

*RECEIVED October 31,2023 @ 3:03PM
Kimberly Keil, Assistant Redding Town Clerk
7 Pages*

Town of Redding
Board of Finance Regular Meeting Minutes
Monday, 10/23/2023
7:30PM via Zoom

Filed subject to approval.

Present:

- Ward Mazzucco, Chair
- Karen Gifford, Vice Chair
- Jamie Barickman
- Robert Dean
- Jenifer Wyss
- Roger Van Ausdal

Also Present:

- Jim Sanders, Finance Director
- Wes Higgins, Treasurer
- Julia Pemberton, First Selectwoman
- Peg O'Donnell, Selectwoman
- Amy Atamian, Chair, Gilbert & Bennett Wire Mill Advisory Committee

Chair Mazzucco called the meeting to order at **7:32PM**.

- 1. To Approve the Minutes of the Board of Finance Regular Meeting held on Tuesday, 9/26/2023.**

Motion:

Vice Chair Gifford made a motion to approve the minutes of the Board of Finance regular meeting held on Tuesday, 9/26/2023. Mr. Barickman seconded the motion. The vote was unanimous, and the motion carried.

- 2. Public Comment.**

Chair Mazzucco opened the floor to Public Comment. There was no Public Comment.

- 3. Treasurer's Report.**

Wes Higgins presented the Treasurer's Report to the Board of Finance (BOF).

The Operating Cash Balance at the end of September 2023 was \$33,767,951. This is an increase of \$4,320,044 compared to the September 2022 Operating Cash Balance of \$29,447,907.

The Monthly Interest received in September 2023 totaled \$95,195. This is an increase of \$53,988 compared to the September 2022 Monthly Interest of \$41,207.

4. Finance Director's Report.

Jim Sanders presented the Finance Director's Report to the BOF.

FY23 Audit Status

CLA has continued to prioritize their Redding Town and BOE audit work ahead of Easton and Region 9. They completed their initial Redding BOE field work last week, and ER9 Central Office Finance staff were in process this week of closing out audit requests related to the Health Insurance Fund and IT controls over financial reporting. Leslie Zoll, audit principal, believes that CLA remains on a path to issue the FY23 financial statements by calendar year-end.

The prior auditors have still not provided CLA an opportunity to review the full set of FY22 audit working papers. At Leslie's request, I called Joe Centofanti this week. As of this writing, we have exchanged messages but have not yet spoken.

Discussion followed concerning next steps in completing the FY 2023 audit.

5. Discussion: FY25 Budget Calendar.

Mr. Sanders presented the draft FY25 Budget Calendar:

Draft FY25 Budget Calendar

Nov 9	Thurs	Department Head preliminary Calendar, Expense/Revenue Worksheet, Instructions, and Workshop Agenda
Dec 5-7	Tues-Thurs	Department Head Expense/Revenue review meetings
Dec 14	Thurs	Finalized Dept Exp/Rev budget worksheets due to Finance Dept
Dec 20	Wed (7:30pm)	Board of Finance with BOS and BOE (Community Center)
Jan 9	Tues	Superintendent's Initial Budget Discussion with Redding BOE
Jan 12	Fri (8:30am)	Selectmen's Budget Workshop
Jan 13	Sat (8:30am)	Budget Workshop SNOW DATE
Feb 26	Mon	2022 Grand List and adjustments reviewed with BOF
Feb 29	Thurs	BOS and BOE proposed budgets due for distribution to the BOF Legal notice for Board of Finance Public Hearing sent for publication
Mar 7	Thurs	Legal notice published
Mar 20	Wed (7:30pm)	Board of Finance Public Hearing on budget requests (Community Center)
Mar 21	Thurs	Public Hearing SNOW DATE
Apr 2	Tues	Release Board of Finance recommended budget & estimated revenues Copy to press
Apr 4	Thurs	Press Publication of Budget
Apr 16	Tues (3:00pm)	Annual Budget Meeting to set Referendum Date
May 7	Tues (8:15pm)	Board of Finance Meeting to approve Mill Rate or revise the budget if required (Community Center)

Discussion followed concerning the Wednesday, 12/20/2023 joint meeting with the Board of Selectman (BOS) and Board of Education (BOE) and its potential function.

The BOF decided not to have a “budget driver” meeting with the BOS and BOE on Wednesday, 12/20/2023, but rather to have a meeting to discuss long-range budget planning and ways to address capital needs. Mr. Sanders encouraged members to let him know of topics they wish to cover so he can add them to that agenda.

2024 Board of Finance Meetings:

Jan 22	Mon	Regular meeting
Feb 26	Mon	Regular meeting
Mar 25	Mon	Regular meeting
Apr 1	Mon	Regular Meeting (Budget - if needed)
Apr 8	Mon	Regular Meeting (Budget - if needed)
Apr 22	Mon	Regular meeting

6. Discussion & Possible Action: Board of Selectman Highway Department Emergency Repair Request.

Mr. Sanders presented the Highway Department Emergency Repair Request:

Highway Department Emergency Repair

The Highway Department operates two payloaders: a primary 2011 Volvo Model L90F and a back-up 1999 Volvo. In the current long-range capital plan, the 1999 model is scheduled to be replaced in FY26 at an estimated cost of \$200,000-\$250,000.

The Department has been experiencing transmission issues with the 2011 payload, and the Town mechanics believe that the transmission will need to be replaced shortly. They have investigated performing the work in-house and having the transmission replaced by an authorized Volvo service facility. Based on several considerations, including manufacturer’s warranty, they have concluded that the work would best be performed by Tyler Equipment using a remanufactured transmission. Tyler’s cost estimate is \$54,059 and is included as Appendix 1.

The Highway Department operating budget includes a line item for Highway Equipment Maintenance Repair. The FY24 budget is \$112,000. Actual expenditures for the last three fiscal years have ranged from \$100,000 to \$105,000, averaging \$103,000. Over the three years, the largest individual expenditure was \$6,000. The FY24 budget was intentionally increased in response to the Town’s aging equipment and inflationary pressures on repair costs. Based on prior year experience, the FY24 budget is not adequate to cover a \$54,000 transmission repair.

The table on the next page summarizes the various Town capital accounts as of September 30th. Setting aside the restricted Town Aid Road fund, the only fund with a large enough balance to cover this repair is Capital Non-recurring with an unappropriated balance of \$188,000. I would recommend leaving this fund for capital needs rather than equipment repair.

Capital Projects Funds Available Balances as of September 30, 2023			
Fund	Open Projects	Open Project Remaining Appropriations	Available Fund Balance After Projects
Town Aid Road	None		\$173,320
Road Reconstruction Bond	None		0
Capital Projects - School	None		5,233
Capital Non-recurring	RES Space Modernization Oct 2027 Revaluation	\$166,333 150,000	188,448
Capital Projects - Town	WPCC Crane Replace JRMS Alarm Panel	20,057 65,000	41,882
Debt Service	WPCC Membrane Replace	330,000	8,613

The Board of Selectmen’s FY24 operating budget includes a provision for contingencies of \$75,000. Based on my recommendation, the Board of Selectmen voted at their October 16th meeting to request the Board of Finance approve a transfer \$54,000 from the contingency line to the Highway Department Equipment Maintenance Repair line to cover this unexpected major repair.

Motion:

Vice Chair Gifford made a motion to approve the transfer of \$54,000 from the Contingency Line Item to cover the Highway Department Emergency Repair Request. Mr. Van Ausdal seconded the motion. The vote was unanimous, and the motion carried.

Mr. Barickman asked Mr. Sanders to clarify why this transfer process continues to exist. Mr. Sanders stated that the line-item budget transfers are the purview of the BOF. Discussion followed concerning how these line-item budgets are scrutinized and the difference between the Town of Redding and the BOE in their statutory requirements.

7. Update on Gilbert and Bennett Wire Mill Advisory Committee.

Amy Atamian and Robert Dean presented to the BOF an update on the Gilbert & Bennett Wire Mill Advisory Committee.

Mr. Dean informed the BOF of the work that has been done to produce a long-term vision for the site as well as actionable steps in the coming years. See below for a proposal for investment into the Wire Mill site:

Budget Recommendations	
Building Stabilization	
\$ 20,000	Town Match for SHPO Planning grant
\$ 500,000	Temporary Building Stabilization
Site Aesthetics, Safety, Property Management	
\$ 60,000	Improvement contracting
\$ 50,000	Property Manager
Planning Studies	
\$ 200,000	Phase I - III, Georgetown Planning
\$ 50,000	Economic Studies
\$ 880,000	Total

Ms. Atamian presented a detailed listing of the Temporary Building Stabilization:

References

Table 1 Immediate Action Stabilization Budget (2014)

CATEGORY	DESCRIPTION	COST
<i>Building Stabilization, Immediate Action *</i>		
Blue Building	Temporarily repair roofing and flashing at leak locations	\$5,000
Sawtooth Building	Temporarily repair roofing at southeast Wing and Sawtooth Chapel	\$20,000
	Stabilize dangerous masonry condition at South Addition Building/Chapel	\$25,000
	Temporarily repair and secure open windows and doors at Chapel Bldg.	\$10,000
	Remove remaining deteriorated skylight elements at open Sawtooth portion	\$10,000
Market Building	Temporarily repair roofing and flashing at leak locations	\$10,000
	Temporarily repair and secure all open windows doors	\$10,000
	Provide temporary repairs at deteriorated façade masonry areas and remove wood at east parapet	\$25,000
Weaving Building	Temporarily repair roofing and flashing at leak locations	\$10,000
	Temporarily repair and secure all open windows and doors	\$20,000
	Provide temporary infills at open façade masonry areas	\$25,000
1914 Building	Temporarily repair and secure all open windows and doors	\$5,000
	Provide temporary infills at open façade masonry areas	\$10,000
1919 Building	No temporary work needed at this time	
Soft Costs	Design and construction phase professional fees, legal costs to secure covenants or deed restrictions, escalation and design contingency for unexpected conditions	\$100,000
Maintenance Contingency	Repairs during 10 year stabilization period for damage, vandalism, and other issues	\$100,000
TOTAL STABILIZATION BUDGET		\$400,000

Source: Implementation Strategy: Preservation of the Historic Resources at the Gilbert & Bennett Mill, Connecticut Trust for Historic Preservation Vibrant Communities Initiative, Cecil Group, Inc. Feb 12, 2015, p 28-29, cost estimate prepared by WASA/Studio A for Temporary Stabilization/Costs per Building (10/24/2014)

8. Other Business.

Chair Mazzucco opened the floor to Other Business. There was no other business.

9. Public Comment.

Chair Mazzucco opened the floor to Public Comment. There was no Public Comment.

Motion:

Vice Chair Gifford made a motion to adjourn the meeting. Mr. Barickman seconded the motion. The vote was unanimous, and the motion carried.

The meeting was adjourned at **8:32PM.**

Submitted by,

Zachary Smith