

TOWN OF CHESTER, CONNECTICUT
BOARD OF FINANCE
REGULAR MEETING
Thursday, September 21, 2023
Community Room
Chester Town Hall and via TEAMS

CALL TO ORDER

Chairman O'Hare called the meeting to order at 7:00 p.m. In attendance included: Chairman O'Hare, Deb Vilcheck, John Chillock, Bill Bernhart, Michael King, Roger Labrecque, and Peter Evankow, Finance Director/Treasurer. Several audience members were in attendance.

APPROVAL OF MINUTES

On a motion made and duly seconded, the minutes from the 8/17/23 meeting were unanimously approved as presented.

CHAIRMAN'S REPORT

Financial documents, developed by Peter, were included in the BOF packet. Chairman O'Hare reviewed the financial documents with Peter and Peter was available to respond to questions/comments posed by BOF members. Of note:

- Building Permit revenue and Ambulance revenue realized significant increases.
- Interest revenue realized significant increases.
- Public Works General OT increased.
- The Town realized a year-end surplus.

FIRST SELECTMAN'S REPORT – None.

FINANCE

Transfers – A copy of the transfers, as recommended by the BOS, was included in the BOF packet. Peter reviewed the transfers and was available to address questions/comments posed by BOF members.

On a motion made and duly seconded, the transfers were unanimously approved as follows:

From 10-01-13-1000-125 Board of Finance – General Contingency	\$44,758
To 10-01-01-1000-270 Board of Selectmen – General Legal	\$44,758
(tax appeals \$38,434, inland wetlands \$3,420, personnel, \$3,240, Charter Commission \$1,780, various \$5,383)	

Town Office Operations

From 10-01-13-1000-125 Board of Finance – General Contingency	\$ 4,601
To 10-01-05-1000-120 Town Office Operations – Advertising	\$2,208

To 10-01-05-1000-230 Town Office Operations – Equipment Maintenance (increased public notices, increased equipment failure)	\$2,393
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Assessor

From 10-01-20-1000-103 Planning and Zoning – Regular Payroll	\$ 3,018
From 10-01-10-1000-103 Tax Collector – Regular Payroll	\$ 4,000
To 10-01-11-1000-103 Assessor - Regular Payroll	\$ 3,018
To 10-01-11-1000-365 Assessor – Outside Contractor (increased hours approved for assessor, outside contractor to sign grand list)	\$ 4,000

Building Department

From 10-01-21-1000-103 Inland Wetlands – Regular Payroll	\$ 3,610
To 10-01-17-1000-345 Building Department – Mileage	\$ 1,025
To 10-01-17-1000-365 Building Department – Outside Contractor	\$ 2,256
To 10-01-17-1000-485 Building Department – Supplies \$ 329 (increased work load)	

Harbor Management

From 10-03-47-1045-365 Emergency Management – Outside Contractor	\$ 2,750
To 10-01-19-1000-365 Harbor Management – Outside Contractor	\$ 2,700
To 10-01-19-1000-485 Harbor Management – Supplies (survey at Parkers Point – approved at 12/15/22 BOF meeting)	\$ 50

Planning and Zoning

From 10-01-20-1000-103 Planning and Zoning – Regular Payroll	\$ 2,607
From 10-01-20-1000-270 Planning and Zoning – General Legal	\$ 4,593
To 10-01-20-1000-365 Planning and Zoning – Outside Contractor (increased rate for zoning official)	\$ 7,200

Park and Recreation Commission

From 10-01-24-1000-111 Park and Recreation – Temporary Part-time	\$ 8,144
To 10-01-24-1000-103 Park and Recreation – Regular Payroll (overlap of retiree and new hire)	\$ 8,144

Highway

From 10-02-30-1081-103 Highway – Tree Maint – Regular Payroll	\$ 6,452
From 10-05-55-1000-325 Employee Benefits – Medical Insurance	\$58,828
From 10-02-30-1160-104 Highway – Winter Maint – Overtime Payroll	\$11,007

To 10-02-30-1080-103 Highway – Gen Maint – Regular Payroll	\$19,582
To 10-02-30-1080-104 Highway – Gen Maint – Overtime Payroll	\$ 926
To 10-02-30-1080-230 Highway – Gen Maint – Equipment Maintenance	\$43,895
To 10-02-30-1080-485 Highway – Gen Maint – Supplies	\$ 877
To 10-02-30-1160-230 Highway – Winter Maint – Equipment Maintenance	\$11,007

(increase in regular payroll due to supplementing worker compensation employee, equipment maintenance due to need)

Building and Grounds

From 10-03-47-1045-365 Emergency Management - Outside Contractor	\$10,051
From 10-02-38-1084-365 Hazardous Waste – Outside Contractor	\$ 4,702
From 10-05-55-1000-245 Employee Benefits – FICA 329	
From 10-05-55-1000-325 Employee Benefits – Medical Insurance	\$10,542
To 10-02-36-1000-485 Building & Grounds – Supplies	\$14,753
To 10-02-36-1000-350 Building & Grounds – Mowing	\$ 3,935
To 10-02-36-1080-220 Building & Grounds – Electric	\$ 6,936

(supplies – due to OSHA, food pantry and public works office, mowing – increased coverage, electric – due to increased rates)

Chester Hose Company

From 10-03-45-1000-117 Police Protection – Resident Trooper	\$27,582
From 10-03-45-1000-103 Police Protection – Regular Payroll	\$ 2,773
To 10-03-42-1040-103 Chester Hose Company – Regular Payroll	\$13,700
To 10-03-42-1040-365 Chester Hose Company – Outside Contractor	\$11,582
To 10-03-42-1040-220 Chester Hose Company – Electric	\$ 2,300
To 10-03-42-1040-190 Chester Hose Company – Data Processing	\$ 1,943
To 10-03-42-1040-280 Chester Hose Company – Heating Fuel	\$ 830

(payroll and outside contractor due to increased ambulance usage – offset by revenue, increase in utility rates, data processing – due to change in software)

Fire Marshal

From 10-01-29-1000-103 Library – Regular Payroll	\$ 942
To 10-03-42-1075-365 Fire Marshal – Outside Contractor	\$ 942

(increased work load)

Police

From 10-03-45-1000-103 Police – Regular Payroll	\$16,000
To 10-03-45-1000-123 Police – Constable Private Duty	\$16,000

(increased private duty and increased pay rate)

Municipal Insurance

From 10-01-29-1000-103 Library – Regular Payroll	\$11,458
To 10-05-57-1000-285 Municipal Insurance – Commercial Crime	\$ 628
To 10-05-57-1000-287 Municipal Insurance – Cyber Insurance	\$10,830
(neither budgeted for)	

2023/2024

From 10-01-09-1000-102 Treasurer – Elected Officials	\$27,496
From 10-01-09-1000-127 Treasurer – Bank Fees	\$ 3,720
From 10-01-09-1000-210 Treasurer – Dues	\$ 65
From 10-01-09-1000-345 Treasurer – Mileage	\$ 240
To 10-01-02-1000-103 Finance – Regular Payroll	\$27,496
To 10-01-02-1000-127 Finance – Bank Fees	\$ 3,720
To 10-01-02-1000-210 Finance – Dues	\$ 65
To 10-01-02-1000-345 Finance – Mileage	\$ 240
(to combine departments)	

Capital

Town Building Repairs/Code Compliance – see the bottom of the second page of the 5-year capital budget for detail. It was updated as of 8/31/23. There have been some expenditure transactions since then, that are not included in the document.

From Town Building Repairs/Code Compliance – Meeting House Paint	\$33,000
To Town Building Repairs/Code Compliance – Town Garage HVAC	\$23,100
To Town Building Repairs/Code Compliance – Meeting House Roof	\$ 9,900
(increased cost related to heating replacement at town garage, replacement of meeting house roof balusters)	

The BOF discussed the status and potential reallocation of ARPA funds (Town Meeting approval required for distribution/re-allocation of funds).

AUDIENCE OF CITIZENS

The BOF/Audience discussed the sprinkler replacement project at the Town Hall and potential costs of same.

ADJOURNMENT

On a motion made and duly seconded, the meeting was unanimously adjourned at 7:45 p.m.

Respectfully Submitted,

Suzanne Helchowski
Clerk