

Board of Finance Regular Monthly Meeting

Wednesday October 20, 2021 6:00 pm

Present- Nancy O'Dea-Wyrick ,Ed Epstein, Rufus de Rham, Fran Goodsell, Tegan Gawel

Public and Invited Guests- Barbara Herbst, Eric Epstein

Chairman Nancy O'Dea-Wyrick called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

Approval of Agenda- Motion by Mr de Rham, seconded by Mr Epstein to accept the agenda. Motion approved unanimously.

Approval of Minutes- Motion by Mr de Rham, seconded by Ms Gawel to approve the minutes of the September 15, 2021 minutes
Motion approved unanimously.

Correspondence- none

REPORTS:

A. Tax Collector- none

B. Board of Education- Mr Lindenmayer was unable to attend, but sent in the following information on enrollment as requested

Nancy, I will not be at Wednesday's meeting and as requested, here are the totals as of 10/1 for each grade at KCS:

PK - 12

K- 29

1 - 16

2 - 27

3 - 18

4 - 23

5 - 16

6 - 26

7 - 21

8 - 24

Total enrollment: 212

It's about the same as this time last year, although we've increased significantly in the Kindergarten numbers from last year (1st grade numbers were last year's Kindergarten). We had a few kids come back from homeschooling (2-3) and as mentioned at last month's meeting, we've grown our tuition numbers.

RECEIVED FOR RECORD
KENT TOWN CLERK

2021 OCT 29 A 11: 09

J. Bracy
TOWN CLERK

The numbers are good on the face but we're going to see it trend towards a severe decline in enrollment if the Town doesn't enact some sort of plan to develop business opportunities that bring in families and develop housing that is affordable for those young families with children. Otherwise, we'll be paying a considerable cost to keep KCS open and functional with a large staff (mandated by State and National education dictates), a small student population, and an aging building. A good example to review would be Cornwall and Falls Village.

This is my last meeting with the BOF, thank you all for your cooperation and support and I wish you all the best.

Regards,
Marty

C. Board of Selectman- none

D. Treasurer- reports attached.

NEW BUSINESS:

A. KVFD Foundation Committee Update- Eric Epstein reported that the consulting company Modern had made a visit to Kent and met with department members. He reported they had 17 in person meetings (1 Auxiliary member, 3 Veteran members, 7 Officers, and 6 Emergency Responders). Very good feedback received. Modern is working on a draft proposal which the department hopes to have in the next few months.

B. KVFD Staffing- Ambulance Chief Bonnie Donzella provided a spreadsheet (attached) with the current figures.

C. Fiscal Year 2021 Budget Transfers- Treasurer Barbara Herbst provided the committee with a breakdown of transfers.(attached) After discussion Mr deRham made a motion, seconded by Mr Epstein to move \$74,740.00 as presented by Ms Herbst. Motion approved unanimously.

D. 2020-2021 Annual Report Discussion- clerk Bonnie Donzella requested assistance from the Board for any contact info in order to reach out to entities that have not supplied their annual report for this year. She will email board members the spreadsheet, and they will try and fill in any blanks.

E. FY 2021 Audit Update-the auditor has started and is waiting for Ms Herbst to close up a few department's books.

OLD BUSINESS-

None

PUBLIC AND INVITED GUESTS COMMENTS-

Mr de Rham thanked Mr Epstein for his time and service on the Board, sentiment echoed by the entire board.

Meeting adjourned by Ms O'Dea-Wyrick at 6:45pm

Next meeting November 17, 2021 at 6pm

Minutes are not considered final until approved. Please check the ensuing meeting minutes for corrections/changes.

Bonnie Donzella
Board Clerk

Treasurer's Report

10/20/2021

	BoS Meetings 9.14.21	BoF Meetings 9.15.21	Misc 9.8.21 ARPA 9.29.21 ARPA	
	August		September	
A/P Checks Issued	71	355,542	94	159,942
Payroll	89	79,696	123	102,064
BoE Transactions	39	131,507	118	798,409
Deposits	11	2,134,247	11	220,005
	-	-	-	-
Net Income to Expense	210	1,567,502	346	(840,411)

FY 2021 -2022

	Actual	Budget	% of Budget	Approved Increases
Income	\$ 6,714,556	\$ 13,336,529	50.35%	
A · General Government	\$ 550,443	\$ 1,452,279	37.9%	
B · Public Safety	\$ 49,957	\$ 374,610	19.8%	
C · Public Works	\$ 221,856	\$ 1,823,612	12.17%	
D · Health and Welfare	\$ 40,908	\$ 117,180	34.91%	
E · Recreation	\$ 18,072	\$ 214,391	38.9%	
F · Sanitation	\$ 31,768	\$ 144,154	22.04%	
G · Board of Education	\$ 2,090,558	\$ 7,196,556	29.05%	
H · Debt Service	\$ 38,906	\$ 38,906	100.0%	
I · Transfer to Capital	\$ 1,001,341	\$ 1,001,341	100.0%	
J · Transfer to Dog Fund	\$ 7,500	\$ 7,500	100.0%	
L · Transfer to Schaghticoke	\$ 30,000	\$ 30,000	100.0%	
K · Current Year Capital Projects	\$ 936,000	\$ 936,000	100.0%	
Total Expense	\$ 5,017,309	\$ 13,336,529	37.62%	\$ -

Highlights

\$82,328	490 tax penalty rec'd to date (unbudgeted revenue)
\$40,125	KCS tuition received
56.84%	Total property taxes collected
12.70%	EMS staffing costs to date vs appropriation
78.84%	Grant appropriations released to date
-	

TOWN OF KENT
Actuals vs Budget
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	% of Budget	
Income	12,213,847	12,005,103	101.74%	208,744
Expense				
A · General Government				
BOARD OF SELECTMEN	206,547	212,899	97.02%	(6,352)
PROBATE	4,431	4,500	98.47%	(69)
REGISTRAR OF VOTERS	33,257	32,084	103.66%	1,173
BOARD OF FINANCE	25,631	25,266	101.45%	365
TREASURER	54,691	56,017	97.63%	(1,326)
TAX ASSESSOR	71,439	94,941	75.25%	(23,502)
TAX COLLECTOR	66,370	76,493	86.77%	(10,123)
BOARD OF ASSESSMENT APPEALS	-	2,769	0.0%	(2,769)
CONSERVATION	698	2,495	27.96%	(1,797)
TOWN CLERK	128,017	141,815	90.27%	(13,798)
PLANNING AND ZONING	79,709	87,058	91.56%	(7,349)
ZONING BOARD OF APPEALS	729	2,330	31.29%	(1,601)
INLAND / WETLANDS	41,316	41,939	98.52%	(623)
BUILDING INSPECTOR	16,213	14,138	114.68%	2,075
TOWN HALL	110,415	117,700	93.81%	(7,285)
ATTORNEY FEES	74,674	29,000	257.5%	45,674
GRANTS	307,907	330,600	93.14%	(22,693)
ASSOCIATIONS	53,454	54,912	97.34%	(1,458)
HISTORIC DISTRICT COMMISSION	-	500	0.0%	(500)
INSURANCE	94,494	103,717	91.11%	(9,223)
CONTINGENCY	-	10,000	0.0%	(10,000)
Total A · General Government	1,369,992	1,441,173	95.06%	(71,182)
B · Public Safety				
FIRE MARSHAL	26,992	34,776	77.62%	(7,784)
POLICE PROTECTION	175,146	190,000	92.18%	(14,854)
LITCHFIELD CNTY DISPATCH	31,554	31,555	100.0%	(1)
CIVIL PREPAREDNESS	4,808	4,950	97.14%	(142)
Total B · Public Safety	238,501	261,281	91.28%	(22,780)
C · Public Works				
TOWN GARAGE BUILDING	17,255	20,810	82.92%	(3,555)
HIGHWAY DEPARTMENT	1,065,500	1,405,932	75.79%	(340,432)
TOWN AID ROAD	285,000	285,000	100.0%	-
Lighting - Town Utility	6,388	10,000	63.88%	(3,612)
Water - Town Utility	38,430	35,000	109.8%	3,430
Tree Work	19,830	23,075	85.94%	(3,245)
Total C · Public Works	1,432,403	1,779,817	80.48%	(347,414)
D · Health and Welfare				
SOCIAL SERVICES	73,934	75,460	97.98%	(1,526)
SENIOR CENTER	14,236	19,075	74.63%	(4,839)
Welcome Center Public Restrooms	19,976	7,500	266.34%	12,476

TOWN OF KENT
Actuals vs Budget
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>	
Dir of Health/Hlt Dist.	15,262	15,262	100.0%	(0)
Total D · Health and Welfare	<u>123,407</u>	<u>117,297</u>	<u>105.21%</u>	<u>6,110</u>
E · Recreation				-
PARK & REC	111,872	161,135	69.43%	(49,263)
Community House	23,044	24,855	92.71%	(1,811)
Swift House	13,469	11,300	119.19%	2,169
KCS Ballfield Maintenance	13,890	20,000	69.45%	(6,110)
Total E · Recreation	<u>162,274</u>	<u>217,290</u>	<u>74.68%</u>	<u>(55,016)</u>
F · Sanitation				-
TRANSFER STATION	148,055	141,292	104.79%	6,763
Landfill Monitoring	1,769	2,000	88.45%	(231)
Total F · Sanitation	<u>149,824</u>	<u>143,292</u>	<u>104.56%</u>	<u>6,532</u>
G · Board of Education	7,076,743	7,292,037	97.05%	(215,294)
H · Debt Service	432,569	432,569	100.0%	(1)
I · Transfer to Capital	1,092,847	1,092,847	100.0%	-
J · Transfer to Dog Fund	<u>7,500</u>	<u>7,500</u>	<u>100.0%</u>	<u>-</u>
 Total Expense	 <u>12,086,059</u>	 <u>12,785,103</u>	 <u>94.53%</u>	
 Net Income	 <u>127,788</u>	 <u>(780,000)</u>		

None of the
\$780,000 UGF
appropriation
was used

EMS STAFFING 2021

Month	TTL Shifts requested	# of shifts at contracted rate for short notice	TTL Cost			
March	54	0	\$9,096.50			
April	40	1	\$6,994.63			
May	37	1	\$6,263.25			
June	71	4	\$12,146.82			
July	52	5	\$9,043.00			
August	54	2	\$9,177			
September	51	1	\$8,929.87			
October	18	0	\$3,079.25			
November						
December						
TOTAL	377	14	\$64,730.42	\$30,229.22	July1-current	
	avg 51/month					

BUDGET TRANSFERS

Budget
Transfer

#	<u>From</u>	Amount	<u>To</u>	Amount
One	Contingency (079-000)	1,200.00	ROV Wages (013-101)	1,200.00
Two	Contingency (079-000)	500.00	BoF Auditors (014-406)	500.00
Three	Contingency (079-000)	2,100.00	Bldg Dept (027-205) State Education	2,100.00
Four	Contingency (079-000)	3,440.00	Tn Utility - Water (042-504)	3,440.00
Five (i)	DPW Salt/Sand (040-608)	21,500.00	Welcome Center (050-501)	12,500.00
Five (ii)			Swft House Maint (034-505)	2,200.00
Five (iii)			Trnsf Sta Waste Removal (043-660)	6,800.00
Six	DPW Staffing (040-101)	46,000.00	Litigation (051-413)	46,000.00
Building Inspection (027-000)				
		74,740.00		74,740.00

- 1 Budgeted \$15,984 (spent \$22,420) due to additional election training and coverage needed
- 2 Budgeted \$22,000 (spent \$23,700) increase costs due to COVID disclosures and work
- 3 Budgeted \$4,200 (spent \$7,675) expenses tied to value of building permits issued
- 4 Budgeted \$35,000 (spent \$38,430) budgeted based on prior year usage
- 5 (i) Budgeted \$7,500 (spent \$19,976) additional expenses for COVID cleaning and sanitizing
- 5 (ii) Budgeted \$5,500 (spent \$10,401) BoS approved additional maintenance to weatherize the building
- 5 (iii) Budgeted \$64,000 (spent \$71,360) due to increased Citizenry during COVID lockdown
- 6 Budgeted \$12,500 (spent \$67,303) \$62,436 on Cell Tower Intervention

Approval

Board of Finance