

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOF MEETING

TOWN OF CHESTER, CONNECTICUT
BOARD OF FINANCE
REGULAR MEETING
Thursday, September 15, 2022
Chester Town Hall

CALL TO ORDER

Chairman O'Hare called the meeting to order at 7:02 p.m. In attendance included: Chairman O'Hare, Andrew Gardner, John Chillock, Deb Vilcheck, Bill Bernhart, Steve Cline, Roger Labrecque (alt., not seated), Peter Evankow, Finance Manager, Selectman Meehan (via speaker phone), Chief James Grzybowki and Michael Cressman.

APPROVAL OF 8/18/22 and 8/23/22 MINUTES

Deb Vilcheck made a motion to approve the minutes from the 8/18/22 BOF meeting. The motion was seconded and passed unanimously.

John Chillock made a motion to approve the minutes from the 8/23/22 BOF meeting as amended. Andrew Gardner seconded the motion. The motion passed unanimously.

Amendments: Note under the Chester Community Partnership discussion (page 1):

- The Community Partnership is not an official town department or a 501c3.
- Finance Reports show the group spent money out of the Town's Community Fund on non-food items.
- Going forward, any ARPA funds for food would have to go through the SSD
- Because there is now no money in the Community Fund, it was discussed that something other than \$25,000 for food would need to be considered to be put in a fund for non-emergency items such as heating oil and electric.

FIRST SELECTWOMAN'S REPORT

Charlene reported:

- Region 4 has requested that a representative from the BOS and BOF join the Building/Grounds Committee. The Committee will discuss a \$15 million bond for school projects. The BOS appointed Elizabeth Judd as the Town's rep. Any BOF member interested in joining the Committee should inform the First Selectwoman.
- Tri-Town has requested that Chester's portion of the Opioid Settlement, \$1,225.34, be used for their existing substance abuse prevention efforts throughout Chester, Deep River and Essex. Deep River and Essex have already forwarded their settlements to Tri-Town. The BOS approved this request at the 9/14/22 BOS meeting.
- DECD has approved Atlas for work on the Kenyon building (Phase III).
- The Chester Community Partnership volunteers are now working with the United Church on their initiatives. Charlene denied their request for town funds. The BOS will discuss withdrawing the request for ARPA funds at their next meeting.

ARPA DISCUSSION

Social Services

A copy of the amended proposal, developed by Michael Cressman, for an ARPA Social Services Fund, was included in the BOF packet. The original ARPA request (\$100,000) was approved at the 5/24/22 Town Meeting. Since its approval, approximately \$18,000 has been spent of the \$100,000 approved.

Highlights of the request include:

- A change in fund beneficiaries from “disproportionately impacted” to “impacted or “disproportionately impacted”.
- Increase of the \$1,000 per household limit of funding to a \$2,500 limit.
- Add a provision to allow fund use in emergency situations if deemed necessary by the Social Services Director and First Selectman.

The BOF discussed the request at length and Mr. Cressman was available to respond to questions/comments posed by BOF members.

Steve Cline made a motion to accept the amendments to the ARPA Social Services Fund proposal as presented. Bill Bernhart seconded the motion. The motion passed unanimously.

This request for the use of ARPA funds will be on the 10/12 Town Meeting Agenda for further action.

Tree Removal

The Tree Warden resigned. Prior to his resignation, the budget for tree removal was depleted. The acting foreman reviewed trees throughout town and identified additional trees in need of removal and/or attention.

Andrew Gardner made a motion to approve the First Selectwoman’s request for ARPA funds in the amount of \$50,000 as presented to be used for tree maintenance/removal throughout Town. John Chillock seconded the motion. The motion passed unanimously.

FINANCIAL REPORT – Tutorial by Peter Evankow

Copies of the “regular” monthly financial reports, developed by the Finance Office, were included in the BOF packet and discussed at length. Peter Evankow, Finance Manager provided an update/tutorial on the reports and was available to respond to questions/comments posed by BOF members.

TRANSFERS FISCAL YEAR 21/22 & 22/23

21/22

A copy of the end of year transfers, developed by Peter Evankow, was included in the BOF packet.

Deb Vilcheck made a motion to approve the 21/22 year-end transfers as presented (see attached). Steve Cline seconded the motion. Discussion followed. The motion passed unanimously.

22/23(Capital)

Deb Vilcheck made the following motion:

To approve the following transfers:

- | | | |
|---------------------------|-------------------------|----------|
| ● From: 20-11-01-0000-007 | BOS Assigned | \$13,548 |
| ● From: 20-00-31-0000-460 | Infrastructure Dredging | \$18,748 |

- From: 20-00-31-0000-462 Infrastructure WIFI \$500
- To: 20-00-31-0000-060 Infrastructure Energy Eff. Projects \$32,796

(Energy Team EV Charging Station Request – total allocation \$65,000 and will pursue a \$20,000 Eversource rebate and a 65% DEEP grant reimbursement).

AND

- From: 20-00-01-0000-007 BOS Assigned \$100,000
- To: 20-00-30-0000-030 PW Highway Equip. \$100,000

(was originally borrowed from highway equipment on 4/7/22 for the Chester Creek dredging and was reimbursed by the grant).

Andrew Gardner seconded the motion. Discussion followed. Ed Meehan outlined the proposed project to install EV Charging stations. More information will be forwarded to BOF members.

Deb Vilcheck made a motion to amend the motion and exclude the transfer of funds related to the EV Charging Station. Andrew Gardner seconded the motion. The motion passed unanimously.

OLD BUSINESS

It was reported that the Retirement Board is in need of additional members.

On a motion made and duly seconded, it was unanimously approved to add to the agenda a discussion and action on Tri-Town's request for the \$1,225.34 that was awarded to the Town as the Opioid Settlement.

Steve Cline made a motion to forward the Town's Opioid Settlement in the amount of \$1,225.34 to Tri-Town as requested. Bill Bernhart seconded the motion. The motion passed unanimously.

An end of year transfer will be necessary to facilitate this request.

AUDIENCE OF CITIZENS

Chief James Grzybowski reported that the Hose Company was awarded a FEMA grant in the amount of \$133,800 for the purchase of self-contained breathing apparatus. The 5% match is budgeted in Capital.

ADJOURNMENT

Deb Vilcheck made a motion to adjourn the meeting at 9:10 p.m. John Chillock seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk



**Proposed General Fund Transfers
Fiscal Year 21/22**

Board of Selectmen

- At the Board of Selectmen's request, please transfer the following:

From 10-01-29-1000-103	Library - Regular Payroll	\$11,849
To 10-01-01-1000-111	Board of Selectmen - Temporary Part-time	\$ 90
To 10-01-01-1000-270	Board of Selectmen - General Legal	\$11,759
(tax appeals, trailer removal - 29 Liberty Street, personnel matters, lease - 203 Middlesex Avenue, town meetings, 11 Kings Highway)		

Town Office Operations

- At the Board of Selectmen's request, please transfer the following:

From 10-01-21-1000-103	Inland Wetlands - Regular Payroll	\$ 2,402
To 10-01-05-1000-465	Town Office Operations - Service Contracts	\$ 2,402
(additional work by CT Computer to obtain cyber insurance)		

Town Clerk

- At the Board of Selectmen's request, please transfer the following:

From 10-01-11-1000-103	Assessor - Regular Payroll	\$ 2,576
To 10-01-06-1000-102	Town Clerk - Elected Officials	\$ 2,344
To 10-01-06-1000-335	Town Clerk - Microfilming and Storage	\$ 39
To 10-01-06-1000-485	Town Clerk - Supplies	\$ 193
(BOF approved up to \$2,000 for elected officials training on 11/18/21, needed additional supplies)		

Tax Collector

- At the Board of Selectmen's request, please transfer the following:

From 10-01-10-1000-190	Tax Collector - Data Processing	\$ 307
To 10-01-10-1000-103	Tax Collector - Regular Payroll	\$ 307
(the tax collector used the wrong hourly rate to keep track of hours and grand total)		

Assessor

- At the Board of Selectmen's request, please transfer the following:

From 10-01-11-1000-103	Assessor - Regular Payroll	\$ 389
To 10-01-11-1000-262	Assessor - GIS	\$ 389
(link zoning sheets to parcels on main street maps)		

Board of Finance

- At the Board of Selectmen's request, please transfer the following:

From 10-01-13-1000-106	BOF - Outside Clerical	\$ 1,600
From 10-01-13-1000-385	BOF - Postage	\$ 1,000
From 10-01-13-1000-125	BOF - General Contingency	\$ 1,017
To 10-01-13-1000-365	BOF - Outside Contractor	\$ 2,600
To 10-01-13-1000-270	BOF - General Legal	\$ 1,017

Town of Chester
203 Middlesex Avenue
Chester, Connecticut 06412



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Building Department

- At the Board of Selectmen's request, please transfer the following:

From 10-01-21-1000-103	Inland Wetlands - Regular Payroll	\$ 3,119
From 10-01-17-1000-103	Building Department - Regular Payroll	\$ 23,281
To 10-01-17-1000-365	Building Department - Outside Contractor	\$ 26,400

(changed from employee to outside contractor, plus additional hours)

Planning & Zoning Commission

- At the Board of Selectmen's request, please transfer the following:

From 10-01-20-1000-103	P&Z - Regular Payroll	\$ 873
To 10-01-20-1000-106	P&Z - Outside Clerical	\$ 873

(was budgeted in payroll, not outside clerical)

Inlands Wetlands

- At the Board of Selectmen's request, please transfer the following:

From 10-01-21-1000-103	Inlands Wetlands - Regular Payroll	\$ 50
To 10-01-21-1000-106	Inlands Wetlands - Outside Clerical	\$ 50

Highway

- At the Board of Selectmen's request, please transfer the following:

From 10-02-30-1080-103	Highway - Gen Maint - Regular Payroll	\$ 1,958
From 10-01-20-1000-103	Planning & Zoning - Regular Payroll	\$ 5,642
From 10-01-13-1000-125	BOF - General Contingency	\$46,000
From 10-02-30-1160-104	Highway - Winter Maint - Overtime Payroll	\$ 394
To 10-02-30-1080-104	Highway - Gen Maint - Overtime Payroll	\$ 1,958
To 10-02-30-1080-250	Highway - Gen Maint - Gas and Oil	\$ 5,642
To 10-02-30-1130-265	Highway - Road Maint - General Engineering	\$19,643
To 10-02-30-1130-445	Highway - Road Maint - Road Maintenance	\$12,711
To 10-02-30-1160-365	Highway - Winter Maint - Outside Contractor	\$14,040

(OT - additional storms, gas - increase in price, engineering - Kings Highway bridge, Road Maintenance - repair of guardrail on High Street, outside contractor - additional winter storms)



Building and Grounds

- At the Board of Selectmen's request, please transfer the following:

From 10-02-30-1160-104	Highway - Winter Maint - Overtime Payroll	\$ 1,030
From 10-03-42-1040-103	Chester Hose Company - Regular Payroll	\$24,513
From 10-03-42-1040-220	Chester Hose Company - Electric	\$ 477
From 10-05-55-1000-325	Employee Benefits - Medical Insurance	\$29,529
To 10-02-36-1000-350	Building & Grounds - Mowing	\$ 1,030
To 10-02-36-1000-365	Building & Grounds - Outside Contractor	\$24,990
To 10-02-36-1000-366	Building & Grounds - Outside Contractor Cleaning	\$ 5,125
To 10-02-36-1000-485	Building & Grounds - Supplies	\$21,183
To 10-02-36-1080-280	Building & Grounds - Heating Fuel	\$ 3,221
(outside contractor - library oil tank removal, generator rental, police carpet, library fence, assessment 59 Winthrop Road, cleaning - switched to more expensive contractor, supplies - library washout, a/c parts for town hall, heating fuel - increase in price)		

Municipal Services

- At the Board of Selectmen's request, please transfer the following:

From 10-01-20-1000-270	Planning & Zoning - General Legal	\$ 5,999
To 10-02-38-1025-365	Bulky Waste/Recycling - Outside Contractor	\$ 5,999
(additional bulky waste)		

Police

- At the Board of Selectmen's request, please transfer the following:

From 10-03-45-1000-103	Police - Regular Payroll	\$36,942
From 10-05-55-1000-245	Employee Benefits - FICA	\$ 9,893
To 10-03-45-1000-230	Police - Equipment Maintenance	\$40,521
To 10-03-45-1000-123	Police - Constable Private Duty	\$ 6,314
(purchased body cameras, private duty offset by revenue)		

Retirement Board

- At the Board of Selectmen's request, please transfer the following:

From 10-05-55-1000-245	Employee Benefits - FICA	\$ 260
To 10-05-56-1000-365	Retirement Board - Outside Contractor	\$ 260
(additional retiree calculations)		

Municipal Insurance

- At the Board of Selectmen's request, please transfer the following:

From 10-05-55-1000-245	Employee Benefits - FICA	\$ 1,637
To 10-05-57-1000-175	Municipal Insurance - Comp Bus Policy	\$ 1,637
(original budgeted amount was incorrect)		

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**Proposed Capital Transfers
Fiscal Year 22/23**

- **At the Board of Selectmen's request, please transfer the following (pending town meeting approval):**

From 20-00-01-0000-007	Board of Selectmen - Assigned	\$13,548
From 20-00-31-0000-460	Infrastructure - Chester Creek Dredging	\$18,748
From 20-00-31-0000-462	Infrastructure - WIFI	\$ 500
To 20-00-31-0000-060	Infrastructure - Energy Efficient Projects	\$32,796

(Energy Team EV Charging Station Request - total allocation \$65,000 and will pursue a \$20,000 Eversource rebate and a 65% DEEP grant reimbursement)

- **At the Board of Selectmen's request, please transfer the following (pending town meeting approval):**

From 20-00-01-0000-007	Board of Selectmen - Assigned	\$100,000
To 20-00-30-0000-030	Public Works - Highway Equipment	\$100,000

(was originally borrowed from highway equipment on 4/7/22 for the Chester creek dredging and was reimbursed by the grant)