

Board of Finance
Regular Meeting Minutes
7:00 pm

Wednesday, August 11, 2021
Waterford Municipal Complex,

Present: Chairman Ronald Fedor, John Sheehan, Glenn Patterson, Mark Geer, Kevin Petchark; Tali Maidelis, Robert Tuneski (7:04 pm)

Elected: Robert J. Brule, First Selectman

RTM: Thomas Dembek

Staff: Michael Howley, Fire Administrator, Gary Schneider, Public Works Director, Sandy Kenniston, Office Coordinator Public Works, Kimberly Allen, Finance Director; Maryellen McConnell, Secretary

RECEIVED FOR RECORD
WATERFORD, CT
2021 AUG 18 PM 1:30
TOWN CLERK

1. Establishment of a quorum and call to order:

A quorum was established and a call to order was established at 7:00 pm, August 11, 2021.

2. Public comment: No public comment.
3. Approval and acceptance of minutes:

Motion by John Sheehan and **seconded** by Kevin Petchark to approve the revised minutes of July 21, 2021.

Vote: 5-1-0 Abstain: 1 (Tali Maidelis)

Motion: Passed

4. To consider and act on a request from the Board of Selectmen on behalf of Christine Walters, Interim Director of Human Resources, for an **FY22 Out of Series Transfer** as follows:

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10145-51110	Administration	125,548	125,548		(700)	124,848
10145-52080	Telephone			700		700
	Total			700	(700)	

Motion by John Sheehan and **seconded** by Tali Maidelis to approve the Out of Series Transfer.

Vote: 6-0-0

Motion: Passed

5. To consider and act on a recommendation to fund an additional appropriation request from Fire Administrator, Michael Howley, for a new Quaker Hill Fire Rescue Boat Motor as a **new CNR Project to be funded in the amount of \$40,000 through the CNR Undesignated Fund Balance and forward onto the RTM.**

Motion by John Sheehan and **seconded** by Mark Geer to move for discussion purposes.

Discussion ensued on the cost of the rescue boat motor that it can be obtained for \$32,000 instead of \$40,000. As well as the number of qualified crew members and how many calls this boat goes out for in a year.

An Amended Motion by John Sheehan and **seconded** by Mark Geer to decrease the CNR Undesignated Fund Balance by \$32,000 and forward onto the RTM.

Vote: 6-0-1 No: Glenn Patterson

Motion: Passed

6. To consider and act on a request from the Board of Selectmen on behalf of Gary Schneider, Public Works Director, **CNR Line #20511-57856 for the Jordan Village Sidewalks to move \$100,000 from Designated to Appropriated for this project and forward onto the RTM.**

Motion by John Sheehan **seconded** by Glenn Patterson to move \$100,000 in CNR Line #20511-57856 from Designated to Appropriated and forward onto the RTM.

Vote: 7-0-0

Motion: Passed

7. To consider and act on a request from the Board of Selectmen on behalf of Gary Schneider, Public Works Director, **to merge the two lines for the Jordan Sidewalk Project into one line. Line #33022-55887 - \$304,000 and Line #20511-57856 - \$100,000 be merged to CNR Line #20511-57856 for a total of \$404,000 and forward onto the RTM.**

Motion by John Sheehan and **seconded** by Glenn Patterson to merge lines 33022-55887 and line 20511-57856 by transferring \$301,000 from 33022-55887 to 20511-57856 and close line 33022-55887 and forward onto the RTM.

Vote: 7-0-0

Motion: Passed

8. To consider and act on a recommendation to fund an additional appropriation request from the Director of Public Works, Gary Schneider, for a **new Town Hall Front Door Project as a new CNR Project to be funded in the amount of \$35,000 through the CNR Undesignated Fund Balance and forward onto the RTM.**

Motion by John Sheehan and **seconded** by Kevin Petchark to approve the appropriation in the amount of \$35,000 as a new CNR Project and forward onto the RTM

Vote: 7-0-0

Motion: Passed

9. To consider and act on a request from the Board of Selectmen on behalf of Gary Schneider, Public Works Director, **CNR Line #20511-57839 for the Emergency Egress Enclosure to move \$46,000 from Designated to Appropriated and forward onto the RTM.**

Motion by John Sheehan and **seconded** by Tali Maidelis to approve the appropriation in the amount of \$46,000 and forward onto the RTM.

Vote: 7-0-0

Motion: Passed

10. To consider and act on a recommendation to fund an additional appropriation for Cyber Security in the amount of \$87,960.54 as an Out of Series Transfer from the Contingency Fund (10121-59000) into lines 10112-52201, (Insurance, Liability/Auto/Property) - \$77,273; 10147-54130 (Information Technology, Equipment), \$5,463; and 10147-52043 (Information Technology, Service Contracts), - \$5,226.

Motion by John Sheehan and **seconded** by Kevin Petchark moves to transfer from Contingency lines 10112-52201 - \$77,273; 10147-54130 - \$5,463; 10147-52043 - \$5226 for a total of \$87,962.

Vote: 7-0-0

Motion: Passed

11. To consider and act on a request from the Board of Selectmen on behalf of various departments, for an **FY21 Out of Series Transfer** request pending **Board of Selectmen approval**.

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10109-52020	Postage	2,900	(175)	175		0
10109-51920	FICA	16,527	418		(175)	243
10111-52040	Service Contracts	51,357	(2,264)	2,264		0
10111-51140	Facilities Coordinator	76,500	23,573		(2,264)	21,309
10119-52030	Professional Fees	22,000	(1,949)	1,949		0
10119-51210	Clerical & Technical	42,339	3,135		(1,949)	1,186
10130-51510	Equipment Maintenance	345,771	(19,056)	19,056		0
10130-51520	Highway Maintenance	984,189	(22,419)	22,419		0
10130-52470	Solid Waste Disposal	900,000	23,841		(19,056)	4,785
10130-53300	Highway Materials	235,000	29,352		(22,419)	6,933
10137-52420	Maintenance of Property	147,523	(5,203)	5,203		0
10137-52380	Programs	42,387	(1,041)	1,041		0
10137-51610	Parks Maintenance	375,951	43,321		(6,244)	38,077
	Total			52,107	(52,107)	

Motion by John Sheehan and **seconded** by Mark Geer to approve the **FY21 Out of Series Transfer** in the amount of \$52,107.

Vote: 7-0-0

Motion: Passed

12. To consider and act on a request from the Board of Selectmen on behalf of various departments, for an **FY21 Out of Series Transfer** request pending the **Board of Selectmen approval**.

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10104-51110	Administration	196,788	(945)	945		0
10104-52030	Professional Fees	0	(1,300)	1,300		0
10103-51210	Clerical & Technical	4,100	2,624		(2,245)	379
10108-52030	Professional Fees	260,000	(23,550)	23,550		0
10107-52030	Professional Fees	68,820	13,885		(13,885)	0
10107-52040	Service Contracts	21,490	6,359		(6,359)	0
10107-52050	Dues, Conferences	4,240	1,846		(1,846)	0
10107-51110	Administration	292,050	2,335		(1,460)	875
10145-52030	Professional Fees	54,019	(23,946)	23,946		0
10129-51920	FICA	420,922	29,118		(23,946)	5,172
	Total			49,741	(49,741)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the **FY21 Out of Series Transfer** in the amount of \$49,471.

Vote: 7-0-0

Motion: Passed

13. Old Business: None
14. New Business – a. Overview of the Town of Waterford's plan for the American Rescue Plan Act funds: We will be focusing on Water/Sewer, Infrastructure, Fire Services, Tourism (Eugene O'Neill and Nevins Cottage), Economic Development, and Youth and Family Services (Human Services Coordinator). We are looking to help some of the small business in our area with grants. The Human Services Coordinator will be a two-year position that will be funded through the American Rescue Plan funds. Utilities and Infrastructure will receive the bulk of the money for the Capital and for Town Wide Broadband.

b. The Board of Finance will be touring the Municipal Complex at the end of the Board of Finance meeting this evening. Thank you to Gary Schneider and Sandy Kenniston for showing the Board of Finance the new complex.
15. Liaison Reports: Municipal Complex – Glenn Patterson: We are down to installing new grass in September and fixing the IT issues. Our final payment to O&G will go out in late September.
16. Correspondence:
17. Adjournment:

Motion by John Sheehan and **seconded** by Robert Tuneski to adjourn the Meeting of the Board of Finance at 9:00 p.m.

Vote: 7-0-0

Motion: Passed

Respectfully submitted,


Mark Geer, Jr., Clerk


Maryellen McConnell, Secretary