

Kent Board of Finance
Minutes Oct. 21, 2020 Monthly Meeting

Present: Jim Blackketter, Rufus de Rham, Ed Epstein, Teegan Gawel, Fran Goodsell, Nancy O'Dea-Wyrick.

Public and Invited Guests: Barbara Herbst, Marty Lindenmayer, Michelle Mott, Jean Speck.

Board chairperson Nancy O'Dea-Wyrick called the meeting to order via Zoom at 7:01 p.m.

The Pledge of Allegiance was recited.

Agenda: The board will discuss 2021 meeting day and time at the November meeting. Mr. de Rham made a motion to accept the agenda as presented. Mr. Blackketter seconded the motion, and the motion was approved unanimously.

Minutes: Mr. Epstein made a motion to accept the minutes of the Sept. 15, 2020 monthly meeting. Mr. Blackketter seconded the motion, and the motion was approved unanimously.

Correspondence: Ms. O'Dea-Wyrick read an email from school board chairman Marty Lindenmayer regarding a request for funding for the Kent Center School Entryway Project.

Reports: Tax Collector: There was no report.

Board of Education: Mr. Lindenmayer had nothing to report.

Board of Selectmen: Ms. Speck reported the following:

Cell Tower: The Siting Council is in deliberations and asked the applicants for an extension due to the pandemic. A ruling is due January 25.

The pandemic continues to be front and center. There have been no new cases reported since September 17.

The Registrar of Voters and the Town Clerk increasingly are busy getting ready for Election Day. There are weekly Monday meetings with the registrars and town clerk.. Town Hall will be closed to employees on Election Day and the day after for cleaning. This would be adjusted if recounts are needed.

Streetscape: Project materials will be bought before the end of the year to use up the one grant. The project received the TAP grant plus an additional \$531,000.

Treasurer: The audit is complete and draft financials are expected tomorrow. Mrs. Herbst asked if the board would like the auditor to attend the board's November meeting. Two board members said they would be interested and another said he didn't see a need. The treasurer will provide the board with copies of the audit once it is in final form.

Mrs. Herbst gave an explanation of the budget transfers for the 2019-2020 fiscal year (attached). There was discussion about the Town's reimbursement from FEMA and OPM for COVID-19 expenses. The Town hasn't received any money to date. Mr. Epstein made a motion to approve

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BY *J. Deady*
TOWN CLERK

the budget transfers as presented. Mr. Blackketter seconded the motion, and the motion was approved unanimously.

New Business: Fiscal Year 2020 Audit: Mrs. Herbst noted the Fiscal Year '20 revenue fell short as did the expenditures which balanced out each other for a net of \$258,766. The undesignated fund balance is about \$2,557,141.

2019-2020 Annual Town Report: The board clerk has sent out the request for submissions and has received several. Mr. de Rham asked if statistics would be part of this report. The report contains reports from Town departments and those receiving grants from the Town.

Old Business: KCS Entryway Project: Mrs. Herbst explained the background of the project. The Board of Education's request two years ago to put \$72,000 into a non-lapsing fund for the security project was granted by the Board of Finance. The school board's request last fiscal year for \$140,000 to fund the total project cost was denied, and the board was asked to wait a year to do the project. This would be an additional appropriation that would come from undesignated funds and would have to go to a Town meeting. Mr. Lindenmayer reiterated that this is a positive environment for construction project bids. Mr. Lindenmayer gave a brief explanation of the work to the entryway which is for security and safety reasons. The work would be done next summer, and construction workers would follow the school's safety protocols as was done this past summer for the window project. Mr. de Rham made a motion to appropriate \$140,000 to go to the KCS Entryway Project. Mr. Blackketter seconded the motion, and the motion was approved unanimously. Ms. Speck noted she just received an email that the governor has issued an executive order about holding hybrid Town meetings. Mr. Lindenmayer would come to the Board of Selectmen to request a Town Meeting. Ms. O'Dea-Wyrick stated that it could appear presumptuous if the project went out to bid before the townspeople's decision. Mr. Lindenmayer said he would take that into consideration and let the Finance Board know at its November meeting what the school board would be doing.

Comments of Public and Invited Guests: There were no comments.

Mr. Blackketter made a motion to adjourn the meeting at 8:10 p.m.

Lesly Ferris
Board Clerk

Meeting minutes are not considered final until approved. Refer to the minutes of the ensuing meeting for any changes/corrections.

Budget
Transfer

#	<u>From</u>	Amount	<u>To</u>	Amount
One	Contingency (079-000)	2,500.00	KCS Ballfields (046-000)	2,500.00
Two	Contingency (079-000)	3,800.00	Welcome Center (050-501)	3,800.00
Three	Contingency (079-000)	2,700.00	Tn Utility (042-504) Water	2,700.00
Four	DPW Health (040-996)	54,700.00	BoS Healh (010-996)	17,900.00
Four (i)			Bldg Dept (027-205) State Education	5,100.00
Four (ii)			Tn Hall (030-301) Computers	13,300.00
Four (iii)			Attny Fees (051-413) Litigation	18,400.00
		63,700.00		63,700.00

- 1 Budgeted \$5,000 (spent \$7,495) due in part to having to assume field maintenance
- 2 Budgeted \$7,500 (spent \$11,273) increasee cleaning costs due to COVID
- 3 Budgeted \$35,000 (spent \$37,658) Fire hydrants, invoiced monthly, average \$3,000 pr month
- 4 Budgeted \$15,412 (spent \$32,864) budgeted when Bruce had not decided to retire
- 4 (i) Budgeted \$4,200 (spent \$9,443) expenses tied to value of building permits issued
- 4 (ii) Budgeted \$20,000 (spent \$32,947) IT support, multiple depts, new computers
- 4 (iii) Budgeted \$29,000 (spent \$46,801) Roberti tax appeal and Cell Tower

Approval

Board of Selectmen

Board of Finance

Budget
Transfer
#From

Amount

To

Amount

Five	DPW (040-105) Snow Removal	20,900.00	Tn Garage (031-507) Repairs	7,000.00
Five (i)			Civil Prep (056-000)	10,700.00
Five (ii)			DPW (045-680) Tree Work	3,200.00
Six	Assr (016-102) Assistants	5,500.00	Comm Hse (032-507) Repairs	5,500.00

26,400.00

26,400.00

- Five Budgeted \$4,500 (spent 9,552) other variances within the dept covered most of the shortfall
- Five (i) Budgeted \$4,710 (spent 15,358) COVID-19
- Five (II) Budgeted \$22,700 (spent \$25,928) routine tree work not associated with storm events
- Six Budgeted \$5,000 (spent \$10,425) large compressor repair, fire alarm system upgrade

Approval

Board of Selectmen

Board of Finance

Treasurer's Report

10/20/2020

<u>BoS Meetings</u>	<u>BoF Meetings</u>	<u>Other Zoom Mtngs</u>
9.8.20	9.15.20	9.03.20 Streetscape
		9.10.20 Streetscape
		9.24.20 Streetscape

	<u>August</u>		<u>September</u>	
A/P Checks Issued	77	\$81,362	63	\$191,226
Payroll	116	\$97,617	137	\$128,885
BoE Transactions	65	\$581,008	82	\$660,190
Deposits	5	\$853,393	18	\$1,605,685

Audit The audit is complete, expect draft documents tomorrow

6.30.20 UGF \$2,557,141

FY 2020 -2021			
	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Income	\$ 6,866,347	\$ 13,535,103	50.7%
A · General Government	\$ 540,371	\$ 1,386,173	39.0%
B · Public Safety	\$ 21,488	\$ 261,281	8.2%
C · Public Works	\$ 222,571	\$ 1,779,817	12.5%
D · Health and Welfare	\$ 37,386	\$ 117,297	31.9%
E · Recreation	\$ 28,878	\$ 217,290	13.3%
F · Sanitation	\$ 31,658	\$ 143,292	22.1%
G · Board of Education	\$ 1,634,996	\$ 7,292,037	22.4%
H · Debt Service	\$ 43,237	\$ 432,569	10.0%
I · Transfer to Capital	\$ 952,847	\$ 952,847	100.0%
J · Transfer to Dog Fund	\$ 7,500	\$ 7,500	100.0%
K · Current Year Capital Projects	\$ 945,000	\$ 945,000	100.0%
Total Expense	\$ 4,465,931	\$ 13,535,103	33.0%

KCS Entryway/Vestibule Security Upgrade funding request

Inbox

Martin Lindenmayer

to Nancy, me, Jean, Michelle, Barbara, Bill

Nancy/Lesly, as I mentioned last BOF meeting, I am planning on submitting a formal request from the BOE to the BOF for approval for funding the \$140,000 requested last Spring for the completion of the Kent Center School Entryway/Vestibule Security project scheduled for Summer of 2021. As I mentioned, it was recommended that we go out for bid in late November-early December in order to take advantage of the lull in school construction projects and to lock in a contractor before the State's construction bidding process begins in Spring 2021.

I would like to get on the agenda for the October 20th meeting in order to move the question and to allow time for the BOS to figure out how we can go to the required Town meeting for approval of the transfer of the \$140K to the non-lapsing account. My current intent is to make a request similar to the one we submitted last Spring, with guidance from Barbara Herbst, so let me know if that's sufficient or if something else is required.

**Regards,
Marty**

Martin Lindenmayer
Chair, KCS Board of Education
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