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**BOARD OF FINANCE  
REGULAR MEETING – DECEMBER 19, 2017  
MEETING ROOM B TOWN HALL**

BY: Ke

**PRESENT:** Jeff Rutishauser, John Kalamarides, Richard Creeth, Peter Balderston, Walter Kress, Stewart Konigsberg

**Others Present:** Anne Kelly-Lenz

**Call to Order**

Chairman Jeff Rutishauser called the meeting to order at 7:30 p.m.

**Approval of Minutes of Regular Meeting – November 21, 2017**

Mr. Rutishauser asked for a motion to approve the Regular Meeting Minutes of November 21, 2017 subject to the following amendments – addition of Mr. Creeth discussion on surveying the people of Wilton under Business Operations and Mr. Balderston's comments under Business Operations Committee noted below:

Mr. Balderston added some key highlights from this meeting, including:

- In her role as CFO for both the Town and the School Board, Anne Kelly-Lenz is working with the BOE to bring to the school district's financial reporting team process efficiencies that should make it easier for the BOF to get more-timely and data-rich information that is more analytical in nature.
- Principals for each school campus will be responsible for creating their own local financial projections for the coming 2 years, thereby 'owning' their own budgets at the campus level, an important ingredient to optimizing BOE dollars at a time when the BOE continues to experience enrollment declines.
- The school district and town will in the coming year combine financial reporting systems –general ledger in July 2018 and the payroll system in December 2018 – and should give the Town of Wilton greater efficiencies across the finance departments and cost savings in software expenditures.
- Enrollment for school year '17-'18 year came in better than expected by 57 students but was nevertheless down by 45 students from the prior year.

John Kalamarides so moved, Peter Balderston seconded and the motion carried 5-1 with Mr. Koenigsberg abstaining as he was not seated as a member of the Board of Finance for the meeting.

**Election of Officers and Committee Appointments**

Mr. Rutishauser reviewed the rules for election of officers for the board according to Roberts Rules. First position is for Chairman of the Board. Mr. Kalamarides nominated Mr. Rutishauser to continue on as Chairman for the Board of Finance. As there were no other nominations for Chairman, Mr. Rutishauser was named Chairman by acclamation. The next position was for Vice Chairman. Mr. Balderston nominated Walter Kress for Vice Chairman. As there were no other nominations for Vice Chairman, Mr. Kress was named Vice Chairman by acclamation. The next position was for Clerk. Mr. Rutishauser nominated Richard Creeth to continue as Clerk. As there no other nominations for Clerk, Mr. Creeth was named Clerk by acclamation. The next position was for Trustee on the Pension Committee currently held by John Kalamarides. Mr. Rutishauser nominated John Kalamarides to continue as Trustee. As there were no other nominations, Mr. Kalamarides was named Trustee on the Pension Committee by acclamation. The next position was for Trustee on the OPEB Committee that was previously held by Warren Serenbetz. Mr. Rutishauser nominated Stewart Koenigsberg for Trustee on the OPEB Committee. As there were no other nominations, Mr. Koenigsberg was named Trustee on the OPEB Committee by acclamation. The next position is for Miller Driscoll Building Committee. Mr. Rutishauser nominated John

***\*Minutes have not been reviewed by this Board and may be subject to revision in future minutes.***

Kalamarides to continue as BoF Representative on the Miller Driscoll Building Committee (MDBC). As there were no other nominees, Mr. Kalamarides will continue on as the BoF Representative on the MDBC by acclamation. The next position is for the Board of Education Business Operations Committee (BOC). Mr. Rutishauser nominated both Peter Balderston and Richard Creeth to continue as BoF Representatives on the BoE Business Operations Committee. As there were no other nominees, Mr. Balderston and Mr. Creeth will continue on as the BoF Representative on the BoE BOC by acclamation.

**Public Comment**

None

**Federal Tax Bill – Impact on Wilton**

Mr. Rutishauser reviewed the Federal Tax Bill and the impact on Wilton. Mr. Rutishauser gave background regarding an article on the GOP tax bill going through congress and noted that there was a lot of going back and forth as to what the implications are particularly as they pertain to local municipalities such as Wilton. He noted that at that time an article was being suggested in the paper with a comment along the lines of the GOP tax bill will cause municipalities to slash their tax rates. Since the BOF does not generally comment on political issues, but in trying to dispel an incorrect statement put forth by the reporter for the paper, Mr. Rutishauser's comments were misreported. He noted that the paper immediately corrected his comments and thanked Kendra Baker for continuing to report on the BoF meetings for the Town. Mr. Rutishauser noted that as we go forward in the budgeting season, nothing in the process is going to change and what is happening in federal tax policies does not impact what the BoF does. The BoF operates based on the wants and the needs of Town and its citizens. Mr. Rutishauser then opened the floor for the other Board members to comment. Mr. Kress made a comment that the new tax plan would have a negative impact on higher value housing in Wilton and that we should take that into account in the setting of budgets. Mr. Kalamarides stated that the limitation on deductions will hurt charities if taxpayers use the higher standard deduction and wouldn't be able to itemize any charitable deductions.

**FY18 Financial Update**

Anne Kelly-Lenz gave an update on the Town's FY18 Financial. She noted the only change from the previous month was additional revenue due to the renewal of the Crown Castle cell tower lease.

**FY17 Wilton Audit Update**

Anne Kelly-Lenz gave an update on the FY17 Wilton Audit. Specifically, the audit should be filed on time by end of December but might ask for an extension to end of January if needed. Mr. Rutishauser noted that they should set up a time to get the Auditors in to give an update at the January BoF meeting and invite the BoE and BoS to attend like last year.

**Revaluation – Update on Lisowski Retirement and Replacement Progress**

Anne Kelly-Lenz noted that the job is currently posted and the Town is looking for an Assessor. She noted that she reached out to Quality Data Services (who houses the final assessment values that produces the bills) and Vision (the revaluation company) and that she is using the resources among the staff the Town does have. She also noted that she is working with an outside appraiser (who is also a qualified tax assessor) that worked with Mr. Lisowski for many years and knows the Town's properties well and has been helping out. Grand List is signed late January, but town will be filing an extension, which has been typically done, especially in a revaluation year.

**FY19 Budget**

Mr. Rutishauser reviewed the FY 19 Budget and encouraged all to attend budget meetings if they can. Mr. Rutishauser asked the board to hold the last week in March and the first week in April if possible, as those are key days with respect to Mill Rate meetings.

**Survey Project Update**

Mr. Creeth gave an update on the survey project. After research, he couldn't find any records of old surveys done by the town. He reviewed a proposal from a survey firm he wanted to discuss and receive feedback on.

**Committee Reports**

*John Kalamarides:* Miller Driscoll - Mr. Kalamarides gave an update on Miller Driscoll. He noted that the project closeout is on schedule to be completed by December 31, 2017 and are doing some final touches. Punchlist is 99% complete. Difficulty is that meetings often end up without quorum. Devices to control air condition will be installed during spring vacation or end of school next year. Turner comfortable where they are in the final process.

**Public Participation**

None

Having no further business, the meeting adjourned at 8:34 p.m.

Respectfully submitted,  
Jacqueline Rochester  
(from video recording)