Board of Finance
Regular Meeting Minutes
Zoom Meeting

Wednesday, January 13, 2020
7:00 pm

Present: Chairman Ronald R. Fedor (7:10pm), Mark Geer, John Sheehan, Kevin Petchark, Glenn Patterson, Tali Maidelis, Robert Tuneski

Elected: Robert J. Brule, First Selectman

RTM: None

Staff: Neftali Soto, Director Utility Commission, Paige Walton, Assessor, Kimberly Allen, Finance Director, Maryellen McConnell, Secretary

1. Establishment of a quorum and call to order:

   A quorum was established and a call to order was established at 7:05 pm, January 13, 2020.

2. Public comment: No public comment.

3. Approval and acceptance of minutes:

   Motion by John Sheehan and **seconded** by Glen Patterson to approve the minutes of the last meeting and revise item number 4 due to clerical error.

   Vote: 7-0 **Motion: Passed**

4. To consider and act on a request from Kimberly Allen, Finance Director, to extend CLA/Blum Shapiro's contract by two additional years (FY21 and FY22).

   Motion by John Sheehan and **seconded** by Tali Maidelis to consider extending the CLA/Blum Shapiro contract.

   Discussion ensued regarding the new fees for the coming year.

   Vote: 6-1 **Abstain: Robert Tuneski** **Motion: Passed**

5. To consider and act on a request by the Waterford Utility Commission to reallocate funds from one CIP project, In-Line Wastewater Solid Grinders Line #33120-55821 to a new CIP project, Richards Grove Pumping Station Emergency Generator.

Motion by John Sheehan and **seconded** by Tali Maidelis to approve to reallocate funds from In-Line Wastewater Solid Grinders line #33120-55821 to the new CIP project Richards Grove Pumping Station Emergency Generator new account line.

Vote: 7-0 **Motion: Passed**

6. To consider and act on a transfer request from Waterford Utility Commission and create a new CIP project account number and approve a transfer of money from 33120-55821 to new CIP

Motion by John Sheehan to decrease 33120-55821 by $31,677 and increase the new account by $31,677. John Sheehan requests that a memo be sent to the RTM so they know that we did this.

Amended Motion by John Sheehan to change the amount from $31,677 to $37,000 and **seconded** by Glenn Patterson.

Vote: 7-0 **Motion: Passed**

7. To consider and act on a request from, the Board of Finance, on behalf of Kimberly Allen, Finance Director, Town of Waterford, for and **FY21 Out of Series Transfers as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10103-53010	Office Supplies	0.00	(15.90)	15.90		0.00
10103-51210	Clerical & Technical	4,100.00	3765.03		(15.90)	3.749.13
	Total			**15.90**	**(15.90)**	

Motion by John Sheehan to decrease Clerical & Technical by $15.90 and increase Office Supplies by $15.90, **seconded** by Tali Maidelis to approve the transfer as stated.

Vote: 7-0 **Motion: Passed**

8. To consider and act on a request from, Paige Walton, Assessor, for an **FY21 second quarter, Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10104-52010	Service Contracts & Repairs	2,700.00	(1,046.89)	2,541.22		1,494.33
10104-51910	Fringe Benefits	2,697.00	2,697.00		(1,805.00)	892.00
10104-51210	Clerical & Technical	58,818.00	31,105.08		(736.22)	30,368.86
	Total			**2,541.22**	**(2,541.22)**	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the transfer as stated.

Vote: 7-0 **Motion: Passed**

9. Old Business:
   a. Debt Service Budget Function Summary: The Debt Service Budget Function Summary was rewritten to be more easily understood.
   b. Revised Debt Service Budget: There is a slight increase in the budget as we were unable to include another payment in the refunding. We saved 2.4 million dollars for the town. The new number for the Debt Service Budget is $7,934,633.

Motion by John Sheehan to reconsider the Debt Service Budget and **seconded** by Glenn Patterson.

Vote: 7-0 **Motion: Passed**

10. New Business:
   a. To consider and act on a request from Abby Piersall, Planning Director, requesting to move the Flood & Erosion Control Board budget meeting from March 3, 2021 to March 8, 2021.

Motion by John Sheehan and **seconded** Tali Maidelis to move the Flood & Erosion Control Board meeting to March 8, 2021.

Vote: 7-0 **Motion: Passed**

11. Liaison Reports:
    a. John Sheehan for the Social Services Grants: We met yesterday to approve the budget: $84,366 with an increase of $2,586 over FY21. There was one new applicant (a sexual abuse service) which was approved. Everyone who put in an application for grant money attended and were ready to answer our questions.
    b. Glenn Patterson for the Municipal Complex: Waiting on their temporary CO, there are a couple of items to be worked out with the inspectors. Landscaping needs to be completed, work to start in the Spring, there is a second delay in getting the hot water system for the wash bay and there are IT issues with cameras and hardware. Those should be in by the end of the month.
    c. Robert Brule for the Municipal Emergency Committee: We have been working closely with Stephen Mansfield on the vaccination rollout. We are looking at utilizing Everbridge to send messages regarding the vaccine rollout. We are looking at using the Municipal Complex as a regional vaccination spot. The Library has been on curb side pickup, the basketball hoops have been closed off and Town Hall is by appointment only. For people dropping off their tax payments, they can utilize the drop box on the back steps, make an appointment, or mail their payment. Thomas Giard and I are working collectively to come to a decision regarding winter CIA sports.

12. Adjournment:

Motion by John Sheehan and **seconded** by Mark Geer to adjourn the Meeting of the Board of Finance at 8:08 p.m.

Vote: 7-0 **Motion: Passed**

Respectfully submitted,

Mark Geer, Jr., Clerk

Maryellen McConnell, Secretary