

Town of Willington

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BOARD OF FINANCE

Regular Meeting Minutes
Virtual Meeting via ZOOM

February 17, 2022
7:00 PM

**Minutes are not official until approved at the next regular meeting*

Members Present (a quorum of 4 members is required to conduct business):

Mike Makuch – Chairman
Peter Tanaka– Secretary
Christina Mailhos
Stephanie Summers
Joseph Sherrell
Jim Gilligan – Alternate

Members Absent:

Geoff Prusak – Vice Chairman
Lisa Woolf – Alternate

Also Present:

First Selectwoman Wiecenski
Business Manager Donna Latinsics
Members of the Public

CALL TO ORDER

Chairman Makuch called the regular and special budget meeting to order at 7:05pm

SEATING OF ALTERNATES (IF NEEDED)

P. Tanaka made a motion to seat J. Gilligan in place of G. Prusak.

C. Mailhos seconded.

5 Yes (C. Mailhos, M. Makuch, J. Sherrell, S. Summers, P. Tanaka) 0 No 0 Abstain. Motion carried.

APPROVAL OF MINUTES

M. Makuch made a motion to table the approval of minutes until the next meeting.

P. Tanaka seconded.

6 Yes (J. Gilligan, C. Mailhos, M. Makuch, J. Sherrell, S. Summers, P. Tanaka) 0 No 0 Abstain. Motion carried.

PRESENT TO SPEAK

None.

OLD BUSINESS:

1) Budget Update, Financial Reports

Review of the current January 2022 revenue and expense report for the entire town budget. Business Manager Latincsics has stated she does not see any concerns with the budget. C. Mailhos inquired about the status of the snow budget for this year, Chairman Makuch stated that Public Works is currently under 40% expended for the year as of this report. Chairman Makuch inquired about the current collection rate for taxes and First Selectwoman Wiecenski stated that as of Thursday, February 10th the tax collection rate was 98.15%. Chairman Makuch shared the fund balance report and asked Business Manager Latincsics about the funds listed at the end of the fire department budgets. Business Manager Latincsics stated that the balance was to date as of the end of the calendar year and will draw down through the rest of this fiscal year.

2) Updates from Board Representatives

a) ARPA Update

C. Mailhos reported that she received communications from First Selectwoman Wiecenski from the town attorney. C. Mailhos stated that Business Manager Latincsics has also sent correspondence to the town auditing company (Mahoney & Sabol) as well. Progress has been made on the form for ARPA request submissions; will work on distributing to all for submissions. ARPA meets again on February 28th and will work on determining how funds will be spent.

b) CIP Update

The plan has been sent to the Selectmen on Tuesday night for approval. Next week is the meeting for the Board of Selectmen to review the plan and then it will come back to the Board of Finance for approval amongst the Selectmen's budget.

c) School Building Committee Update

Chairman Makuch stated that he did not attend last night's SBC meeting. A land assessment subcommittee meeting was held last week that was attended by the project consultant. They created a matrix by the subcommittee and the consultant has a separate matrix to use. The consultant is connecting with Zoning Agent D'Amato to go through properties throughout the town based on land size, etc. Chairman Makuch asked First Selectwoman Wiecenski for an update, as she was in attendance at last night's meeting. First Selectwoman Wiecenski stated that there were two main things talked about: A member of the committee presented a viewpoint of what could possibly be done utilizing Hall School. That discussion then led into the overall picture with the OPM. The timeline should be presented at the next meeting (Wednesday, March 1st) that will show a potential application period for June 2023 for a grant of a project with potential referendum for funding by the Fall. C. Mailhos inquired about the timeline for the referendum. First Selectwoman Wiecenski said possibly Fall of 2022. S. Summers asked about the highpoints of Hall School scenarios. First Selectwoman Wiecenski stated that a member submitted a plan that was separating a portion of Hall School for another use with the potential to put on an addition. It will need to be discussed with the OPM and the state as to what kind of project they would support and what kind of specifics will be needed. The meeting was posted to the town Youtube channel so it can be viewed by anyone.

d) Town Contract Negotiations

P. Tanaka reported that there is no new update as of now and First Selectwoman Wiecenski stated that nothing more has happened with the union rep.

3) ARPA Process for allocation/appropriation

C. Mailhos briefed the Board on this earlier in the meeting. Chairman Makuch stated that he sent correspondence to Business Manager Latincsics to send a request to the town auditing firm.

NEW BUSINESS

1) Budget Discussion: Elected Officials, Commissions, and Boards

a) 0121 Probate

This information has not yet been received; the budget for Probate is not complete in the Town of Tolland.

b) 0126 Registrar of Voters

Registrar Suzanne Chapman presented the budget for the Registrar of Voters. There is a possible School Building Committee referendum cost that is not currently included in this budget. It is budgeted and planned on for a referendum for the Region 19 School Reapportionment Committee, if needed. There is an increase in the Election Officials for the salary portion due to the minimum wage increase and the possible need to hold a double primary for both parties. There is an increase in election expenses due to increases from vendors. P. Tanaka inquired about the additional cost of a referendum and Registrar Chapman stated it could be estimated at \$1,300.00 or so.

c) 0131 Board of Finance Budget

Chairman Makuch stated that this budget is for discussion. \$1,200.00 was included last year because of the possible need for legal advice. S. Summers agreed there could be a possibility for the need for legal advice and P. Tanaka said that it may be good to do the Board budget last incase other outstanding items need to be included, such as the additional referendum.

d) Treasurer

The Treasurer budget has not yet been received at this time.

e) Board of Assessment Appeals

The Board of Assessment Appeals sent a letter that there will be a 0% change with their budget again this year. Business Manager Latincsics stated that their budget includes supplies, a salary for the clerk, and the salaries of the three members of the BAA. Business Manager Latincsics increases these salaries each year with all of the other salary increases that occur. The BAA budget is \$1,346.00.

f) 0161 Conservation Commission

The Conservation Commission is requesting a 0% change with their budget this year. P. Tanaka inquired if this is where the money for the open space project on Mason Road goes? Chairman Makuch stated that the Mason Road project does not go through their Commission operating budget.

g) Planning & Zoning, Wetlands, ZBA and EDC

Chairman Makuch stated that M. D'Amato was at another meeting but was going to try and join this meeting. Economic Development Commission is showing an increase in their budget for the continuation of working with Tyche Planning and for \$3,000.00 to plan and produce Welcome to Willington signage. First Selectwoman Wiczenski stated that the EDC has been busy with business development and is working towards the LOTCIP grant for the new sidewalks down on 32 by the mill. Zoning Agent D'Amato stated that the \$250.00 increase in ZBA is for ZBA members to obtain training credits. The increase in the GIS is for the cloud based hosting of the information. First Selectwoman Wiczenski stated that there are three union positions within these budgets and they would be adjusted to match the union contract once finalized.

CORRESPONDENCE

Chairman Makuch will forward the email that was sent to Business Manager Latincsics in regards to contacting the town auditor about ARPA. Chairman Makuch will also forward the email of questions for Willington #1 Chief Alex Moore from Board members.

PRESENT TO SPEAK

None.

GOOD & WELFARE

Chairman Makuch stated that he likes the way things are going in regards to public health, hopefully the Board may consider in person meetings again.

P. Tanaka made a motion to adjourn the meeting at 7:53pm.

S. Summers seconded the motion.

All in favor.

Respectfully submitted,
Kelsey Allard
Interim Recording Secretary

RECEIVED
WILLINGTON, CT.

2022 JUL 12 P 3:18


TOWN CLERK