

TOWN OF WILLINGTON

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BOARD OF FINANCE

Regular Meeting
Hybrid — In Person and Online

August 17, 2023
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):

Stephanie Summers Chair	Geoffrey Prusak Vice Chairman	Christina Mailhos	Joseph Sherrell	Peter Tanaka Secretary	James Marshall	Jim Gilligan (ALT)	Elisabeth Woolf (ALT)
In Person	In person	In person	Absent	In person	Via Zoom	Absent	Via Zoom

Also Present:

Alex Moore, Willington Fire Dept. No. 1, Chief – Via Zoom
Stuart Cobb, Willington Fire Dept. No. 1, Captain – In person
Donna Latincsics, Business Manager – In person

Chair Stephanie Summers called the meeting to order at 7:00 PM.

Chairman Summers welcomed everyone and stated that they would not be taking any votes tonight because of a mixup on the posting of the agenda in time to please the statutes. They will, however, have discussion on the agenda items.

SEATING OF ALTERNATES:

No alternates could be seated as the board could not vote on them. Chairman Summers stated that any alternates in attendance are welcome to speak at will.

APPROVAL OF MINUTES:

Chairman Summers dispensed with the approval of the minutes as they could not be voted on. Vice Chairman Prusak stated that he was listed as the Vice President in the minutes, but his title is Vice Chairman. That was so noted.

PRESENT TO SPEAK:

No one was present to speak.

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CHAIR'S REPORT:

Chairman Summers mentioned that in the BOF's electronic packet the Collier's executive summary is in draft form and should not be disseminated or copied. The SBC still has it for approval, and they are working on some tweaks for it.

Chairman Summers mentioned that the Recording Secretary position for the BOF has been posted (she is not sure how long it is posted for or if anyone has applied). She stated that Eileen Smith has consented to help as Secretary on their monthly meetings until the position can be filled, but she is only available until the end of this calendar year.

Chairman Summers, who took over as chair in January, reminded the Board of its obligation to compile and publish an Annual Report for the Town. She stated that this obligation has not been met in the pandemic years. She is looking for ideas on how to handle those missing years of the Annual Report. Chairman Summers mentioned that she had consulted with the past chair and others and suggested the BOF could post something on the website that refers people to the audits for those years in lieu of the Annual Report, with an overall statement about the report being irregular during the pandemic years. Chairman Summers and the town business manager have begun to discuss what they might do for the FY23 Annual Report. She proposed that all departments could take a section and talk about what they did during the pandemic years, how their services changed and how they augmented for that. She stated that it is hard to catch up on something that has not been done for a few years running. Jim Marshall stated that the last Annual Report posted online was for FY18. Discussion was had on what is captured in the Annual Reports. Peter Tanaka spoke in favor of the departments adding a synopsis for the pandemic years in their FY23 report. She would like the board members to contact her with any other suggestions regarding this matter.

OLD BUSINESS:

1) Budget Status — Financial Reports June FY23 & July FY 24 – Donna Latincsics, Business Manager

Donna stated that the June report for FY23 is already almost two months old because it is as of June 30. She stated that the revenues exceeded the budgeted amounts across all five categories as expected. She stated that they are still working on closing the encumbrances for the expenditures, and that will not be finalized until the auditors come out and audit the books and give them the final ending year fund balance. The auditors will be there to do that the week of Thanksgiving, and Donna is hoping to have a draft of the audit for the BOF in December and they can see how the year closed out. Donna does not see any pending problems closing out FY23.

Donna noted that the FY24 report is just for July. She noted that the property taxes are not necessarily what the Tax Collector collected, but it is what the Tax Collector transferred to the General Fund and some of the transfers may have been made after July 31. She stated that there are no budget concerns at this time. She stated that it is too early in the year to be overspending or know about anything being overspent.

2) SBC Update – Willington PK-8 Schools Consolidation Executive Summary – Colliers

Chairman Summers stated that this item will be skipped as explained earlier.

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NEW BUSINESS:

1) Authorize Auditor Engagement for FY 23

Chairman Summers stated that everyone has the auditors' report on what they will and will not cover and what their responsibilities are. She stated that the bottom line is that the town is responsible for everything it does financially. She then gave a recap of the report. It was noted that their rate went from \$42,000 last year to \$43,000 this year (most likely cost of living). In lieu of a vote, Chairman Summers asked if there was a consensus that she could go ahead and sign the report and move it forward. Consensus was to sign the report.

2) Close of FY23 Transfers of Unspent Funds and Other FY Transition Details

Peter Tanaka asked Donna Latincsics if the reason for the transfer was because Social Security and Fire Main and Hydrant overdrew their line items (budget), and they just need to be brought into line for the auditors and State statutes. Donna Latincsics agreed that was the reason for the transfers.

3) Willington Fire Dept. #1 Mold Issue and Costs – Request for Joint BOS/BOF Walkthrough

Chairman Summers stated that WFD#1 is requesting a joint BOS and BOF walkthrough of Station 13 regarding the mold issue as well as longer term building issues to bring both boards up to date. Chief Moore stated that before WFD#1 starts moving ahead with repair and fixing the building, they would like to work together with those boards and figure out what the next steps are. Chief Moore stated that the mold mitigation is done and now the next step is what to do next to get the building repaired. Peter Tanaka stated that they are looking at how to fix it with the new building codes as they have changed since that building was built 45 years ago. Jim Marshall then expanded on some of the changes that have been made since then. A discussion was had on when to have the walkthrough and Chairman Summers suggested adding the Capital Improvements Committee to the walkthrough. She also questioned why a joint BOS/BOF meeting was required, suggesting it be more of a voluntary walkthrough, since it was unlikely any official action would be taken immediately following the viewing. Further discussion was had on the building and repair versus renovation, timeframe for getting it done, drainage, etc. Christina Mailhos asked what effect this issue has on their plans for building the addition to the firehouse, and Chief Moore said that he cannot answer that right now and that is why they want the walkthrough. They still need the addition, but they must figure out how that works with the current issue. Christina questioned the Board of Finance's role in this until a specific plan is proposed. A discussion was had on the repair/renovation and the addition to the building. Further discussion was had on when to have the walkthrough and who would be involved.

CORRESPONDENCE:

None.

PRESENT TO SPEAK:

Vice Chairman Prusak thanked Chairman Summers for sending out the job description for the Recording Secretary. There was further discussion on the Recording Secretary job, interviewing for the job, the job description, advertising for the job, hiring a professional transcriptionist, what it takes to do the job, etc. Chairman Summers asked everyone to share the job description with those who might be interested in doing the job.

GOOD AND WELFARE:

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Chairman Summers thanked everyone for coming.

Christina Mailhos stated that ARPA and CIP are starting up again in September. She stated that APRA may have a lot of projects they need to close. APRA cannot approve any other projects because they don't know how much unspent money will be coming back from previous projects at this point. Christina stated that CIP is going to start scheduling tours.

Chairman Summers hoped that the two department head openings (Public Works and Human Services) were on the way to being filled and, as far as she knows, the positions are still open, so the board should share these jobs with anyone they know who might be good candidates.

ADJOURNMENT:

Pete moved to adjourn the meeting at 7:53 pm.

Seconded by Christina Mailhos.

Respectfully submitted,

Eileen Smith

Eileen Smith
Recording Secretary

RECEIVED
WILLINGTON, CT.

2023 AUG 29 A 8:45


TOWN CLERK