MINUTES
BOARD OF SELECTMEN SPECIAL MEETING
June 29, 2022
5:00 P.M.
Waterford Town Hall (Appleby Room)

(Procedural Action: Check register to be signed by Board of Selectmen in accordance with CGS 7-83)

Members Present: First Selectman Robert Brule, Selectwoman Jody Nazarchyk and Selectwoman Elizabeth Sabilia

1. **Call to Order & Roll Call-** First Selectman Brule called the meeting to order at 5:01pm.

1. **Pledge of Allegiance**

2. **Amended Motion-Finance Department Waiver- Otis Elevator Renovations:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent on behalf of the Public Works Department, to approve a Bid Waiver to Otis Elevator Company. in the amount of $249,965. Line Item 20511-57874 Elevator Recondition Town Hall and Youth & Family Services, **Signature of the First Selectman to be contingent upon the review of Town Counsel.**

   Discussion: First Selectman Rob Brule notified the Board

MOTION by Nazarchyk, and seconded by Sabilia, VOTING IN FAVOR: unanimous **VOTE:3-0**

3. **Finance Department Bid AWARD- Custodial Services for General Government Buildings #22-131:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent, on behalf of the Public Works Department to approve a Bid Award to Building One Facility in the amount of $84,000 (year one), $89,880 (year two) and $96,171 (year three). Funds would be available from line item #10111-52040. Service Contracts and Repairs.

MOTION by Nazarchyk, and seconded by Sabilia, VOTING IN FAVOR: unanimous **VOTE:3-0**

4. **Finance Department Bid AWARD- Transfer Station Scale Replacement #22-133:** To consider and act on a recommendation from Rawle Dummett, Purchasing Agent, on behalf of the Public Works Department to approve a Bid

Award to Fairbanks Scales in the amount of $83,690. Funds would be available from line item #33022-55891. T. Station Scale and Scale House.

5. **Finance-** To consider and act on the following request for an Inter-Department Transfers from the Director of Finance, Kim Allen, in the amount of $68,901.

MOTION by Nazarchyk, and seconded by Sabilia, VOTING IN FAVOR: unanimous **VOTE:3-0**

6. **Appointments and Resignations: NONE**

7. **Consent Agenda**

8a. Tax refund-NONE

8b. May 3, 2022 Meeting Minutes-APPROVED

8c. May 24, 2022 Meeting Minutes-APPROVED

8d. June 7, 2022 Meeting Minutes-APPROVED

8e. *Minutes Correction* Sabilia motion to approve the minutes with correction of item #5 on the agenda, line item correction from 20511-57877 to be line item 20530-57877, per the request of the Finance Department, seconded by Ms. Nazarchyk, June 21, 2022 Meeting Minutes-APPROVED

13. Adjournment- was made by Ms. Nazarchyk and seconded by Ms. Sabilia to adjourn at 5:25 pm. VOTING IN FAVOR; unanimous, **VOTE:3-0**

Respectfully Submitted,

Cindy Dupointe

Recording Secretary

Back up carried over from 6.21.22 to 6.29.22

TOWN OF WATERFORD
TRANSFER REQUEST FORM

In Series (Over $1000)

VARIOUS
DEPARTMENT

YEAR-END TRANSFERS **PAGE 1**

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10101	52050	SERVICE CONTRACTS & REPAIRS	1,204.26	(1,359.54)	1,360		0
2	10101	52030	PROFESSIONAL FEES	26,620.00	2,391.40		(1,360)	1,031
3								-
4	10107	51210	CLERICAL & TECHNICAL	147,394.00	(23,148.38)	23,149		1
5	10107	51110	ADMINISTRATION	292,334.00	23,094.93		(20,349)	2,746
6	10107	51810	OVERTIME	2,650.00	1,800.07		(1,800)	0
7	10107	51920	FICA	36,325.00	2,242.66		(1,000)	1,243
8	10107	51010	ELECTED OFFIICIALS	29,485.00				-
9								
10	10107	52040	SERVICE CONTRACTS & REPAIRS	25,314.00	(1,068.79)	1,069		0
11	10107	52030	PROFESSIONAL FEES	59,637	6,502		(1,069)	5,433
12								
13	10107	52080	TELEPHONE	14,521	(1,108)	1,108		0
14	10107	52050	DUES, CONFERENCES & EDUCATION	6,184	3,357		(1,108)	2,249
					TOTAL	26,686	(26,686)	

Explanation:

To cover year-end deficits in accounts.

Department Head ____________________ **Date** ____________________

Kim Allen
Director of Finance 	6/13/2022
Date

First Selectman ____________________ **Date** ____________________

Commission/Board Approval ____________________ **Date** ____________________

revised 9/9/20

TOWN OF WATERFORD
TRANSFER REQUEST FORM

In Series (Over $1000)

VARIOUS
DEPARTMENT

YEAR-END TRANSFERS PAGE 2

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	Budget Transfer INCREASE	Budget Transfer DECREASE	REVISED Available Budget
1	10114	52010	ADVERTISING	1,500.00	(300.00)	300		-
2	10114	52030	PROFESSIONAL FEES	3,500.00	3,500.00		(300)	3,200
3								-
4	10116	51949	OPEB TRUST CONTRIBUTION	732,600.00	(39,708.65)	39,709		0
5	10116	51940	PENSION CONTRIBUTIONS	4,366,176.00	461,501.08		(39,709)	421,792
6								-
7	10122	52300	TRAINING, EDUCATION & EMGER	2,600.00	(2,205.25)	2,206		1
8	10122	52050	DUES, CONFERENCES & EDUC	22,084.00	21,536.68		(2,206)	19,331
9								
10								-
11								-
12								
13								-
14								-
					TOTAL	42,215	(42,215)	

Explanation:

To cover year-end deficits in accounts.

Department Head **Date**

Kim Allen 6/13/2022
Director of Finance **Date**

First Selectman **Date**

Commission/Board Approval **Date**

revised 9/9/20

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10101 FIRST SELECTMEN								
10101 51010	ELECTED OFFICIALS	110,837.00	0.00	110,837.00	101,348.15	0.00	9,488.85	91.4%
10101 51020	ELECTED SELECTMEN	3,780.00	0.00	3,780.00	3,401.64	0.00	378.36	90.0%
10101 51110	ADMINISTRATION	71,061.00	0.00	71,061.00	67,632.22	0.00	3,428.78	95.2%
10101 51210	CLERICAL AND TECHNICAL	75.00	0.00	75.00	0.00	0.00	75.00	.0%
10101 51810	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10101 51920	F.I.C.A.	14,210.00	0.00	14,210.00	13,173.99	0.00	1,036.01	92.7%
10101 52010	ADVERTISING	100.00	0.00	100.00	0.00	0.00	100.00	.0%
10101 52020	POSTAGE	100.00	0.00	100.00	42.24	0.00	57.76	42.2%
10101 52030	PROFESSIONAL FEES	3,000.00	23,620.00	26,620.00	24,228.60	0.00	2,391.40	91.0%
10101 52040	SERVICE CONT. AND REPAIRS	0.00	0.00	0.00	1,204.26	155.28	-1,359.54	100.0%*
10101 52050	DUES,CONFERENCES & EDUCAT	400.00	0.00	400.00	5.00	0.00	395.00	1.3%
10101 52070	REIMBURSABLE EXPENSES	700.00	0.00	700.00	0.00	0.00	700.00	.0%
10101 52080	TELEPHONE	0.00	380.00	380.00	0.00	0.00	380.00	.0%
10101 53020	OTHER SUPPLIES	150.00	0.00	150.00	103.97	0.00	46.03	69.3%
10101 53090	FUELS AND LUBRICANTS	900.00	0.00	900.00	659.21	0.00	240.79	73.2%
10101 53119	EMERGENCY EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10101 54010	FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRST SELECTMEN		205,313.00	24,000.00	229,313.00	211,799.28	155.28	17,358.44	92.4%
TOTAL GENERAL FUND		205,313.00	24,000.00	229,313.00	211,799.28	155.28	17,358.44	92.4%
TOTAL EXPENSES		205,313.00	24,000.00	229,313.00	211,799.28	155.28	17,358.44	

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10107 FINANCE								
10107 51010	ELECTED OFFICIALS	29,485.00	0.00	29,485.00	26,547.51	0.00	2,937.49	90.0%
10107 51110	ADMINISTRATION	292,334.00	0.00	292,334.00	269,239.07	0.00	23,094.93	92.1%
10107 51210	CLERICAL AND TECHNICAL	147,394.00	0.00	147,394.00	170,542.38	0.00	-23,148.38	115.7%*
10107 51810	OVERTIME	2,650.00	0.00	2,650.00	849.93	0.00	1,800.07	32.1%
10107 51910	FRINGE BENEFITS	2,950.00	0.00	2,950.00	2,803.05	0.00	146.95	95.0%
10107 51920	F.I.C.A.	36,325.00	0.00	36,325.00	34,082.34	0.00	2,242.66	93.8%
10107 52010	ADVERTISING	500.00	0.00	500.00	0.00	0.00	500.00	.0%
10107 52020	POSTAGE	4,500.00	0.00	4,500.00	3,890.64	0.00	609.36	86.5%
10107 52030	PROFESSIONAL FEES	60,000.00	-363.00	59,637.00	49,390.81	3,743.79	6,502.40	89.1%
10107 52040	SERVICE CONT. AND REPAIRS	24,997.00	317.00	25,314.00	26,194.46	188.33	-1,068.79	104.2%*
10107 52043	SERVICE CONTRACTS INFORMATION	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10107 52050	DUES,CONFERENCES & EDUCATION	6,184.00	0.00	6,184.00	2,826.54	0.00	3,357.46	45.7%
10107 52070	REIMBURSABLE EXPENSES	100.00	0.00	100.00	85.07	0.00	14.93	85.1%
10107 52080	TELEPHONE	14,475.00	46.00	14,521.00	15,203.27	425.34	-1,107.61	107.6%*
10107 53010	OFFICE SUPPLIES	32,000.00	0.00	32,000.00	24,508.99	3,321.87	4,169.14	87.0%
10107 54010	FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10107 54060	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10107 54130	COMPUTER SUPPORT SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FINANCE		653,894.00	0.00	653,894.00	626,164.06	7,679.33	20,050.61	96.9%
TOTAL GENERAL FUND		653,894.00	0.00	653,894.00	626,164.06	7,679.33	20,050.61	96.9%
TOTAL EXPENSES		653,894.00	0.00	653,894.00	626,164.06	7,679.33	20,050.61	

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10114 CONSERVATION COMMISSION								
10114 52010	ADVERTISING	1,500.00	0.00	1,500.00	935.90	864.10	-300.00	120.0%*
10114 52020	POSTAGE	125.00	0.00	125.00	76.15	0.00	48.85	60.9%
10114 52030	PROFESSIONAL FEES	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00	.0%
10114 52031	PLANNING SERVICES	12,000.00	0.00	12,000.00	0.00	12,000.00	0.00	100.0%
10114 52050	DUES,CONFERENCES & EDUCAT	600.00	0.00	600.00	275.00	0.00	325.00	45.8%
10114 52060	PRINTING	25.00	0.00	25.00	0.00	0.00	25.00	.0%
10114 53020	OTHER SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00	.0%
TOTAL CONSERVATION COMMISSION		18,250.00	0.00	18,250.00	1,287.05	12,864.10	4,098.85	77.5%
TOTAL GENERAL FUND		18,250.00	0.00	18,250.00	1,287.05	12,864.10	4,098.85	77.5%
TOTAL EXPENSES		18,250.00	0.00	18,250.00	1,287.05	12,864.10	4,098.85	

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10116 RETIREMENT COMMISSION								
10116 51930	HEART AND HYPERTENSION	181,448.00	0.00	181,448.00	164,460.85	0.00	16,987.15	90.6%
10116 51940	PENSION CONTRIBUTIONS	4,348,776.00	17,400.00	4,366,176.00	3,904,674.92	0.00	461,501.08	89.4%
10116 51945	RETIREE HEALTH BENEFITS	402,682.00	0.00	402,682.00	366,902.50	735.50	35,044.00	91.3%
10116 51949	OPEB TRUST FUND CONTRIBUTION	750,000.00	-17,400.00	732,600.00	772,308.65	0.00	-39,708.65	105.4%*
TOTAL RETIREMENT COMMISSION		5,682,906.00	0.00	5,682,906.00	5,208,346.92	735.50	473,823.58	91.7%
TOTAL GENERAL FUND		5,682,906.00	0.00	5,682,906.00	5,208,346.92	735.50	473,823.58	91.7%
TOTAL EXPENSES		5,682,906.00	0.00	5,682,906.00	5,208,346.92	735.50	473,823.58	

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

10122 EMERGENCY MANAGEMENT

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10122 51110	ADMINISTRATION	75,189.00	0.00	75,189.00	73,168.70	0.00	2,020.30	97.3%
10122 51210	CLERICAL AND TECHNICAL	14,256.00	-10,000.00	4,256.00	2,898.22	0.00	1,357.78	68.1%
10122 51240	DISPATCH EDUCATION INCENTIVE	2,300.00	0.00	2,300.00	0.00	0.00	2,300.00	.0%
10122 51440	DISPATCH PERSONNEL	647,530.00	0.00	647,530.00	558,120.87	0.00	89,409.13	86.2%
10122 51810	DISPATCH OVERTIME	131,668.00	0.00	131,668.00	129,656.48	0.00	2,011.52	98.5%
10122 51823	EMERGENCY PERSONNEL	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00	.0%
10122 51830	TRAINING & EDUCATION	7,080.00	0.00	7,080.00	1,696.44	0.00	5,383.56	24.0%
10122 51920	F.I.C.A.	68,198.00	0.00	68,198.00	55,436.48	0.00	12,761.52	81.3%
10122 52010	ADVERTISING	200.00	0.00	200.00	0.00	0.00	200.00	.0%
10122 52020	POSTAGE	1,000.00	0.00	1,000.00	7.04	0.00	992.96	.7%
10122 52030	PROFESSIONAL FEES	1,000.00	0.00	1,000.00	207.00	0.00	793.00	20.7%
10122 52040	SERVICE CONT. AND REPAIRS	43,920.00	0.00	43,920.00	13,218.86	5,644.89	25,056.25	43.0%
10122 52050	DUES,CONFERENCES & EDUCATION	22,084.00	0.00	22,084.00	547.32	0.00	21,536.68	2.5%
10122 52060	PRINTING	200.00	0.00	200.00	28.50	0.00	171.50	14.3%
10122 52070	REIMBURSABLE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10122 52080	TELEPHONE	28,368.00	0.00	28,368.00	19,408.48	4.45	8,955.07	68.4%
10122 52100	ELECTRICITY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
10122 52300	TRAINING,EDUCATION & EMERG	2,600.00	0.00	2,600.00	4,805.25	0.00	-2,205.25	184.8%*
10122 52370	DISPATCH CLOTHING ALLOWANCE	3,760.00	0.00	3,760.00	323.00	3,428.50	8.50	99.8%
10122 52415	GENERATOR MAINTENANCE	6,200.00	0.00	6,200.00	0.00	0.00	6,200.00	.0%

FOR 2022 13

ACCOUNTS FOR: 101 GENERAL FUND

Account	Description	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10122 53010	OFFICE SUPPLIES	250.00	0.00	250.00	0.00	0.00	250.00	.0%
10122 53020	OTHER SUPPLIES	1,030.00	0.00	1,030.00	470.36	0.00	559.64	45.7%
10122 53090	FUELS AND LUBRICANTS	1,030.00	0.00	1,030.00	342.16	0.00	687.84	33.2%
10122 53120	SHELTER SUPPLIES	600.00	0.00	600.00	47.75	0.00	552.25	8.0%
10122 53130	RADIOLOGICAL SUPPLIES	400.00	0.00	400.00	0.00	0.00	400.00	.0%
10122 54120	DISPATCH CENTER EQUIPMENT	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	.0%
10122 54150	SURPLUS EQUIPMENT	1.00	0.00	1.00	0.00	0.00	1.00	.0%
10122 54190	EMERGENCY EQUIPMENT	1.00	0.00	1.00	0.00	0.00	1.00	.0%
TOTAL EMERGENCY MANAGEMENT		1,062,665.00	-10,000.00	1,052,665.00	860,382.91	9,077.84	183,204.25	82.6%
TOTAL GENERAL FUND		1,062,665.00	-10,000.00	1,052,665.00	860,382.91	9,077.84	183,204.25	82.6%
TOTAL EXPENSES		1,062,665.00	-10,000.00	1,052,665.00	860,382.91	9,077.84	183,204.25	

Cindy Dupointe

From: Ginny Bielucki
Sent: Wednesday, June 22, 2022 9:51 AM
To: Cindy Dupointe
Cc: Kimberly Allen; Sandy Kenniston; Rawle Dummett; Gary Schneider
Subject: FW: RTM Appropriations

Good Morning Cindy,

Dave Campo just brought to my attention that this line item was on last night's agenda. Please be advised that I had set up the line item with the wrong department (20511-57877) so it has now been changed to a public works line item (20530-57877). You can probably just have the board approve the correction when they approve the minutes at the next meeting.

Thanks,
Ginny