

**Board of Finance Regular Meeting  
October 13, 2022 6:00 PM  
Meeting held remotely**

Board of Finance Chairman Rone Baldwin called the meeting to order at 6pm. Also in attendance were Board of Finance members Michael Imber, Jeff Farr, Amy Gare, Max Rosenthal, Town Administrator Jonathan Luiz, First Selectwoman Samantha Nester and Finance Director Rick Darling, Police Chief Edward Henion, Police Commission Chairwoman Beth Gralnick as well as other members of the Police Commission, Brian Humes of Jacunski Humes, and Phillip Cross WPS Director of Finance.

**1 - Discussion/decision regarding an update on the Small Town Economic Assistance Program (STEAP) Grant Award and a request for a supplemental appropriation in the amount of \$50,000 associated with the Police Locker Room and Bathrooms Improvement Project. Discussion lead by Jonathan Luiz, Town Administrator; Brian Humes, Jacunski Humes; Chief Ed Henion; members of the Police Commission.** Mr. Luiz provided a summary on the \$500,000 Small Town Economic Assistance Program (STEAP) grant awarded to the Town of Weston for building renovations for police locker and bathroom renovations. The Town of Weston has a municipal match of \$264,926 for the awarded grant. Mr. Luiz provided a detailed update on the application process as well as the scope of projects that can be requested with the STEAP grant, making note that the grant is for small towns and for unfunded projects only. The \$500,000 grant is for construction costs. Mr. Luiz requests a supplemental appropriation of \$50,000 for the schematic and design development. Brian Humes, Jacunski Homes Architects gave a detailed presentation of the proposed project with members of the Police Commission and Chief Henion providing support for the renovation. Discussion on the need for a dedicated gender facility was discussed as a necessity as well as a recruiting tool for future hiring incentives. Further discussions were held on the concern over price per square footage for the proposed construction as well as the need to have this project completed. The Board of Finance would like a further explanation of the costs per square footage.

Mr. Imber motioned to approve a \$50,000 supplemental appropriation to have Brian Humes of Jacunski Humes provide architectural/engineering service plans for the Weston Police Department locker and bathroom renovations. Ms. Gare seconded. All in favor. Motion passes unanimously.

**2 - Discussion regarding the Board of Education's financial report for fiscal year 2021-22. Philip Cross, Director of Finance and Operations.** Mr. Cross provided an update on the fiscal 2021-2022 end of year financial report. Mr. Cross discussed that the fiscal year is a transition year, as the BOE is still dealing with the impact of the pandemic. A few highlights from 2022 saw an increase in staff turnover, family medical leaves, several teachers have left the profession and fewer participants are in the health plan. As a result, the end of year 21/22 had a surplus of 2.5%. Mr. Cross reminded the Board of Finance that

during the fiscal year 2023 budget discussions that the BOF agreed to add \$140,000 to the non-lapsing account for the early retirement incentive plan.

**3 - Discussion regarding the Town's financial report for fiscal year 2021-22. Rick Darling, Finance Director.** Mr. Darling gave an update on the general fund year end. Tax revenue estimated at \$851,000 higher than the budget. Town Clerk and building permits were higher by \$529,000. The investment income reflects a large budgetary deficit due to the unrealized losses in the fixed income and cd portfolios. Tax collection and Town Clerk as well as FEMA and Covid reimbursements helped to offset this deficit. Mr. Darling further went on to discuss expenditures. The capital budget had over 1 million in supplemental appropriations for this fiscal year. The fund balance is forecasted at \$18,344,126 which is 23.5% of the approved fiscal year 2022/23 total budget. Mr. Darling made note that the forecast removes the previous estimate of the communications and dispatch console project but this should be taken into account for the 2023 projection.

**4 - Discussion/Decision regarding approval of final year end line item transfers. Rick Darling, Finance Director.** Mr. Darling provided a detailed revised line item budget which equals the total expenditures and encumbrances for each line item which is an administrative function and does not change the financials. Mr. Farr made a motion that the year end adjustments as outlined be approved for fiscal year 2021/2022. Seconded by Mr. Imber. All in favor. Motion passes unanimously.

**5 - Discussion regarding a report on the first installment tax collections through August 31st. Rick Darling, Finance Director.** Mr. Darling provided an update on 2022/2023 tax collections. He detailed that the town is off to a strong start in tax collections with a positive variance thus far compared to last fiscal year as well as budget. Mr. Darling also discussed pro rations in real estate and motor vehicle taxes. Real estate was a positive and motor vehicle was negative more than usual due to motor vehicle sales, lease expirations and people who have moved. Mr. Luiz noted that the recent tax sale is not reflected in the 2022 comparison.

**6 - Discussion regarding an update on the Board of Finance's review of future capital expenditures and potential bonding. Rone Baldwin, Chairman, Board of Finance.** Mr. Baldwin gave an overview of the Moody's scorecard for municipal bond ratings. He further gave detailed comparisons to other AAA CT towns as well as the United States. As a comparison to 169 towns, Weston is below the median of total debt. Mr. Baldwin suggested continuing this discussion and presentation at the next meeting.

**7 - Discussion/decision regarding approval of the meeting minutes of May 26th, June 2nd, June 23rd, July 14th, and August 11th.** Mr. Farr moved to accept the minutes from May 26, June 2, June, 23, July 14 and August 11, 2022. Mr. Imber seconded. Motion carried unanimously with Mr. Rosenthal abstaining.

**8 - Adjourn:** Mr. Farr moved to adjourn at 8:12 pm. Mr. Imber seconded. The motion carried unanimously.

Minutes submitted by: Shawn Amato, Recording Secretary.