



Board of Finance
Regular Meeting Minutes

Wednesday, July 16, 2025
Town Hall Auditorium 7:00 p.m.

Present: Glenn Patterson, Robert Tuneski, Michael Rocchetti, Bill Sheehan
Absent: Joseph Filippetti, Josh Kelly, Ron Fedor
Elected: Rob Brule, First Selectman; Abbas Danesh, Treasurer; Sue Driscoll, RTM
Staff: Jill Stevens, Director Utilities; Chris Haley, Director of Fire Services; Dani Gorman, Human Services Administrator; Rebecca Hall, Administrative Assistant Finance Office/BOF Recording Secretary

RECEIVED FOR RECORD
JUL 23 A 8:59
WATERFORD, CT

1. **Establishment of a quorum and call to order**

A quorum was established and the Regular Meeting of the Board of Finance was called to order at 7:03p.m. July 16, 2025.

2. **Public Comment**

Susan Driscoll, RTM, Retirement Commission Chair: Ms. Driscoll addressed the Board regarding the transfers of money from the Pension contribution line in agenda items 8 & 9 for tonight's meeting. She asked for reassurance from the Chairman of the BOF that there will still be ~\$500,000 available for the OPEB contribution. She is making this plea to the Chairman as she feels like it is a trend that OPEB is the slush fund for other departments.

3. **Approval and acceptance of minutes:**

Motion by Bill Sheehan and **seconded** by Robert Tuneski to approve the minutes of the June 11, 2025 Regular Meeting as presented.

Vote: 4 – 0 – 0

Motion: Passed

4. To consider and act on a request by the Utility Commission Director, Jill Stevens, to **re-designate existing appropriated funds** from account #20531-57816, Old Norwich Road Pump Station, into a new capital account in the amount of \$125,000 for engineering services related to the capital requirements surrounding the potential renewal of the Waterford/New London Interlocal Water Agreement, and forward to the RTM if required.

Motion by Michael Rocchetti and **seconded** by Bill Sheehan to **re-designate existing appropriated funds** from account #20531-57816, Old Norwich Road Pump Station, into a new capital in the amount of \$125,000 for engineering services related to the capital requirements surrounding the potential renewal of the Waterford/New London Interlocal Water Agreement, and forward to the RTM as required.

Discussion began with Director Stevens explaining that ARPA funds are available from other projects who came in under budget. Utilities is evaluating all capital costs of solutions in the future to make the best, prudent decision for Waterford residents. The plan presented is a draft as the department will go out to bid for the engineering services.

Bill Sheehan pointed out that Hunts Brook was not included in the draft plan. Director Stevens said that more water sources will be pursued than presented in the draft plan.

Robert Tuneski asked what the period of performance is for the study. Ms. Steven said the study is proposed to be 6-8 months.

Chairman Patterson pointed out that the line item for the Old Norwich Pump Station indicates there is approximately \$165,000 available but Utilities is only asking for \$125,000. He asked where the extra money in the line may go. Director Stevens stated that there is a possibility for change orders as the project ensues so there may be a need to take more from that line but she is hopeful that is not necessary.

Vote: 4 - 0 - 0

Motion: Passed

5. To consider and act on a FY25 Out-of-Series Transfer from Director of Fire Services, Christopher Haley, in the amount of \$10,000 for apparatus repairs.

Motion by Bill Sheehan and seconded by Michael Rocchetti to transfer \$10,000 as follows:

TOWN OF WATERFORD TRANSFER REQUEST FORM Out of Series Transfer Request

FIRE SERVICES 6/6/25
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT CHANGE	ACCOUNT DECREASE	REVISED Available Budget
1	10123	53070	Apparatus Repair	110,000.00	10.44	10,000		10,010
2	10123	52320	Hydrants	579,000.00	38,050.00		(10,000)	28,050
TOTAL						10,000	(10,000)	

Explanation

1-2 Apparatus repairs continue to compromise this line item. The hydrant budget was prepared with an increase in cost which did not happen this FY

email
Department Head
Kim Allen
Director of Finance
BOS

Date
6/9/25
Date
7/8/25

Chairman Patterson asked Director Haley about the budget for hydrants as that line continues to be used as a source to transfer money from. Director Haley said that Veolia had a large number of hydrants in town that they were servicing but had not charged the Town. The company realized the mistake and is now charging the town accurately. Soon there will be a large increase in the hydrant line and he will have more details as he is meeting with Veolia to discuss matters on Thursday, July 17, 2025.

Bill Sheehan added that this is not the first issue in billing with Veolia as this occurred about 15 years ago.

Vote: 4 – 0 – 0

Motion: Passed

6. To consider and act on a FY25 Out-of-Series Transfer from the Human Services Administrator, Dani Gorman, in the amount of \$3,000 for contractual obligations between the GGA Union and the Town.

Motion by Bill Sheehan and seconded by Michael Rocchetti to transfer \$3,000 as follows:

**TOWN OF WATERFORD
TRANSFER REQUEST FORM**
Out of Series Transfer Request

10135 Seniors
DEPARTMENT 10135

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10135	51110	Administration	161,515.00	9,924.04	3,000		12,924
2	10135	53090	Fuels & Lubricants	10,388.00	2,299.03		(1,200)	1,099
3	10135	53080	Auto Maintenance	1,562.00	927.83		(927)	1
4	10135	54020	Fitness Equipment	1,292.00	727.73		(727)	1
5	10135	54050	Auto Equipment	1,312.00	291.40		(146)	145
						TOTAL	3,000	(3,000)

Explanation
This is due to a contractual obligation between the GGA union and the Town

email
Department Head
Kim Allen
Director of Finance
BOS
First Selectman

6/3/25
Date
6/4/25
Date
7/8/25
Date

Chairman Patterson asked the Administrator how there is money left in Fuels & Lubricants for the recent transfers. The Administrator advised that the new vehicle repair and maintenance, managed in-house through the Public Works Department, has created a savings in this line.

Vote: 4 – 0 – 0

Motion: Passed

7. To consider and act on a FY25 Out-of-Series Transfer from the Human Services Administrator, Dani Gorman, in the amount of \$3,104 for unprecedented requests for service.

Motion by Bill Sheehan and seconded by Robert Tuneski to transfer \$3,104 as follows:

TOWN OF WATERFORD **TRANSFER REQUEST FORM** Out of Series Transfer Request

10135
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10135	51810	Overtime	983.00	(197.79)	500		303
2	10135	53080	Auto Maintenance	1,562.00	1,427.83		(600)	928
3	10135	51920	FICA	31,709.00	217.05	2,604		2,821
4	10135	54030	Kitchen Equipment	3,806.00	2,039.69		(2,040)	0
5	10135	54020	Fitness Equipment	1,292.00	1,292.00		(564)	728
								0
				TOTAL		3,104	(3,104)	

Explanation

The department has experienced unprecedented requests for service (at record levels which is reflected in our data collection). 1. Seniors are surrendering their licenses thus causing the ridership on our vans to climb - especially with providing transportation to medical appointments precipitating the need for more driver hours. 2. An increase in Meals on Wheels participation for homebound seniors precipitating the need for more MOW drivers. 3. A dramatic increase in social services' cases, especially well-being checks. This has led to the need for staff to do home visits and assist seniors with enrolling in programs. 4. we have also experienced a sharp increase in seniors requesting resources to assist with tax relief and Veterans' programs.

Dani Gorman (email)
Department Head

Kim Allen
Director of Finance

BOS Approved
First Selectman

Commission/Board Approval

5/30/2025
Date

6/3/25
Date

7/8/25
Date

Date

Michael Rocchetti questioned the Administrator about the people requesting tax relief and what it means in terms of staffing to the department. The Administrator answered that the residents making these requests - particularly veterans - seek the assistance for the Veteran's liaison in the Senior Services Department. The liaison assists the veterans in gathering and organizing documents to apply for tax relief through the Town. Many other seniors seek assistance with their current property assessments.

Vote: 4 - 0 - 0

Motion: Passed

- To consider and act on a FY25 Out-of-Series Transfer from Director of Finance, Kimberly Allen, in the amount of \$85,959 for various departments.

Motion by Bill Sheehan and seconded by Michael Rocchetti to transfer \$85,959 as follows:

Inter-Department Transfer
Out of Series Transfer Request (Year-End)

REVISSED 6/24/25

Explanation

1-2 - ROV salaries increased by RTM after budget approved and FICA increases with salary increase

3 - Additional costs to annual budget due to new GASB standards required after original quote/contract was signed

4 - Additional substitute coverage for unanticipated staff absences

5-0 - Position transferred into department after budget approved and FICA increases with the increased salary

7-9 - Postage rate increased after budget approved; QDS increases mailing services after budget approved and additional courses offered when not anticipated but staff need courses to obtain their certification

11 - Postage rates increased after annual budget approved

120- MERS budgeted for current staffing but some turnover and vacancies have allowed for a surplus in this budget line

Department Head

KIM ALLEN

Director of Finance

First Selectman

Date _____

Data

Date _____

Glenn Patterson will follow up with Kimberly Allen, Finance Director, to clarify what "Additional substitute coverage for unanticipated staff absences" in the amount of \$14,185 represents.

Motion: Passed

9. To consider and act on a FY25 Out-of-Series Transfer from Director of Finance, Kimberly Allen, in the amount of \$175,454 for various departments.

Motion by Bill Sheehan and seconded by Michael Rocchetti to transfer \$175,454 as follows but with a correction to Line No. 6 Object Code to read 52110:

TOWN OF WATERFORD TRANSFER REQUEST FORM

Inter-Department Transfer
Out of Series Transfer Request

VARIOUS
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10109	52020	POSTAGE	2,700.00	(373.29)	374.00		0.00
2	10110	51110	ADMINISTRATION	110,470.00	(8,562.81)	19,930.00		11,367.19
3	10111	52040	SERVICE CONTRACTS	416,213.00	(21,080.43)	22,000.00		919.57
4	10111	52090	FUEL OIL	30,000.00	(37,458.83)	38,000.00		541.19
5	10111	52100	ELECTRICITY	375,000.00	(67,479.29)	67,500.00		20.71
6	10111	52310	WATER	20,450.00	(10,732.13)	10,800.00		67.87
7	10111	52120	SEWER	3,112.00	(13,028.87)	13,100.00		71.13
8	10111	53020	OTHER SUPPLIES	8,000.00	(1,000.00)	1,000.00		0.00
9	10129	53100	TIRES	10,562.00	(850.00)	850.00		0.00
10	10130	52030	PROFESSIONAL FEES	142,558.00	(650.43)	651.00		0.57
11	10130	52040	SERVICE CONTRACTS	87,000.00	(412.77)	413.00		0.23
12	10135	52040	SERVICE CONTRACTS	3,136.00	(835.36)	836.00		0.64
13	10116	51940	PENSION CONTRIBUTIONS	5,095,673.00	476,444.64		(175,454.00)	300,990.64
				TOTAL		175,454.00	(175,454.00)	

Explanation

1 - Town Clerk (postage rates increased after budget approved)

2 - Planning (employee payout)

3-8 - Building Maintenance (see attached)

9 - Police (additional wear on tires that caused the need for replacement)

10 - DPW (additional engineering services needed than originally projected)

11 - DPW (additional electrical work needed around town - over what was expected)

12 - Seniors (telephone and copier overages)

13 - Retirement (contributions budgeted on actuals at time of budget and staff changes/turnover affect ending balance)

Department Head

KIM ALLEN

Director of Finance

First Selectman

Date

7/9/2024

Date

Date

Bill Sheehan made the mention that between the two transfers in items #8 & #9 on the agenda, the Pension Contribution Line totals on both Transfer Request Forms differ regarding the available funds, therefore, ultimately showing less than the Retirement Commission's expected budget amount of ~\$500,000.

Vote: 4 - 0 - 0

Motion: Passed

10. Update from the Oswegatchie Fire House Building Committee (OFHBC)

Robert Tuneski, Chairman of the OFHBC and Director of Fire Services, Chris Haley, presented the Summary Info for the Oswegatchie Fire Station Design to the BOF. *The presentation slides are attached to these minutes.* Mr. Tuneski described the architectural structure of the proposed building. He informed the BOF that the design is complete and all associated costs total approximately \$12 million. If the Town pursued renovating the existing building, the costs would total approximately \$11 million. The intended life of a newly built structure is 50 years.

Director Haley intentionally added for recognition in the minutes that he commends the OFHBC on coming up with a responsible structure showing a blueprint of 9,800 ft² when the existing building stands at over 17,000 ft².

11. Old Business: none

11. New Business:

Bill Sheehan addressed the Director of Fire Services indicating his suggestion in reactivating the Town's siren system in response to the recent flooding catastrophe in Kerr County, TX.

12. Liaison Reports: none

13. Correspondence: No comments

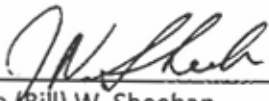
14. Adjournment

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to adjourn the Regular Meeting of the Board of Finance at 8:02pm.

Vote: 4 – 0 – 0

Motion: Passed

Respectfully submitted,



John (Bill) W. Sheehan,
Clerk of the Board of Finance



Rebecca L. Hall,
Recording Secretary

Attachments:

Summary Info, Oswegatchie Fire Station Design, July 16, 2025

Summary Info

Oswegatchie Fire Station Design

July 16, 2025

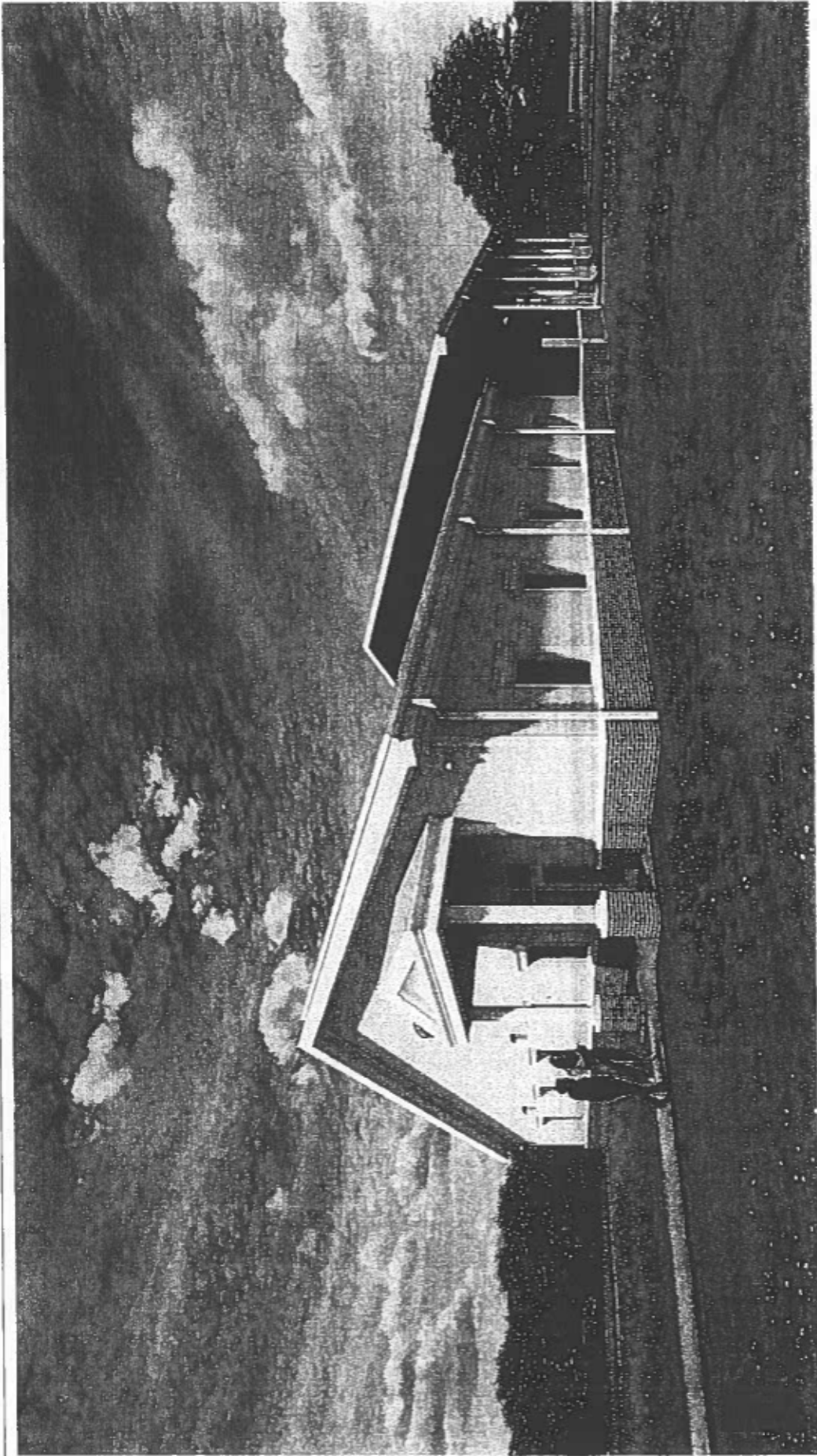
General Features

- First Floor
 - Bunk rooms, a day room, a kitchen, training room, offices, exercise room, bathrooms, decon room, gear locker room, and apparatus bays on the first floor
 - Small Mezzanine
 - Mechanical room and storage
- Basis of Construction
 - Steel framing on concrete foundation
 - Fiber cement siding, with brick veneer and a cast stone accent band
 - Architectural asphalt shingles, solar ready
 - Floors-epoxy coated concrete, tile, and carpet covered
 - Electric System-lighting, power, P/A system, fire alarm, security system, site lighting, and a back-up generator
 - HVAC is primarily VRF (variable refrigerant flow) with radiant floors in the bays

Energy Efficient Features

- The VRF HVAC system- high efficiency, 10-50% less energy
- Hot water system uses temperature maintenance cable in lieu of hot water return
- Low flow plumbing fixtures
- Radiant floor in the bays
- Energy efficient windows-thermally broken
- Insulation in the walls is “continuous”, no breaks. Limits heat transfer. Moves dew point outside, moisture less likely to have an effect on the overall building
- Solar capable roof in the event that the Town wants to explore in the future
- Occupancy sensors throughout to modulate the use of electricity

- Total Size of the Fire Station-9,988 sq.ft.
- Estimated Cost (Downes Construction) Based upon construction drawings-\$10,323,413
- Estimated Soft Costs- \$2,228,980 (including \$500K, traffic light)
- Total Estimated Costs to Build and Outfit-\$12,552,393
- Estimated Cost to Renovate as New-\$11,092,735 (including soft costs and contingencies)
- Undetermined Cost- Traffic Light
 - Under need may not be required pending trimming trees adjacent to the property and follow-on discussion between the Director of Fire Services and Director of Traffic



NEW CONSTRUCTION
 OSWEGATCHIE FIRE STATION
 441 BOSTON POST RD
 NEW HAVEN, CT 06525

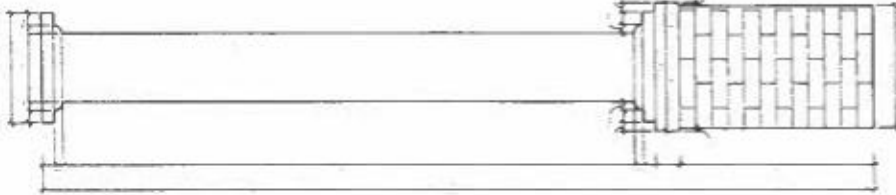


SILVER PINE DESIGN ASSOCIATES
 200 SPRING ST. SUITE 1000
 NEW HAVEN, CT 06510
 203.799.4900

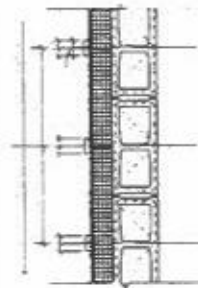
3D VIEW

100% CONSTRUCTION DOCUMENTS

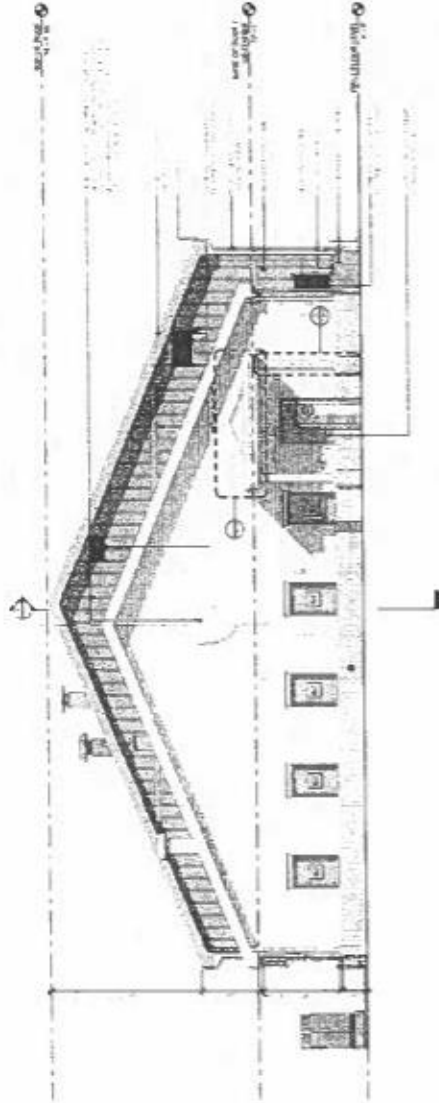
A304



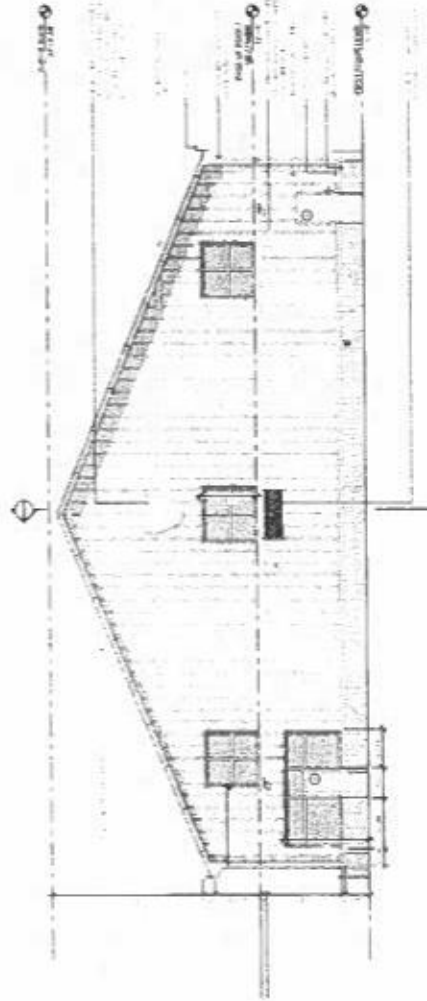
4 FIBERGLASS COLUMN WRAP ELEVATION



3 BATTEN SPACING DETAIL



2 WEST ELEVATION



1 EAST ELEVATION

NEW CONSTRUCTION
CONCRETE/CMU FIRE STATION

DATE: 10/10/10
BY: [signature]
APP: [signature]



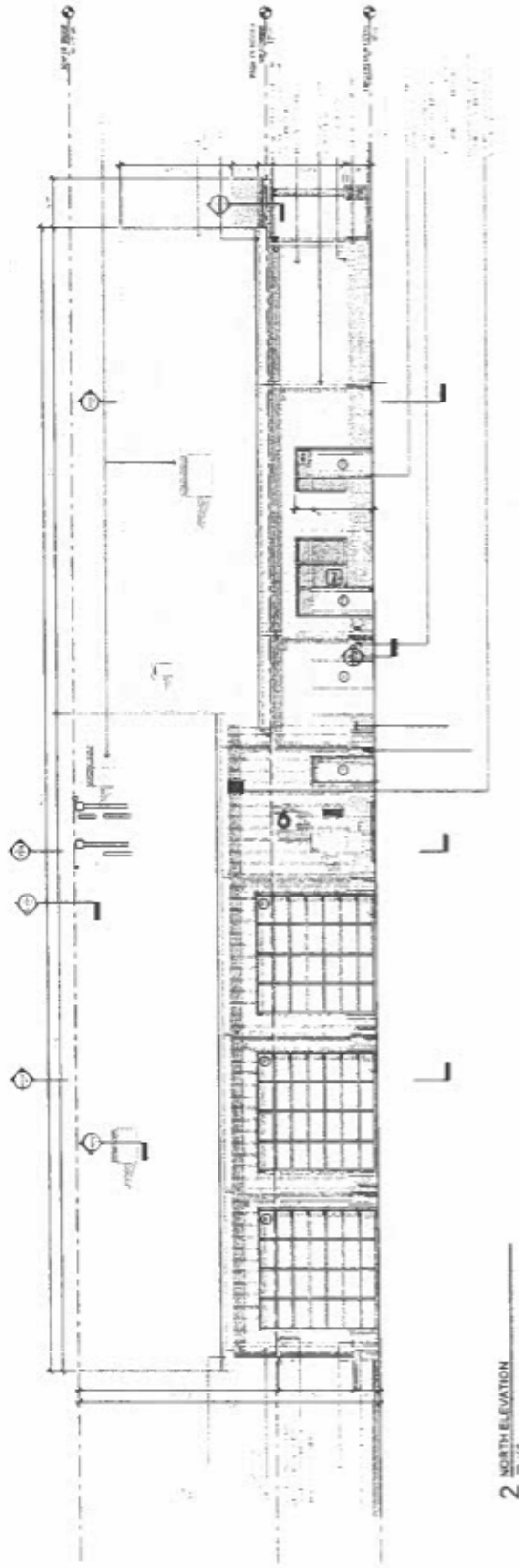
SILVER PETRUCELLI + ASSOCIATES

1000 UNIVERSITY AVENUE, SUITE 1000
ANN ARBOR, MI 48106-1000
734.763.1000
www.silverpetrucci.com

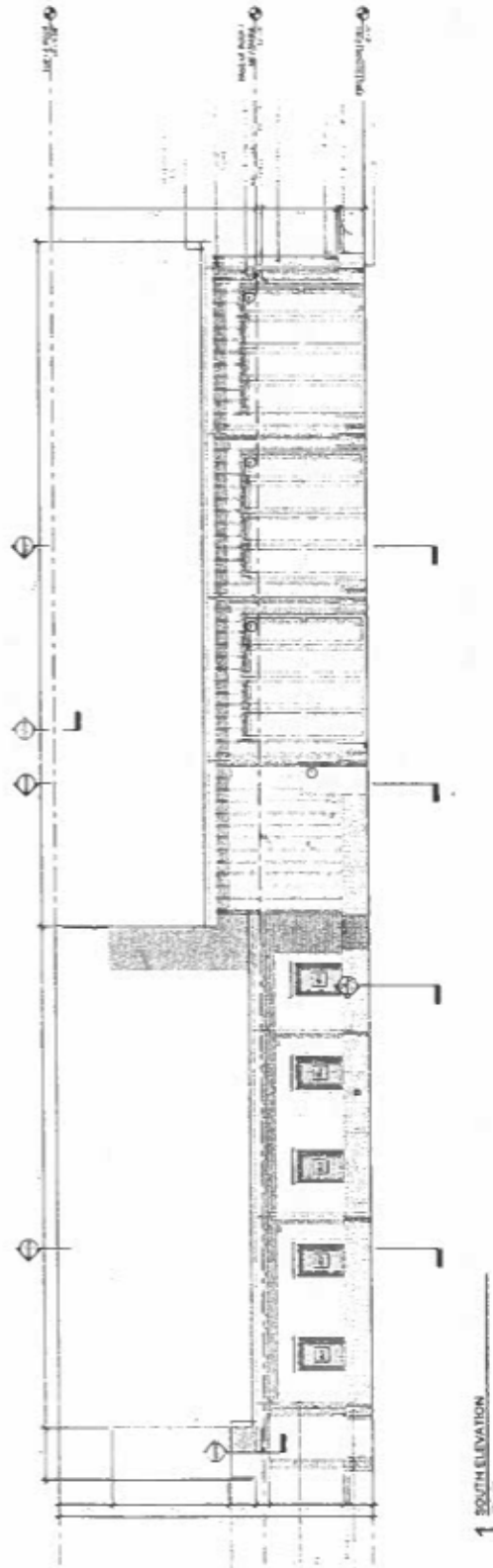
EXTERIOR ELEVATIONS

100% CONSTRUCTION DOCUMENTS

A301



2 NORTH ELEVATION



1 SOUTH ELEVATION

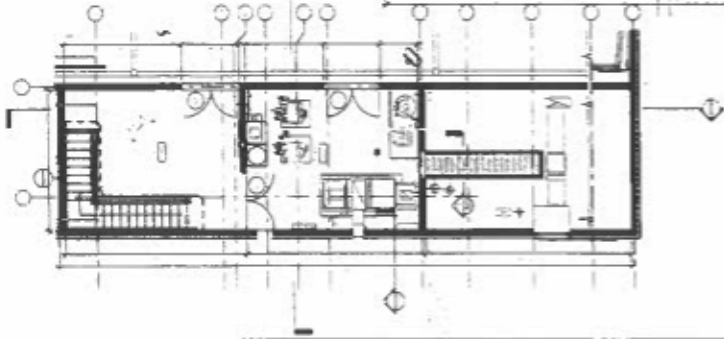
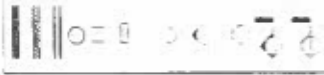
NEW CONSTRUCTION
OSWEGATCHIE FIRE STATION
641 NEW STATE STREET
WHITE STONE, CT 06092



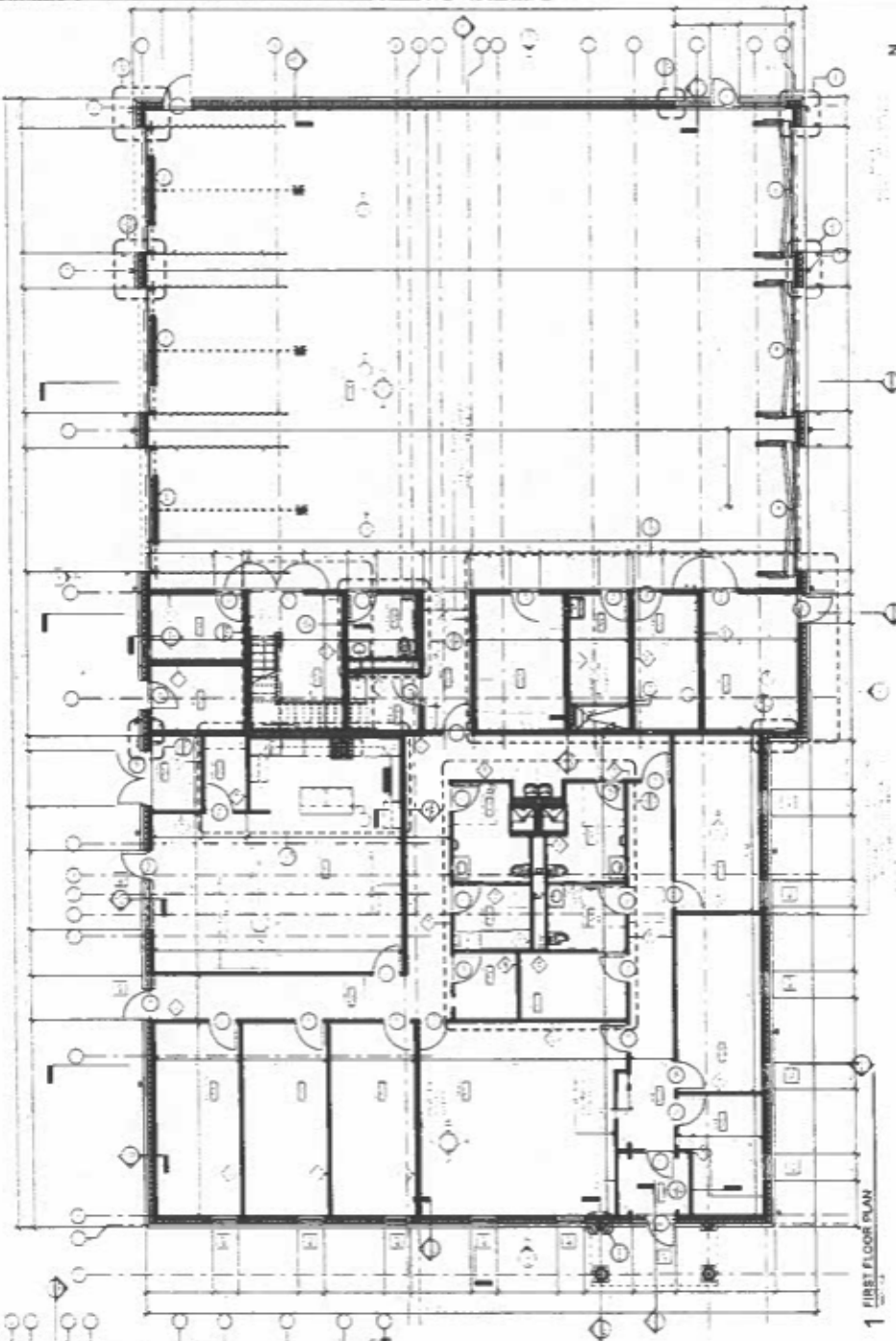
SILVER PETRUCELLI ASSOCIATES
1110 WATKINS AVENUE, HARTFORD, CT 06105
411 STATE STREET, NEW LONDON, CT 06258
(860) 526-1234
www.silverpetrucci.com

EXTERIOR ELEVATIONS
100% CONSTRUCTION DOCUMENTS

A300



2 MEZZANINE FLOOR PLAN



1 FIRST FLOOR PLAN



NEW CONSTRUCTION
CISWICK/ATCHE FIRE STATION
ARCHITECT: [Faint text]
DATE: 08/01/11 11:43:00



SILVER PIRNCELL & ASSOCIATES
1000 PIERCE & FENNER BUILDING - 32 FLOOR
NEW CLARK CENTER FOR RESEARCH & EDUCATION
300 N. 10TH ST. SUITE 300
MINNEAPOLIS, MN 55401

FLOOR PLANS
100% CONSTRUCTION DOCUMENTS