

**Board of Finance Regular Meeting
December 8, 2022 6:00 PM**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83542403032?pwd=SE5QelhuL1JmNzd1dFZiWjlUNzRDQT09>

Join by Phone: 646 558 8656

Webinar ID: 835 4240 3032

Passcode: 505303

- 1 - Discussion regarding the Budget Development calendar for the fiscal year 2023-34 budget process.
- 2 - Discussion/decision regarding approval of the Board of Finance calendar of meetings for calendar year 2023. Rick Darling, Finance Director.
- 3 - Discussion/Decision regarding approval of capital project close outs. Rick Darling, Finance Director.
- 4 - Discussion regarding procurement policy.
- 5 - Discussion regarding an update on the Board of Finance review of future capital expenditures and potential bonding.
- 6 - Discussion/decision regarding approval of the meeting minutes of November 10th.
- 7 - Adjourn.

Item 1

BUDGET DEVELOPMENT CALENDAR FISCAL YEAR 2023-24 BUDGET

Wednesday, November 9, 2022 – Budget package/forms sent to departments.

Friday, December 9, 2022 – Departments submit budget requests via email to Darcy Barrera-Hawes at executiveassistant@westonct.gov by Noon. (Charter requires submission by January 14 of each year).

Tuesday, December 13, 2022 thru Friday, December 16, 2022 – Departments meet via Zoom with First Selectwoman, Town Administrator & Finance Director for a review of initial budget requests.

Monday, December 19, 2022 thru Wednesday, December 21, 2022 – Select departments meet via Zoom with First Selectman, Town Administrator & Finance Director for the purpose of follow-up discussions.

Friday, January 27, 2023 – Board of Selectmen receives proposed budgets from both the Board of Education (Charter requires by February 3rd) and the First Selectwoman (Charter requires by February 10th).

Tuesday, February 7, 2023, 6:00 pm – First Selectwoman presents her proposed budget. Board of Selectmen reviews the Board of Education's proposed budget.

Wednesday, February 8, 2023, 6:00 pm – Board of Selectmen reviews First Selectwoman's proposed budget.

Tuesday, February 14, 2023, 6:00 pm – Board of Selectmen reviews the First Selectwoman's proposed budget. Board of Selectmen votes on and transmits First Selectwoman's proposed budget to the Board of Finance. Board also nominates moderator for ATBM.

Friday, February 24, 2023, 4:30 pm – Budget books made available to Board of Finance. (Charter requires by March 1st).

Wednesday, March 8, 2023, 6:00 pm – Board of Finance reviews Board of Education's budget request.

Thursday, March 9, 2023, 6:00 pm – Board of Finance reviews Board of Selectmen's budget request.

Tuesday, March 14, 2023, 6:00 pm – *(if necessary)* Board of Finance reviews Board of Education's budget request and Board of Selectmen's Budget

Saturday, March 19, 2023 - Publish notice of public hearing on budget (Charter requires 10 days prior to public hearing).

Tuesday, March 28, 2023, 6:00 pm – Board of Finance holds public hearing on budget request (Charter requires this meeting be held at least two weeks prior to the Annual Town Budget Meeting).

Thursday, March 30, 2023, 6:00 pm – Board of Finance budget deliberation meeting.

Tuesday, April 4, 2023, 6:00 pm – *(if necessary)* Board of Finance budget deliberation meeting.

Saturday, April 15, 2023 – Publish and post notice of Annual Town Budget meeting (Charter requires at least five days prior to meeting).

Thursday, April 20, 2023, 7:30 pm – Annual Town Budget meeting. Weston High School Auditorium.

Saturday, April 29, 2023, 12 pm to 8:00 pm – Proposed Annual Town Budget Referendum.

Monday, May 1, 2023 – Board of Finance meets to set mill rate.

**Weston Public Schools
Budget Calendar -- FY 2024 DRAFT**

KEY:

- **Board of Education Meetings are underlined.**

10/10/22 (Mon.)	Director of Finance and Operations opens MUNIS budget module to schools and departments.
10/14/22 (Fri.)	Board of Education Finance Committee Meeting Review of Budget Calendar.
10/14/22 (Fri.)	Leadership Team receives draft copy of Budget Calendar.
10/17/22 (Mon.)	<u>Board of Education Meeting</u> Board reviews and votes on Budget Calendar.
10/14-21/22	Schools and departments work on budgets and meet with the Director of Finance and Operations if necessary.
10/28/22 (Fri.)	School and program budget requests are due to Director of Finance and Operations from administrative staff (to be submitted earlier, if available).
11/2-11/7/22	Schools and Programs meet individually with Superintendent, Asst. Superintendent and Director of Finance.
11/9/22 (Wed.)	Building principals and central office Administrators discuss budget drafts
11/11/22 (Fri.)	Board of Education Finance Committee Meeting
11/16/22 (Wed.)	District Leadership Team discusses budget
12/14/22 (Wed.)	District Leadership Team finalizes budget request and prepares presentation.
12/16/22 (Fri.)	Board of Education Finance Committee Meeting
1/23-2/23	Superintendent and Building Administrators meet with school staff. (Meetings to be scheduled.)
1/3/23 (Tue.)	Budget request delivered to Board of Education.
1/5/23 (Thurs.)	<u>Board of Education Meeting (6:00 p.m.) – Google Meeting</u> Formal Presentation of Requested Operating & Capital Budgets.
1/6/23 (Fri.)	<u>BOE Workshop to discuss Budget Request (9am to 1pm) - Google Meeting</u>

- 1/9/23
(Mon.) BOE questions submitted to Superintendent by end-of-day.
- 1/11/23
(Wed.) BOE Meeting - Public Forum #1 with Administration on Budget Request (6:00 p.m.)
This will be an open forum for parents and the community to share comments and ask questions regarding the Requested Budget.
- 1/12/23
(Thurs.) BOE Workshop to discuss Budget Request (9am to 12pm) – Google Meeting
- 1/13/23
(Fri.) Board of Education Finance Committee Meeting – Google Meeting
- 1/17/23
(Tues.) BOE Monthly Meeting (6:00 p.m.) – can be used for budget meeting
on this date, or moved to later in the month – Google Meeting
- 1/18/23
(Wed.) Deadline for all written responses to Board of Education questions distributed.
- 1/19/23
(Thurs.) BOE Meeting - Public Forum #2 with Administration on Budget Request (6:00 p.m.)
This will be an open forum for parents and the community to share comments and ask questions regarding the Requested Budget.
- 1/23/23
(Mon.) BOE Workshop to discuss Budget Request (9am to 11am) – Google Meeting
- 1/24/23
(Tues.) Board of Education Meeting (6:00 p.m.) – Google Meeting
Approval and Adoption of FY 2024 Recommended Operating and Capital Budgets.
- 1/26/23
(Thurs.) Board of Education Meeting – if necessary (6:00) – Google Meeting
Approval and Adoption of FY 2024 Recommended Operating and Capital Budgets, if Necessary.
- 1/27/23
(Fri.) Board of Education transmits Operating and Capital Budgets request to the Board of Selectmen (Charter requires by February 3rd).
- 2/7/23
(Tues.) Board of Selectmen reviews Board of Education budget recommendation.
6:00 P.M.
- 2/14/23
(Tues.) BOS votes on and transmits First Selectwoman’s and Board of Education budgets to Board of Finance.
Board also nominates moderator for Annual Town Budget Meeting. Regular Board of Selectmen’s meeting. 6:00 P.M.
- 3/1/23
(Wed.) Deliver Budget Books to Board of Finance – if haven’t already been delivered.
- 3/8/23
(Wed.) Board of Finance reviews Board of Education budget request
6:00 P.M.
- 3/14/23
(Tues.) Board of Finance reviews Board of Education budget request (if necessary)
6:00 P.M.
- 3/18/23
(Sat.) Publish Notice of Public Hearing on budget
(Charter requires 10 days prior to Public Hearing)

Item 2

Board of Finance Calendar of Meetings 2023

(Board to determine if regular meetings will continue virtually and held at 6 p.m.)

January 12	Regular
February 9	Regular
March 8 (Wednesday)	Budget Review BOE
March 9	Regular and Budget Review Town
March 14 (Tuesday)	Budget Review Town and BOE (if necessary)
March 28 (Tuesday)	Public Hearing
March 30 (Thursday)	Budget Deliberation
April 4 (Tuesday)	Budget Deliberation (if necessary)
April 13	Regular (note that this is school vacation week, and last day of Passover)
April 20 (Thursday)	ATBM
April 29 (Saturday)	Referendum
May 1 (Monday)	Budget – mill rate setting if budgets approved at referendum
May 11	Regular
June 8	Regular
July 13	Regular
August 10	Regular
September 14	Regular
October 12	Regular
November 9	Regular
December 14	Regular

Item 3

CAPITAL PROJECT CLOSE OUTS

December, 2022

Project Year	Project Name	Original Budget	Available Balance	Comments
2017-18 - 2021-22	Library Roof Replacement	293,996	26,368.50	Close out.
2017-18	Library Renovations	20,000	1,039.35	Close out.
2018-19	Children's Library Renovations	41,000	(980.67)	Close out.
2018-19	Vehicle Sinking Fund	123,000	(3,111.00)	Close out and apply against to FY '22 budget appopriation.
2019-20	BOE Roof and Concrete Repairs WIS, HS	65,000	(3,690.05)	Close out.
2019-20	Vehicle Sinking Fund	201,000	(14,135.93)	Close out, and apply against FY 22 budget appropriation.
2019-20	Police CISS Compliant Switches	11,000	143.19	Close out.
2020-21	WIS Window Repairs	9,525	(1,296.02)	Close out, and apply against FY 22 budget appropriation.
2021-22	BOE Plow Truck	42,860	11,865.00	Close out
2021-22	Onion Barn Improvements	45,000	(254.96)	Close out.
2021-22	Replace VCT Floor South House Cafeteria	35,000	102.38	Close out.
Total Project Close Outs			<u>16,049.79</u>	
	Remain in Capital fund		<u>34,592.74</u>	
	Transfer to Fiscal Year 2021-22 Project		(18,542.95)	

Item 4

Board of Selectmen
Regular Meeting Minutes
November 17, 2022 at 7:30 pm
Meeting held via Zoom

1. **Call to Order:** First Selectwoman Samantha Nestor called the meeting to order at 7:41 pm. Also in attendance were Selectman Mohabeer and Selectwoman Jenner, Town Administrator Jonathan Luiz, Lavinia Hurd, Diana Medina, and Commission for the Arts member Ewa Ojarovska.
2. **Pledge of Allegiance:** The Board of Selectmen led in the recitation of the Pledge of Allegiance.
3. **Discussion/Decision to hire an Administrative Floater:** The Board of Selectmen interviewed Lavinia Hurd for the position of Administrative Floater. Selectman Mohabeer made a motion to hire Lavinia Hurd as the Administrative Floater effective November 22, 2022. Selectwoman Jenner seconded the motion, motion carried unanimously.
4. **Discussion/Decision to hire a Family and Youth Social Worker:** The Board of Selectmen interviewed Diana Medina for the position of Family and Youth Social Worker. Selectwoman Jenner made a motion to hire Diana Medina as the Family and Youth Social Worker pending the successful completion of a criminal background check. Selectman Mohabeer seconded the motion, motion carried unanimously.
5. **Discussion with Commission on the Arts regarding December 1st Holiday Tree Lighting and Music Festival:** First Selectwoman Nestor and Ewa Ojarovska discussed the plans for the December 1st Holiday Tree Lighting and Music Festival.
6. **Setting of the regular meeting schedule of the Board of Selectmen for 2023:** Selectwoman Jenner made a motion to adopt the 2023 regular meeting schedule for the Board of Selectmen, as presented. Selectman Mohabeer seconded the motion, motion carried unanimously.
7. **Discussion about establishing a Town Procurement Policy:** Discussion took place regarding a town procurement policy. After the Board of Selectmen has established a draft document, it will be sent to the Board of Finance for review.
8. **Approval of Tax Refunds:** Selectman Mohabeer made a motion to approve Tax Refunds in the amount of \$21,451.26, as presented. Selectwoman Jenner seconded the motion, motion carried unanimously.
9. **Approval of minutes from the October 31, 2022 Special Board of Selectmen Meeting and November 3, 2022 Regular Board of Selectmen Meeting:** Selectwoman Jenner moved to approve the minutes from the October 31, 2022 Special Board of Selectmen Meeting. Selectman Mohabeer seconded the motion, motion carried unanimously. Discussion of the November 3, 2022 Regular Board of Selectmen Meeting Minutes took place, approval of this item was tabled.
10. **Adjournment:** Selectwoman Jenner made a motion to adjourn. Selectman Mohabeer seconded the motion, motion carried unanimously. Meeting adjourned at 8:29 pm.

Item 6

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