

**BOARD OF FINANCE
REGULAR MEETING
MAY 11, 2021
HELD ELECTRONICALLY**

PRESENT: Jeff Rutishauser, Michael Kaelin, Kevin Gardiner, Stewart Koenigsberg, Chris Stroup, Sandra Arkell

Call to Order

Chairman Jeff Rutishauser called the meeting to order at 7:03 pm.

Public Comment

None.

Approval of Regular Meeting Minutes of April 13, 2021

Mr. Rutishauser asked for a motion to approve the Regular Meeting Minutes of April 13, 2021. Motion moved to approve minutes as presented by Mr. Stroup seconded by Mr. Kaelin and carried 6-0.

FY22 Budget Discussion

Mr. Rutishauser begin the discussion on the FY22 Budget. He opened the floor to the board for comments and suggested improvements.

Long Range Planning Discussion

Mr. Rutishauser began Long Range Planning Discussion with the board. He opened the floor to the board for suggestions/ideas to help improve the process on long range planning and how to put it in place. Mr. Stroup noted he would put together document for discussion with the board on the type of supplemental analyses the BoF should have with regard to the budget (BoF & BoS) with input from the BoF members. Mr. Koenigsberg noted that he would have discussions with member of BOE on how to assist with primary focus on biggest cost items to the town.

Mr. Stroup recommended at some point in time the BoF look into whether the town would benefit from and Audit Committee. Mr. Koenigsberg asked that auditors attend a future meeting for guidance/benefit of an Audit Committee. Mr. Rutishauser responded to both Mr. Stroup and Mr. Koenigsberg requests.

Public Meeting Procedures – Remainder of 2021

Mr. Rutishauser began the discussion on Public Meeting Procedures for the Remainder of 2021 and BoF meeting procedures for going back to in person meetings. He reviewed the attached memo that was reviewed 2 years ago with the BoF. He then began the discussion on modifying the memo for public access. Mr. Kaelin moved a motion to modifying in person meeting requiring one member of the Board being present. Motion seconded by Mr. Stroup. After further discussion Mr. Kaelin modified his motion to read have minimum number of the board present as required by the law. Motion seconded by Mr. Stroup and carried 6-0. Mr. Kaelin made a motion to eliminate section 2 (electronic participation) in the attached memo. Motion seconded by Mr. Gardiner and carried 6-0.

Mr. Rutishauser noted he is not able to attend the next meeting in June. He asked if the Board would be willing to move the meeting from June 8th to June 15, 2021 assuming availability at Comstock.

Committee Reports

BoE Operations Committee Meeting – Mr. Stroup noted that BoE Operations Committee Meeting took place with discussion about additional analyses that may be available/useful in assessing BoE budgets. He noted that Dr Smith was receptive to receiving feedback from BoF on the kinds of information would like to receive.

Pension Committee Meeting – Mr. Rutishauser noted that he attended the Pension Committee Meeting approximately 3 weeks ago where the main topic was to go over the actuarial report as of June 30, 2020. Main point of actuarial report was that Wilton pension fund was 99.5% of actuarial liabilities funded.

OPEB – Mr. Kaelin noted that OPEB is meeting on 5/12/2021

Investment Committee Meeting – Mr. Rutishauser noted that Investment is meeting after OPEB on 5/12/2021

Adjourn

There being no further business, Mr. Rutishauser asked for motion to adjourn the BOF at 7:20pm. Motion moved, seconded and carried 6-0.

Respectfully submitted,
Jacqueline Rochester
(from video recording)

BOARD OF FINANCE
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TOWN HALL
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Jeffrey Rutishauser, *Chairman*
Walter Kress, *Vice Chairman*
John Kalamarides, *Clerk*
Peter Balderston
Stewart Koenigsberg
Ceci Maher

Proposed Rules and Procedure for BOF Regular and Special Meetings

1. Quorum

- Four BOF members are required for a quorum with at least three BOF members being physically present in the Meeting Room.
- If no quorum is established, the meeting will not be called to order.

2. Electronic Participation

- BOF members should make every effort to attend meetings in person
- If a member cannot attend the meeting in person but has the ability to dial in to the meeting room at the start of the meeting, they will be able to participate in the meeting by phone, including voting, as if they were present in the meeting room.
- Dialing in after the meeting has started will not be permitted.