FIFTEEN ROPE FERRY ROAD
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Town of Waterford

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BOARD OF FINANCE
AGENDA

Waterford Town Hall
Regular Meeting, Rev. #1

July 21, 2021
7:00 p.m.

1. Establishment of a quorum and call to order.

2. Public Comment.

3. Approval and acceptance of minutes of June 9, 2021.

4. To consider and act on a request from the Board of Selectmen on behalf of Dani Gorman, Director of Youth & Family Services, for an **FY21 Additional Appropriation as follows:**

   Line #10119-51110 – Administration for -$3,758.00 and Line #10119-51210 – Clerical for - -$12,720.00.

5. To consider and act on a request from the Board of Selectmen on behalf of David Campo, Town Clerk, for an **FY21 Additional Appropriation as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10019-52510	Rental of Equipment			336.00		336.00
10109-51110	Administration			1,553.00		1,553.00
10109-51210	Clerical & Technical			2,135.00		2,135.00
	Total			**4,024.00**		

6. To consider and act on a request from the Board of Selectmen on behalf of David Campo, Town Clerk, for an **FY21 Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10019-53280	Election Materials	1,400.00	1,400.00		(1,400.00)	0.00
10109-52510	Rental of Equipment	25,000.00	134.00	1,400.00		1,534.00
	Total			**1,400.00**	**(1,400.00)**	

7. To consider and act on a request from the Board of Selectmen on behalf of Abby Piersall, Planning Director, for an **FY21 Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10118-51110	Administration	95,976.00	773.77	4,060.00		4,833.77
10118-51810	Overtime	1,243.00	421.63	315.00		736.63
10118-52030	Professional Fees	750.00	12,488.00		(4,375.00)	8,113.00
	Total			**4,375.00**	**(4,375.00)**	

8. To consider and act on a request from the Board of Selectmen on behalf of Gary Schneider, Public Works Director, for an **FY21 Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10111-55030	Public Improvements	27,000.00	(11.66)	12.00		0.34
10111-53020	Other Supplies	10,000.00	1,233.78		(12.00)	1,245.78
	Total			**12.00**	**(12.00)**	

9. To consider and act on a request from the Board of Selectmen on behalf of Dani Gorman, Director of Youth & Family Services, for an **FY21 Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10119-51810	Overtime	0	758.00		(600.00)	157.76
10119-52100	Electricity	16,000.00	(2,591.00)	600.00		(1,991.32)
	Total			**600.00**	**(600.00)**	

10. To consider and act on a request from the Board of Selectmen on behalf of Kimberly Allen, Finance Director, for an **FY21 Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10107-51210	Clerical & Technical	188,150.00	1,458.00	6,555.00		8,013.00
10107-52030	Professional Fees	68,820.00	20,440.00		(6,555.00)	13,885.44
	Total			**6,555.00**	**(6,555.00)**	

11. To consider and act on a request from the Board of Selectmen on behalf of Robert Brule, First Selectman, for an **FY21 Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10101-53020	Other Supplies	150.00		480.38		630.38
10101-52030	Professional Fees	3,680.00			(480.38)	3,199.68
	Total			**480.38**	**(480.38)**	

12. To consider and act on a request from the Board of Selectmen on behalf of Kimberly Allen, Finance Director, for an **FY21 Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10107-51210	Clerical & Technical	1888,150.00	(2,408.28)		(3,304.00)	(5,712.60)
10107-51920	FICA	39,150.00	3,746.11		(253.00)	3,493.33
10119-51012	Clerical & Technical	42,339.00	(8,061.05)	3,304.00		(4,756.73)
10119-51920	FICA	14,052.00	1,042.72	253.00		1,295.50
	Total			**3,557.00**	**(3,557.00)**	

13. To consider and act on a request from the Board of Selectmen of behalf of Kimberly Allen, Finance Director, for an **FY21 Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10104-52030	Professional Fees	0	0	1,100.00		1,100.00
10104-51110	Administration	196,788.00	1,292.00		(1,100.00)	191.91
	Total			**1,100.00**	**(1,100.00)**	

14. To consider and act on a request from the Board of Selectmen on behalf of Paige Walton, Assessor, for an **FY21 Out of Series Transfer Request as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10104-52040	Service Contracts & Repairs	1,680.00	(145.45)	250.00		104.50
10104-51210	Clerical & Technical	58,818.00	(1,243.50)	3,000.00		1,756.41
10104-51110	Administration	196,788.00	6,841.87		(3,250.00)	3,591.87
	Total			**3,250.00**	**(3,250.00)**	

15. To consider and act on a request from the Board of Selectmen on behalf of Abby Piersall, Planning Director, for an **FY21 Out of Series Transfer Request as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10110-51110	Administration	104,097.00	2,553.20	2,779.51		5,332.71
10110-52030	Professional Fees	20,000.00	7,233.93		(2,779.51)	4,454.42
	Total			**2,779.51**	**(2,779.51)**	

16. To consider and act on a request from the Board of Selectmen on behalf of Kimberly Allen, Finance Director, for an **FY21 Out of Series Transfer Request FY21 as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10115-53010	Office Supplies	50	(35)	35		0
10115-52050	Dues, Conferences	400	200		(35)	165
10122-52080	Telephone	25,537	(330)	330		0
10122-54120	Dispatch Equipment	1	(8,346)	8,346		0
10122-52415	Generator Maintenance	8,200	8,200		(8,676)	(476)
10129-52300	Training Education	74,200	(949)	949		0
10129-53150	Building Maintenance	16,250	(312)	312		0
10129-53220	Marine Patrol	4,000	8,327		(1,261)	7,065
10137-5040	Service Contracts & Rep	50,282	(397)	397		0
10137-52380	Programs	42,387	(3,370)	3,370		0
10137-52420	Maintenance of Property	147,523	(25,057)	25,057		0
10137-51620	Recreation Programs	342,991	154,283		(28,825)	125,459
	Total			**38,797**	**(38,797)**	

17. To consider and act on a request from the Board of Selectmen on behalf of Kimberly Allen, Finance Director, for an **FY21 Inter-Department Transfer Request as follows pending the motion is approved by the Board of Selectmen on July 20, 2021:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10101-53119	Emergency Expenditures	0.00	(7,120)	7,120		0
10104-51110	Administration	196,788	(3,250)	3,250		0
10104-51210	Clerical & Technical	58,818	(3,000)	3,000		0
10108-52030	Professional Fees	260,000	(9,439.54)	9,439.54		0
10122-51440	Dispatch Personnel	642,931	27,098.04		(22,809.54)	4,288.50
10145-51110	Administration	127,468	(40,293.66)	40,293.66		0
10145-51210	Clerical & Technical	58,542	(1,291.69)	1,291.69		0
10145-51920	FICA	14,230	(2,258.88)	2,258.88		0
10145-52030	Professional Fees	54,019	(4,707.73)	4,707.73		0
10145-52070	Reimbursable Expense	200	(45.35)	45.35		0
10145-53020	Other Supplies	650	(100.70)	100.70		0
10112-52200	Worker's Comp Insurance	710,000	52,470.36		(48,698.01)	
	Total			**71,507.55**	**(71,507.55)**	

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10123-51110	Administrations	219,533	(65,918)	65,918		0
10123-51120	Inspection	76,849	(1,733)	1,733		0
10123-51410	Fire Fighting	1,223,023	(3,000)	3,000		0
10123-51810	Overtime	59,518	(214,237)	214,237		0
10123-51920	FICA	132,622	(13,5540	13,554		0
10123-52010	Advertising	200	(336)	336		0
10123-52030	Professional Fees	3,875	(102)	102		0
10123-52080	Telephone	18,050	(67)	67		0
10123-52374	Cable Television	6,060	(273)	273		0
10123-53090	Fuels & Lubricants	28,800	(1,009)	1,009		0
10130-51510	Equipment Maintenance	345,771	76,945		(75,000)	1,945
10130-51520	Highway Maintenance	984,189	57,581		(50,000)	7,581
10130-53090	Fuels & Lubricants	216,700	101,390		(80,229)	
10116-51940	Pension Contributions	4,305,701	98,181		(95,000)	3,181
	Total			**300,229**	**(300,229)**	

18. To consider and act on a request from the Board of Selectmen on behalf of Brian Flaherty, Director of Recreation & Parks, for an **FY21 Out of Series Transfer as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10137-52420	Maintenance of Properties	147,523		30,000		177,523
10137-51620	Recreation Programs	342,991			(30,000)	312,991
	Total			**30,000**	**(30,000)**	

19. To consider and act on a request from the Board of Selectmen on behalf of Robert Brule, First Selectman, for an **FY22 Additional Appropriation as follows pending the motion is approved by the Board of Selectmen on July 20, 2021:**

    Line #10101-52030 for $24,000 to retain Government Relations Consultant Jay Levine of Suisman Shapiro Law Group and Levin and Christ, LLC.

20. New Business:
    a. Capital Projects Review – FY21
    b. Fire Services Review Special Committee: The Board of Finance needs to appoint one member to this commission.

21. Liaison Reports

22. Correspondence

    a. Ken Kirkman, Chair, Municipal Complex Building Committee, to not close out the Municipal Complex Project at end of FY21.
    b. Clifton Larson Allen LLP (CLA), letter to the Board of Finance regarding the audit for the Town of Waterford.
    c. Virginia Bielucki, Town Accountant, Periodic Financial Statements dated June 11, 2021.
    d. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated June 15, 2021.
    e. Virginia Bielucki, Town Accountant, Status of Contingency Fiscal Year 2021 dated June 15, 2021.

23. Adjournment

Ronald Fedor, Chairman