

Board of Finance  
Regular Meeting Minutes  
Remote Access

Wednesday, July 15, 2020  
7:00 pm  
\*Revised July 22, 2020

Present: Chairman Ronald R. Fedor, Mark Geer, John Sheehan, Kevin Petchark, Glenn Patterson, Tali Maidelis and Robert Tuneski

Absent: Kimberly Allen, Director of Finance

Elected: Robert J. Brule, First Selectman

RTM: Thomas Dembek, RTM Moderator

Staff: Abby Piersall, Director of Planning, Paige Walton, Assessor, Dani Gorman, Director Youth and Family Services Bureau, Steve Singara, Director Emergency Management and Maryellen McConnell, Secretary.

RECEIVED TOWN RECORD  
WATERFORD CT  
2020 JUL 22 PM 3:35  
John Sheehan  
COMMITTEE

1. Establishment of a quorum and call to order:

A quorum was established and a call to order was established at 7:00 pm, July 15, 2020.

2. Public comment: no public comment
3. Approval and acceptance of regular minutes from June 10, 2020

**Motion** by Tali Maidelis and **seconded** by John Sheehan to approve June 10, 2020, Hearing Minutes.

**Vote: 6-0**

**Abstain: Robert Tuneski**

**Motion: Passed**

4. To consider and act on a Board of Selectman request on behalf of Dani Gorman, Director, Youth and Family Services Bureau, Town of Waterford, for an **Out of Series Transfer in the amount of \$500 line #10119-51810 (Overtime) for a decrease from line #10119-52030 (Professional Fees)** due to an increase for demand of services at record levels.

***\*Revised to reflect the amount voted on was \$500 not \$5,000, due to clerical error.***

**Motion** by Tali Maidelis and **seconded** by John Sheehan to approve the request as stated:

**Vote: 7-0**

**Motion: Passed**

5. To consider and act on a request from the Board of Selectman on behalf of Steven Sinagra, Director, Emergency Services, Town of Waterford, for an **Out of Series request as follows:**

| Account     | Description                  | Increase | Decrease |
|-------------|------------------------------|----------|----------|
| 10122-51810 | Overtime                     | 103,890  |          |
| 10122-52080 | Telephone                    | 1,675    |          |
| 10122-51240 | Dispatch Education Incentive |          | 2,180    |
| 10122-51440 | Dispatch Personnel           |          | 60,120   |
| 10122-51823 | Emergency Personnel          |          | 1,300    |
| 10122-51830 | Training                     |          | 4,850    |
| 10122-51920 | FICA                         |          | 2,880    |
| 10122-52040 | Service Contracts & Repairs  |          | 7,060    |
| 10122-52050 | Dues, Conf, Education        |          | 16,075   |
| 10122-52300 | Training & Education         |          | 2,600    |
| 10122-52370 | Dispatch Clothing Allowance  |          | 3,100    |
| 10122-52415 | Generator Maintenance        |          | 3,000    |
| 10122-53090 | Fuel                         |          | 600      |
| 10122-53120 | Shelter Supplies             |          | 400      |
| 10122-53130 | Radiological Supplies        |          | 400      |

**Motion** by Tali Maidelis and **seconded** by John Sheehan to approve the Request as stated and **forward onto the RTM.**

**Motion** by John Sheehan and **seconded** by Mark Geer to table this item until later in the meeting.

**Vote: 7-0**

**Motion: Passed**

**Motion** by John Sheehan and **seconded** by Glenn Patterson to take this item off the table.

**Vote: 7-0**

**Motion: Passed**

An **Amended Motion** for an **Out of Series** transfer for an increase of \$32,560 from line #10122-51810 Overtime, and a decrease of \$7,060 from line #10122-52040 Service Contracts and Repairs, a decrease of \$14,400 from line #10122-52370 Training and Education and \$3,100 from line #10122-53090 Fuel & Lubs., a decrease of \$600 to line #10122-53120 Shelter Supplies, a decrease of \$400 to line #10122-53130 Radiological Supplies .

**Motion** by John Sheehan and **seconded** by Mark Geer to approve the amended motion.

**Vote: 7-0**

**Motion: Passed**

**Motion** to approve (the above) to increase OT by \$32,560

**Motion** by John Sheehan and **seconded** by Mark Geer to approve the amended motion.

**Vote: 7-0**

**Motion: Passed**

6. To consider and act on a request from the Board of Selectman on behalf of Paige Walton, Assessor and Kimberly Allen, Director of Finance Town of Waterford, for an **Appropriation** in the amount of **\$259,300 from Capital and Non-recurring designated line 20501-57639 (Revaluation)** and to forward to the RTM for final approval.

**Vote: 7-0**

**Motion: Passed**

Statement from Paige Walton, Assessor, Town Of Waterford: The year 2022 will be a full revaluation, we do have to meet Office of Policy Management Standards and sending out data mailers and visiting 40% of the properties as opposed to 100% of the properties meets those standards. Paige Walton collaborated and worked closely with Diane Vitagliano, Assessor from East Lyme, they called Jennifer Gauthier at OPM at the State, to ensure that this type of hybrid would be acceptable to the State, and it is. The reason that we can come up with the 40% figure is that every ten years we are required to attempt to visit every improved property in Town. Over the course of five years, looking at what we go out on normally, in terms of sales verifications, with everything being virtual these days and building permits, we are visiting about 1,000 properties a year. We are making up that difference and are visiting every property in a ten-year period.

**Motion** by John Sheehan and **seconded** by Tali Maidelis to approve the Request as stated and **forward onto the RTM.**

**Vote: 7-0**

**Motion: Passed**

7. To consider and act on an request from the Board of Selectman on behalf of Abby Piersall, Planning Director, Town of Waterford, for an **Out of Series Transfer** in the amount of **\$9,450 a decrease to line #10111-51140 from Facilities Coordinator Salary for an increase from line #10111-53020 to Other Supplies.**

**Motion** by John Sheehan and **seconded** by Tali Maidelis to approve the Request as stated.

**Vote: 7-0**

**Motion: Passed**

8. To consider and act on a request from the Board of Selectman on behalf of Brian Flaherty, Director of Recreation and Parks, Town of Waterford, for an **Out of Series Transfer** for an increase in the amount of **\$9,500 to line #10137-53080 Maintenance of Vehicles for a decrease from line #10137-52420 Maintenance of Properties.**

**Motion** by John Sheehan and **seconded** by Tali Maidelis to approve the Request as stated.

**Vote: 7-0**

**Motion: Passed**

9. Old Business: To remove from the table the request of the Board of Education for the establishment of the non-lapsing account to be discussed at this meeting.

**Motion** by John Sheehan and **seconded** by Mark Geer to remove this from the table.

First Selectman Robert Brule met with Attorney Avena and discussed the possibility of drafting a M.O.U. with the Board of Education for this purpose. We worked directly with Thomas Girard, Superintendent of Schools, we are close to a final language and took into consideration up to 50% of the amount to be returned to the Town of Waterford into this fund and identified for special purposes. Four or five areas have been identified by the Board of Education for Special Education, COVID-19, transportation and a couple of other areas. The M.O.U draft has been forwarded to Thomas Girard and will bring this to the next Board of Education meeting on July 23, 2020.

**Motion** by John Sheehan and **seconded** by Tali Maidelis to postpone further discussion until the next Board of Finance meeting.

**Vote: 7-0**

**Motion: Passed**

10. To consider and act on a request from the Board of Selectman, on behalf of Chief Brett Mahoney, Waterford Police Department, for an additional appropriation of **\$11,850 from the Contingency line #10121-59010 to Capital Project account #32921-55864 (body cameras) and forward onto the RTM as required.** The additional appropriation is requested with the knowledge that 50% of the total expenditure will be reimbursed through an approved state grant.

There is a delta of \$466 and we are not sure how this will be made up; it is the difference between what we are sending them and the bid. The Police Department will have to make this up.

**Motion** by Tali Maidelis and **seconded** by John Sheehan to approve the request as stated and forward to the RTM for final approval:

**Vote: 7-0**

**Motion: Passed**

11. Liaison Reports.

Fleet Management Ad Hoc Committee: On 7/8/2020 the committee met by Zoom to document and approve changes to the Public Works portion of the Fleet Plan. The Public Works Director recommended extending the life of H-12, a Ford F150 Pickup and H-24, and Elgin Sweeper. The Auto maintenance division had replaced key parts that has extended the life of these vehicles. An in-house rehab of H430, a Specialty Unit Trailer reduced the cost of the necessary repairs from a replacement cost of \$59,807 to \$10,000 in maintenance costs. In replacement of H-12, the Publics Works Director recommended purchasing a new forklift that would have a greater height for use in the new garage for \$28,000 and replace Recycling Pickup Loader S-26 for \$275,000. The change reduced fleet management expenditures from \$364,066 to \$313,000 for a savings of \$48,066. The request was approved by the Ad Hoc Committee.

Fleet Management Plan – every vehicle has been researched that is on our list and the replacement and the costs are up to date.

11. Liaison Reports.

Municipal Complex: Glenn Patterson stated that they have started the remediation phase, the building is gone and they have started digging to remediate the plume. It is divided up in 12 sections, they have taken out the soil and are holden to the last schedule they released. We asked if the money that we set aside will hold, and they believe so, as the “meat and potatoes” is coming next month.

12. New Business:

Statement by John Sheehan: I would like to give due credit to Sue Driscoll, the RTM minority leader, she was looking for information on whether the Board of Education had approved the request that the Superintendent had forwarded to us to establish the fund. While she was doing this, she stumbled upon the Board minutes on the Board Doc application she discovered a proposed change to the Board of Education's financial budget documentation which was approved by the Policy Committee but as best as we can tell by looking at the BOE minutes, has not gone to the full board for approval. I have downloaded a copy of this and will be emailing it to everyone after the meeting so you can see what proposed changes they have. Looking at what the old policy was, and what the new policy is planned to be if approved by the board, it is "educational". While she was looking up the State Statue for the establishment of this fund, she discovered that there is a new requirement (10-248C), which was passed in FY20, states that the Board of Education is required to report to the legislative body of the municipality and to post on its website quarterly a detailed list of expenditures and income as related to their budget. So far we have not found any posting on the Board of Education's website for FY20, I am not sure if they are aware of this as it is not in the basic code of statues it is in the FY20 Annex for the Statues which is not blended in yet.

Statement by Joseph Mancini: as far as the 10-248C in quarterly requirements legal counsel felt that our monthly submission of the revenue and projections satisfied that requirement. This is listed in the minutes but not sent to the RTM, however; they will start doing that to satisfy the requirements. They will be posting on their website and forwarding onto the RTM.

13. Correspondence: None

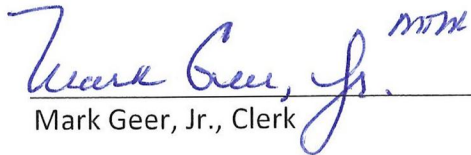
14. Adjournment:

**Motion** by John Sheehan and **seconded** by Mark Geer to adjourn the Meeting of the Board of Finance at 8:35 p.m.

**Vote: 6-0**

**Motion: Passed**

Respectfully submitted,

  
Mark Geer, Jr., Clerk

  
Maryellen McConnell, Secretary