. He noted that the Council is in agreement with the components here for the grant, and supports conducting a swap from other items being funded using local dollars. Ms. Rowley explained the breakdown of which funds those would be, and in which amounts, to be swapped from capital projects into ARPA funds.

Mr. Zeller worries that changing already-approved funds becomes an unbudgeted appropriation, per the Town Code. Ms. Rowley stated that this is a transfer, not an unbudgeted appropriation. Mr. Zeller remarked that the money is there, but the capital program is specific, which is what the Council approves; that is why this has come before the BOF. Ms. Rowley explained that this is already appropriated money, which is being shifted from what was already approved; therefore, this is an increased appropriation, not an unbudgeted appropriation.

Mr. Soper noted that both this approval and the next (the land use consulting project) address the farm assistance program. He asked to tie the two together. Mr. Luiz explained that there is \$220,000 budgeted overall for the ARPA farm assistance grant program. They have received 16 letters of intent from applicants. If all 16 people receive the maximum grant award of \$10,000 each, then the maximum that will be spent on the program is \$160,000. Therefore, he explained that the \$60,000 difference is available to be reallocated to other things. Mr. Soper asked if the proposal is to transfer \$26,000 in this request and \$30,000 in the next, totaling \$56,000, which is close to \$60,000. Mr. Luiz stated that is correct.

**Motion by:** Mr. Zeller

**Seconded by:** Mr. Soper

*BE IT RESOLVED, that pursuant to the Town Charter, the Glastonbury Board of Finance approves and certifies that sufficient funds are available in the ARPA Fund and Capital Projects Fund projects totaling \$212,012 and consistent with the US Treasury Guidelines, as described in a report by the Director of Finance and Administrative Services, dated July 24, 2024.*

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

4. Discussion and Possible Action on ARPA and Capital Projects Fund Transfer and bid waiver request for Land Use Consulting Project

Ms. Rowley explained that this is a new project, to hire a land use consultant to update the Town's design guidelines. She noted that the ask is for \$30,000 from the ARPA farm assistance program to be used. As Mr. Luiz described, they are swapping that with the public safety communications system, which is currently in the capital projects fund. Ms. Rowley explained that they will also allocate \$30,000 to the land use consulting project, which is in the capital projects account. She recommends that the money move from ARPA to the capital projects account because the Town Manager is requesting a bid waiver for this project, which is not allowed with ARPA funding.

Ms. Caltagirone explained that FHI Studios was the consultant that assisted the Town, starting in 2022, to develop its current set of design guidelines, to help regulate the Town Center Village District. She explained that the Council is interested in creating new village districts or extending the boundaries of the existing Town Center village district. In order to do so, she noted that the existing guidelines need to be modified to cover those areas. She explained that FHI did a lot of research and preparation, and are familiar with the architecture of town, as well as the goals of their council. Therefore, she believes that FHI Studios would have a substantial advantage over any other consultant bidding on this project.

Mr. Soper asked how much they are looking to pay the consultant. Ms. Rowley replied, \$30,000. Mr. Soper stated that the Council has expressed interest in contracting with a land use consultant. He asked what that means. Mr. Luiz explained that the Council very much wants to pursue hiring this consultant because the Council is driving these proposed changes. Mr. Soper believes that if the Council wants a consultant, then they should have approved it first, subject to funding by the BOF. Mr. Luiz clarified that this memo was prepared before the Council's last meeting, where every council member – apart from Mr. Osgood, who was absent — expressed support for it, by consensus. If the BOF wants it to happen that way, then Mr. Luiz can communicate that feedback to the Council.

**Motion by:** Mr. Zeller

**Seconded by:** Mr. Soper

*BE IT RESOLVED, that pursuant to the Town Charter, the Glastonbury Board of Finance approves and certifies that sufficient funds are available in the ARPA Fund and Capital Projects Fund projects totaling \$60,000 and consistent with the US Treasury Guidelines and approves the transfer of the same;*

*BE IT FURTHER RESOLVED, that the Glastonbury Board of Finance hereby approves a waiver of the competitive bid process for the Land Use Consulting Project;*

*as described in a report by the Director of Finance and Administrative Services, dated July 24, 2024.*

**Discussion:** Ms. Karp is trying to understand the concern. Mr. Zeller is concerned about what the BOF's authority is under unbudgeted items. He stated that because this is an unbudgeted item, he thinks that their authority goes beyond simply certifying that there is money in the checking account to write checks. Given Mr. Luiz's clarification, Mr. Soper is fine with this language. Ms. Karp asked what was the language change proposed by Mr. Zeller. Mr. Zeller explained that instead of just certifying that sufficient funds are available, he proposed that the BOF approves the transfer. Ms. Rowley is fine with the proposed language. If this issue comes up again in the future, Ms. Karp supports diving into the Town Charter, to discern what the BOF's authority is.

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

5. Discussion and Possible Action on Updated OPEB Investment Policy

Ms. Rowley reviewed the updated OPEB Investment Policy statement. Mr. Soper stated that these changes are consistent with what he and Ms. Rowley discussed. He then asked if the real estate should be included. Ms. Rowley replied yes, she will update the chart to include the change in real estate from 0 to 10%.

**Motion by:** Mr. Zeller

**Seconded by:** Mr. Soper

*BE IT RESOLVED that the Glastonbury Board of Finance hereby approves the Other Post-Employment Benefits (OPEB) Trust Investment Policy Statement, updated July 2024 with the changes, discussed on page four.*

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

6. Adjournment

**Motion by:** Mr. Soper

**Seconded by:** Mr. Zeller

BE IT RESOLVED that the Glastonbury Board of Finance moves to adjourn their meeting of July 25, 2024, at 9:33 a.m.

**Result:** Motion passed 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](http://www.glastonbury-ct.gov/video). Click link to access the 'Town's Video OnDemand platform.'*