

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10121 CONTINGENCY

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COML (12/9/20)	2021/2022 FIRST SELECTMAN RECOMM	2021/2022 RECOMMENDED BD OF SELECTMEN (2/2/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE (3/1/21)	BOF Approved \$ Increase	BOF Approved % Increase
MISCELLANEOUS													
59010	CONTINGENCY	114,934	265,000	(77,044)	0	265,000	265,000	265,000	265,000		265,000	0	0.00%
	SUBTOTAL	114,934	265,000	(77,044)	0	265,000	265,000	265,000	265,000	0	265,000	0	0.00%
	DEPARTMENT TOTAL	114,934	265,000	(77,044)	0	265,000	265,000	265,000	265,000	0	265,000	0	0.00%



CONTINGENCY FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

Section 7-348 of the Connecticut General Statutes provides that "the estimate of expenditures submitted to the Board of Finance to the annual town meeting or annual budget meeting may include a recommended appropriation for a contingent fund in an amount not to exceed three percent (3%) of the total estimated expenditures for the current fiscal year."

Specific use of the 2021-2022 contingency is unknown at this time, the amount is appropriated for the use of unanticipated expenses. Examples of unanticipated expenses include:

- Payment of accrued time for employee retirement
- Pension contribution rate increases (the Town is not notified of its contribution rate until February)
- Accrued vacation/sick time buy-outs at termination
- Other unanticipated expenditures that may arise during the course of the fiscal year

Board of Finance
Regular Meeting Minutes
Zoom Meeting

Wednesday, December 9, 2020
7:00 pm, Revision #1

Present: Chairman Ronald R. Fedor, Mark Geer, John Sheehan, Kevin Petchark, Glenn Patterson, Tali Maidelis, Robert Tuneski (7:24 pm)

Absent: None

Elected: Robert J. Brule, First Selectman

RTM: Thomas Dembek, RTM Moderator

Staff: Abbas Danesh, Treasurer, 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 7:00 pm, December 9, 2020.

2. Public comment: No public comment.

3. Election of Chair:

Ronald Fedor was nominated to be the Chair.

Motion by Tali Maidelis and seconded by Glen Patterson to approve the motion.

Motion by John Sheehan and seconded by Mark Geer to move that nominations be closed.

Vote: 6-0

Motion: Passed

4. Election of Clerk:

Mark Geer was nominated to be the Chair.

Motion by Ronald Fedor and seconded by Tali Maidelis to approve the motion.

Motion by John Sheehan and seconded by Tali Maidelis to move that nominations be closed.

Vote: 6-0

Motion: Passed

9. Selection of Board of Finance liaisons to Town of Waterford Boards and Commissions' for a term of one year. (See attached list)
 - a. Board of Education: Tali Maidelis
 - b. Board of Selectmen: Ronald Fedor
 - c. Utility Commission: Robert Tuneski
 - d. Recreation and Parks Commission: Robert Tuneski
 - e. Police Commission: Mark Geer
 - f. Senior Citizen Commission: Glenn Patterson
 - g. Youth Services Advisory Council: Mark Geer
 - h. Emergency Management Advisory Council: John Sheehan
 - i. Representative Town Meeting: Ronald Fedor
 - j. Municipal Complex Improvement Building Committee: Glen Patterson

Motion by John Sheehan and seconded by Mark Geer to approve the liaisons to the Town of Waterford Boards and Commissions'.

Vote: 7-0

Motion: Passed

10. Appointment of Board of Finance member to serve on the Information Technology Committee for a term of one year December, 2020 to December, 2021.

Ronald Fedor nominated for the position.

Motion by John Sheehan and seconded by Mark Geer

Vote: 7-0

Motion: Passed

11. Appointment of Board of Finance member to serve on the Ad Hoc Committee to Screen Social Service Grant budgets for a term of one year December, 2020 to December, 2021.

John Sheehan nominated for the position.

Motion by Ronald Fedor and seconded by Glenn Patterson

Vote: 7-0

Motion: Passed

16. Liaison Reports: Glenn Patterson: Municipal Complex – we are on track for a temporary certificate of occupancy for the garage for the end of December 2020. All work is complete; however, landscaping, and the machinery for the wash bay units will be deferred until Spring. The canopy for the garbage trucks is done and we are in the final stages of finishing the project. The phase two remediation is now finished with one more sampling well to be completed with an expected balance of \$150,000 to be returned to the Town.

17. Adjournment:

Motion by John Sheehan and seconded by Mark Geer to adjourn the Meeting of the Board of Finance at 7:53 p.m.

Vote: 7-0

Motion: Passed

Respectfully submitted,

Mark Geer, Jr., Clerk

Maryellen McConnell, Secretary

TOWN OF WATERFORD
PROPOSED CONTINGENCY BUDGET
2021-2022 FISCAL YEAR

CONTINGENCY FUND CALCULATION AT 3% of 2021 ADOPTED EXPENDITURES

GENERAL FUND	34,359,165
BOARD OF EDUCATION	50,372,315
CAPITAL	3,617,960
DEBT SERVICE	7,628,790
PROJECTED EXPENDITURES 2021	<u>95,978,230</u>
3% OF EXPENDITURES	<u>2,879,347</u>

PROPOSED CONTINGENCY BUDGET **265,000**

FISCAL YEAR	ADOPTED BUDGET	ADDITIONAL APPROPRIATION	ACTUAL EXPENDITURES ⁽¹⁾	CONTINGENCY APPROPRIATION ⁽¹⁾	% OF PRIOR YEAR BUDGET	CONTINGENCY USED ⁽¹⁾	AMOUNT USED AS A % OF ACTUAL EXPENDITURES
2020-2021	95,978,230	0	50,879,709	265,000	0.28%	182,831	0.36%
2019-2020	95,267,503	0	94,482,714	250,000	0.27%	201,682	0.21%
2018-2019	93,146,501	800,000	92,983,504	265,000	0.29%	114,934	0.12%
2017-2018	90,791,493	693,075	90,692,176	245,000	0.28%	241,001	0.27%
2016-2017	89,048,631	0	88,457,466	265,000	0.31%	233,498	0.26%
2015-2016	86,328,469	0	85,729,177	245,000	0.28%	245,000	0.29%
2014-2015	86,972,410	0	86,720,266	245,000	0.30%	245,000	0.28%
2013-2014	81,732,977	0	80,914,330	250,000	0.32%	102,556	0.13%
2012-2013	78,790,589	0	78,339,868	250,000	0.34%	249,696	0.32%
2011-2012	74,335,161	0	73,950,456	250,000	0.35%	239,326	0.32%
2010-2011	72,010,209	180,173	71,986,018	250,000	0.36%	25,000	0.03%
2009-2010	69,945,242	0	69,945,242	250,000	0.36%	250,000	0.36%
			AVERAGE	252,500	0.31%		0.25%

⁽¹⁾ AS OF 2/12/21

TOWN OF WATERFORD

2020-2021 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2020-2021 APPROPRIATION					
Fire Services	10123-51410, firefighting & 51920 (FICA)	FLSA Claim Settlement	10/23/20	(77,044.00)	\$265,000.00
Police Department	10129-53220 (marine patrol supplies)	Replacement Generator for Patrol Boat	2/10/21	(16,566.00)	\$187,956.00
Information Technology	10147-52043 (contracts)	PD Records Management Software	2/10/21	(33,639.00)	\$171,390.00
Library	10136-5110 (administration)	Payout to Administrator	2/10/21	(55,582.00)	\$137,751.00
					\$82,169.00
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					\$82,169.00
TOTAL TRANSFERS FROM CONTINGENCY				\$182,831.00	

2019-2020 CONTINGENCY TRANSFERS

[illegible]

TOWN OF WATERFORD
2018-2019 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2018-2019 APPROPRIATION					
CIP	10138-55832	transfer to CIP	9/12/18	(35,493.00)	\$265,000.00
Registrar	10102-51320 Election Activities		10/10/18	(8,677.00)	\$229,507.00
Registrar	10102-52070 Reimbursable Expenses		10/10/18	(160.00)	\$220,830.00
Registrar	10102-52080 Telephone		10/10/18	(54.00)	\$220,670.00
Registrar	10102-53020 Other Supplies		10/10/18	(2,679.00)	\$220,616.00
BOF	10103-52030 Professional Fees		1/9/19	(6,900.00)	\$217,937.00
Assessor	10104-51110 Administration		7/17/19	(5,662.02)	\$211,037.00
Assessor	10104-51210 Professional Fees		7/17/19	(1,367.19)	\$205,374.98
Assessor	10104-51920 FICA		7/17/19	(151.00)	\$204,007.79
Assessor	10104-52030 Professional Fees		7/17/19	(10,662.60)	\$203,856.79
Assessor	10104-53200 Pricing		7/17/19	(641.00)	\$193,194.19
Tax Collector	10106-52120 Professional Fees		7/17/19	(1,272.53)	\$192,553.19
Legal	10108-52030 Professional Fees		7/17/19	(4,413.00)	\$191,280.66
Police	10129-53090 Fuel & Lubricants		7/17/19	(14,435.00)	\$186,867.66
Human Resources	10145-51210 Professional Fees		7/17/19	(2,367.00)	\$172,432.66
First Selectman	10101-52030 Professional Fees		7/17/19	(20,000.00)	\$170,065.66
					\$150,065.66
TOTAL TRANSFERS FROM CONTINGENCY				\$114,934.34	

TOWN OF WATERFORD

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2017-2018 APPROPRIATION					
IT	10147-54130 Computer System		8/9/17	(5,200.00)	\$239,800.00
Building Maintenance	10111-55030 Building Improvements		1/10/18	(5,000.00)	\$234,800.00
First Selectman	10101-52030 Professional Fees		3/14/18	(60,000.00)	\$174,800.00
Building Maintenance	10111-55030 Building Improvements		5/16/18	(13,178.00)	\$161,622.00
Zoning BOA	10115-52010 Advertising		6/13/18	(1,000.00)	\$160,622.00
Retirement	10116-51930 Hypertension/Heart Disease		7/18/18	(106,789.00)	\$53,833.00
Retirement	10116-51940 Pension Contribution		7/18/18	(20,413.00)	\$33,420.00
Building Department	10118-51110 Administration		7/18/18	(24,842.00)	\$8,578.00
Human Resources	10145-52030 Professional Fees		7/18/18	(129.00)	\$8,449.00
Human Resources	10145-51210 Clerical/Technical		7/18/18	(474.00)	\$7,975.00
Human Resources	10145-51110 Administration		7/18/18	(3,976.00)	\$3,999.00
					\$3,999.00
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					\$3,999.00
TOTAL TRANSFERS FROM CONTINGENCY					\$241,001.00

TOWN OF WATERFORD
2016-2017 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2016-2017 APPROPRIATION					
Registrar	10102-51010 Elected Officials		7/20/16	(8,302.00)	\$256,698.00
Registrar	10102-51920 FICA		7/20/16	(635.00)	\$256,063.00
	10638-55804		12/14/16	(4,664.00)	\$251,399.00
Rec & Park	10137-51620 Programs		2/15/17	(20,000.00)	\$231,399.00
Building Maintenance	10111-55030		3/5/17	(5,000.00)	\$226,399.00
Finance	10107-54130 Computer Support		4/12/17	(4,770.00)	\$221,629.00
	10110-52030 Professional Fees		5/17/17	(9,650.00)	\$211,979.00
Assessor	10104-51110 Administration		7/19/2017	(88,885.00)	\$123,094.00
Assessor	10104-51210 Clerical/Technical		7/19/2017	(2,215.00)	\$120,879.00
Town Clerk	10109-51110 Administration		7/19/2017	(1,337.00)	\$119,542.00
Town Clerk	10109-51210 Clerical/Technical		7/19/2017	(882.00)	\$118,660.00
Planning & Zoning	10110-51120 Inspection		7/19/2017	(3,006.00)	\$115,654.00
Planning & Zoning	10110-51920 FICA		7/19/2017	(160.00)	\$115,494.00
Building Department	10118-51120 Inspection		7/19/2017	(2,067.00)	\$113,427.00
Human Resources	10145-52010 Advertising		7/19/2017	(2,064.00)	\$111,363.00
Emergency Management	10122-51810 Dispatch Overtime		7/19/2017	(11,941.00)	\$99,422.00
Emergency Management	10122-52080 Telephone		7/19/2017	(500.00)	\$98,922.00
Fire	10123-53070 Automotive Repairs		7/19/2017	(14,641.00)	\$84,281.00
Senior Services	10135-51110 Administration		7/19/2017	(29,808.00)	\$54,473.00
First Selectman	10101-52030 Professional Fees		7/19/2017	(20,000.00)	\$34,473.00
First Selectman	10101-52030 Professional Fees		8/9/2017	(2,971.00)	\$31,502.00
TOTAL TRANSFERS FROM CONTINGENCY				\$233,498.00	

**TOWN OF WATERFORD
2015-2016 CONTINGENCY TRANSFERS**

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2015-2016 APPROPRIATION					\$245,000.00
POLICE - CYC	10638-55795 - INFORM CAD	TRANSFER TO CYC FOR INFORM CAD	AUGUST 2015	(45,951.00)	\$199,049.00
FINANCE - IT	10107-54130-COMPUTER SUPPORT SYSTEM	LICENSING AND WINDOWS UPGRADE FOR SERVERS	AUGUST 2015	(14,035.00)	\$185,014.00
FINANCE - IT	10107-54130-COMPUTER SUPPORT SYSTEM	6 WORKSTATIONS FOR DISPATCH	NOVEMBER 2015	(5,400.00)	\$179,614.00
REGISTRAR OF VOTERS	10102-52050-DUES CONF & EDUC	STATE MANDATED TRAINING	DECEMBER 2015	(1,890.00)	\$177,724.00
REGISTRAR OF VOTERS	10102-52070 - REIMB EXPENSES	STATE MANDATED TRAINING	DECEMBER 2015	(134.00)	\$177,590.00
REGISTRAR OF VOTERS	10102-53020-OTHER SUPPLIES	ELECTION EXPENSES	DECEMBER 2015	(2,452.00)	\$175,138.00
SELECTMAN	10101-52030-PROFESSIONAL FEES	UNDERESTIMATED ANNUAL EXPENSE	MAY 2016	(22,000.00)	\$153,138.00
TOWN CLERK	10109-53280 - ELECTION MATERIALS	ADDITIONAL COSTS FOR PRINTING OF BALLOTS	MAY 2016	(679.00)	\$152,459.00
REGISTRAR OF VOTERS	10102-51320-ELECTION ACTIVITIES	EXPENSES ASSOCIATED WITH PRIMARY	JUNE 2016	(7,730.00)	\$144,729.00
REGISTRAR OF VOTERS	10102-52080-TELEPHONE	EXPENSES ASSOCIATED WITH PRIMARY	JUNE 2016	(825.00)	\$143,904.00
REGISTRAR OF VOTERS	10102-53020-OTHER SUPPLIES	EXPENSES ASSOCIATED WITH PRIMARY	JUNE 2016	(2,314.00)	\$141,590.00
REGISTRAR OF VOTERS	10102-52020 POSTAGE	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(368.00)	\$141,222.00
REGISTRAR OF VOTERS	10102-52050 DUES, CONF & EDUCATION	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(191.00)	\$141,031.00
TOWN CLERK	10109-52510 RENTAL OF EQUIPMENT	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(3,859.00)	\$137,172.00
FIRE SERVICES	10223-52030 PROFESSIONAL FEES	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(5,663.00)	\$131,509.00
FIRE SERVICES	10223-52372 INSURANCE	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(10,601.00)	\$120,908.00
FIRE SERVICES	10223-53111 PROTECTIVE CLOTHING	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(5,558.00)	\$115,350.00
POLICE	10229-51420 PATROL	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(99,530.00)	\$15,820.00
POLICE	10229-51820 REPLACEMENT OVERTIME	UNDERESTIMATED ANNUAL EXPENSE	JULY 2016	(15,820.00)	\$0.00
		TOTAL TRANSFERS FROM CONTINGENCY		\$245,000.00	

