

**Board of Finance Regular Meeting**  
**November 10, 2022 6:00 PM**  
**Meeting held remotely**

Board of Finance Chairman Rone Baldwin called the meeting to order at 6:05 pm. Board of Finance members in attendance were Dick Bochinski, Theresa Brasco, Jeffrey Farr, Amy Gare, Michael Imber, Maxwell Rosenthal. Also in attendance were Finance Director, Rick Darling, Town Administrator, Jonathan Luiz, WPS Director of Finance and Operations, Phil Cross, and WPS Superintendent, Lisa Barbiero.

**1 - Discussion regarding the Board of Education's financial update for fiscal year 2022-23. Phil Cross, Director of Finance and Operations.** Mr. Cross provided a summary report of the fiscal year budget as of September 30, 2022. Mr. Cross provided highlights of the first quarter salary savings of \$35,868 due to staff turnover as well as an increase in athletic transportation due to staff shortage. There is a \$89,986 credit from First Student which will offset these costs for this fiscal year. Mr. Cross made note that as demand for drivers continues to increase there will be an anticipated future impact on budgets.

**2 - Discussion/decision regarding a request from the Board of Education for a supplemental appropriation in the amount of \$19,650 to conduct an assessment of paving conditions at the school and administration parking areas. Philip Cross, Director of Finance and Operations.** Mr. Cross provided an updated proposal for pavement inspection and services for the school and administration areas. Discussions continued which detailed the criteria for differentiating capital expenditures versus operating expenses. It was discussed that this proposal is an operating expenditure and the Board of Finance overall was not supportive of a supplemental appropriation. No motion made.

**3 - Discussion regarding the Town's financial report for fiscal year 2022-23. Rick Darling, Finance Director.** Mr. Darling gave an update on the financials. He discussed revenues and expenditures, making note that the town is currently off to a strong start due to tax collections, building permits and town clerk receipts. He further discussed offsets for expected budget deficits in delinquent taxes, due to declining outstanding balances in prior years.. Mr. Darling gave an update on expenditures for health insurance as well as employee/salary savings which will help offset expected deficits in legal expenses and the water systems. Mr. Baldwin noted the forecast does not include the discussions on the radio dispatch project. Mr. Darling will provide in the near future more concrete information on the radio dispatch project.

**4 - Discussion/Decision regarding approval of capital project close outs. Rick Darling, Finance Director.** Mr. Darling requested that the discussion/decision of the capital projects close out be discussed at the December meeting due to outstanding invoices. No motion made.

**5 - Discussion regarding the procurement process and purchasing policy for the Town. Jonathan Luiz, Town Administrator.** Mr. Luiz provided an update to the Board of Finance that the town has followed a policy from 1997, noting that this has been a guideline but has not been formally adopted by the Board of Selectmen. The Board of Selectmen have requested a new policy. Mr. Luiz will submit to the Board of Selectmen a formalized procurement policy for review and revisions. Upon Board of Selectman review, the policy will be presented to the Board of Finance for review. The final revision will then be presented to BOS for approval and adoption. Timing for the procurement policy to be presented to the Board of Finance will be December.

**6 - Discussion and possible decision regarding setting capital budget guidelines for the Town and Board of Education.** Mr. Baldwin led the discussion about the analytical projection and debt ratings previously discussed. No motion was made.

**7 - Discussion/decision regarding approval of the meeting minutes of October 13 and October 27.** Mr. Baldwin made a motion to amend the minutes from October 13, 2022 to remove item 6 "As a comparison to 169 towns Weston is below the median of total debt." Mr. Farr made a motion to accept October 13, 2022 minutes with deletion, Mr. Imber seconded. All in favor. Mr. Bochinski abstained. Mr. Bochinski moved to approve the minutes from October 27, 2022. Mr. Farr seconded the motion. Mr. Imber and Mrs. Brasco abstained. Motion to approve passes.

**8 - Adjourn.** Mr. Baldwin asked for a motion to adjourn. Motion to adjourn was made by Dick Bochinski. Mrs. Gare seconded. All in favor. Meeting adjourned at 7:25pm.

Minutes Submitted By: Shawn Amato, Recording Secretary