

TOWN OF WILLINGTON

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BOARD OF FINANCE

Regular Meeting
Hybrid- In Person and Online

November 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): "X" Indicates Present

Mike Makuch (Chairman)	Christina Mailhos	Geoffrey (Geoff) Prusak	Joseph (Joe) Sherrell	Stephanie (Stef) Summers	Peter (Pete) Tanaka	Jim Gilligan (ALT)	Elisabeth (Liz) Woolf (ALT)
X	X		X	X	X		X

Also Present:

Erika Wieceński- First Selectman
Kathy Demers- Conservation Commission Chair
Donna Latincsics- Business Manager
Members of the Public

Chairman Mike Makuch called the meeting to order at 7:07 PM.

SEATING OF ALTERNATES:

Stef made a motion to seat Lisa Woolf for Geoff Prusak
Pete seconds
All in favor
Motion passes

APPROVAL OF MINUTES:

Pete made a motion to approve the minutes from October 20, 2022 as amended
Mike seconds
Stef would like the word "bids" to be changed to "specs" on page 3 in reference to what the town should not be over specific with
All in favor
Motion passes

PRESENT TO SPEAK:

None Present

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OLD BUSINESS:

1) Budget status financial report

Mike asked Donna if there is anything she would like to highlight on the report and she said no. Stef would like to ask Donna if there is any way there could be a projection for invested income. Donna said we can conservatively double the number we have currently, she said to round the current \$27,828 up to 30k and said we can double it to 60k for a guesstimate. Stef asked if there is any more anticipated growth under the licenses, fees and permits line item. Donna said it is growing because the Ruby Road property was sold and there is conveyance tax within that line item. Stef asked about potentially adding a column with a percentage so they can easily see where they are so far.

2) Update from the School Building Committee Representative

Mike brought up the recent public outreaches including the presentation held at Hall School as well as various power points. He stated there was a town meeting where the next \$100,000 was voted on and passed. The land subcommittee has narrowed down the options to the Hall School site as well as a privately owned site for the potential new school. The chairperson Katherine Vivieros has announced that she is stepping down as chair effective December 31 due to new work commitments. Erika added that there will be multiple smaller presentations at various sites including the library and senior center and at differing times, weekdays, nights and weekends to be more accessible to more people. Erika and Superintendent Phil Stevens are working on getting a projected mil rate impact. The SBC is working towards a decision between a renovation versus new school by February and a referendum in the beginning of March.

3) ARPA Update

Christina said they are at a point where they have stopped taking applications for projects because there are currently more requests than there is money remaining. The next meeting is on Monday. There are a few requests that will likely go to a public hearing in December. They had some issues with the reporting software, but it has been rectified and they have begun submitting reports that the State needs. Some projects may be partially funded or not funded at all due to not having enough money left. Mike asked if there is a process in place for reviewing expenses for the projects. Christina stated that the first few projects did not have an expense review, but they have since started working with Donna to create expense reports for the projects. Mike is concerned about auditing, he mentioned that the current auditors that the town uses have already changed their fees to account for the future audits needed for the ARPA funds so we know that it is coming and he is glad to hear that we have some steps in place to create good practice. Mike asked if there is anything required for the end of ARPA and if there is anything we need to prepare for. Erika said that she doesn't recall seeing anything and she knows that the final reporting is due in 2026. Mike said sometimes with past grants, FEMA for example, they were required to do some special reporting and paperwork. Stef asked if the small businesses that received the grants will have to provide anything to show if the money they received helped them at all. Christina said she doesn't think they do. Peter asked if the reporting issues Christina mentioned were on our end or the State's end. Erika answered that it was a federal issue because they had issues gaining access and were given no guidance.

4) Talmadge Estate Purchase Update

Mike invited Kathy Demers to speak. Kathy shared a document that showed some background information about the approved DEEP Open Space Land Acquisition grant awarded at \$81,250 in June. The Conservation Commission has suggested that the grant be reimbursed on a pro rata basis, with 81%

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of the grant (\$65,812.50) to be reimbursed to the reserve fund and 19% (\$15,437.50) to be reimbursed to the Open Space Fund, as that was how the money was originally appropriated percentage wise from each of those funds to purchase the Talmadge Estate Property. Mike asked Donna if there is a procedure for where the money goes if they receive reimbursement money. Donna said the money goes back where the expenditure came from, so this would be the logical path. Mike and Donna agree that since this is the procedure that would be handled in the finance office, there is no need for a motion to be made by the BOF, just a consensus. Mike gave two thumbs up and all BOF members agreed.

NEW BUSINESS:

1) Schofield Road Drainage- Request for CIP funds

Erika gave some background information that this project has been on CIP for a very long time, it is an extensive amount of work which is why it has been on CIP for so long. The current CIP plan carried \$35,000 for fiscal year 22/23 for engineering for this project and the original request was \$360,000 to complete the project. The town engineer indicated that the project was too large of a design and services should be sought from an outside firm. The initial conversations indicated that the engineering would be closer to \$100k+. The \$16,500 requested to work with BETA and this money would cover: data collection, base mapping, conceptual design, an opinion of cost, helping with rights of way, and coordination and funding assistance. They believe they can help get reclassification for this road to make it eligible for a LOCIP grant. This project could cost around 2 million dollars to complete.

Stef wants to make a motion that the Board of Finance recommends that the Board of Selectmen call a Town Meeting to appropriate \$16,500.00 from the Capital Projects Fund- LOCIP- Schofield Road Drainage Phase I for engineering to contract with BETA Group, Inc. to provide a concept plan and opinion of cost development, which will be reimbursed by the State of Connecticut Local Capital Improvement Program.

Mike seconds

Joe asked how long the information would be good for after we pay for it, seeing as how this project has been on CIP since the 1990's. Erika stated that the conceptual design would be good for a while, but the opinion of cost would likely go up over time due to inflation. Joe asked if we would have to make any changes to the road for example adding streetlights or widening the road in order to be eligible to reclassify it. Erika answered they would not have to make any changes to the road in order to reclassify it, it would be based on usage and how it is a connector road between Stafford and Willington. Stef asked how Village Hill fits into this. Erika answered that they are actively working on a grant to get the work done at once and not piecemeal. Stef didn't want to have to make a choice for one road or the other.

All in favor, motion passes

2) Re-engagement of the town's Emergency Services Efficiency Committee

Peter mentioned that there will be a meeting tomorrow night there at the Town Office Building at 6 pm to reestablish communication after 3 years and maybe make some CIP goals.

Mike makes a motion to add an item (item 3) to new business 2023 calendars for the Board of Finance

Stef seconds

All in favor

Motion passes

3) 2023 Calenders for the Board of Finance

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The last "if needed" meeting scheduled for March 30 is to be deleted because that is the last date available to properly notify the public hearing in the newspaper. It was decided that the meeting will be deleted and when it gets to that point and it is decided another meeting is needed then they will add a special meeting to the calendar.

Mike made a motion that the calendars be accepted with the exception of removing the March 30th date from the budget calendar

Pete Seconds

All in favor

Motion Passes

PRESENT TO SPEAK:

Stef commented on being urged to attend meetings in person, she agreed that communication is easier in person, but she thinks it is an individual decision due to people's circumstances, it is easier to be on zoom than to be potentially masked up and try to communicate. She asked if they could go back to getting packets of information at the meetings.

COMMUNIATIONS:

Everyone should have everything

GOOD AND WELFARE:

Mike agreed to be careful about all in person. He stated that the packets were made when everyone was in person and the secretary would arrive early to make the packets. In order to do that he would need communication from everyone stating if they were going to be there or not to save on unnecessary printing.

Peter makes a motion to adjourn the meeting at 8:08 pm.

Mike Seconds this motion

All in favor

Motion passes

Respectfully submitted,

Samantha Sperry
Recording Secretary

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WILLINGTON, CT.

2023 JAN -3 A 10:57


TOWN CLERK