

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

Board of Finance
Regular Meeting Minutes

Wednesday, July 17, 2024
Town Hall BOE Conference Room – 7:00 p.m.

Present: Glenn Patterson, Robert Tuneski, Bill Sheehan, Michael Rocchetti, Joseph Filippetti

Absent: Ronald Fedor

Elected: Rob Brule, First Selectman; Paul Goldstein, RTM Moderator; Abbas Danesh, Treasurer; Danielle Steward-Gelinas, RTM Member; Patti Waters, Registrar of Voters

Staff: Kimberly Allen, Director of Finance; Ryan McNamara, Program Coordinator Recreation & Parks; Joseph Mancini, Director of Finance/Operations Waterford Public Schools; Dani Gorman, Human Resources Administrator; Michael Howley, Director of Fire Services; Stephen Dubicki, Jr., Fire Marshall; Marc Balestracci, Chief of Police; Gary Schneider, Director of Public Works; Nick Kepple, Suisman Shapiro, Town Attorney; Eric Callahan, Suisman Shapiro, Town Attorney; Rebecca Hall, Administrative Assistant Finance Office/BOF Recording Secretary

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 7:00 p.m. July 17, 2024.

2. **Public Comment:** None.

3. **Approval and acceptance of minutes:**
Regular Meeting on June 12, 2024

RECEIVED FOR RECORD
WATERFORD, CT
2024 JUL 24 | P 12:32
ATTEST: *David I. Langley*
TOWN CLERK

Motion by Bill Sheehan and **seconded** by Robert Tuneski to approve the minutes of the June 12, 2024 Regular Meeting.

Vote: 5-0-0

Motion: Passed

4. **Motion** by Bill Sheehan and **seconded** by Robert Tuneski to move to enter Executive Session for discussion on Dominion Tax Settlement at 7:08pm with the following persons attending the Executive Session: Board of Finance members present; Nick Kepple and Eric Callahan, Town Attorneys; Rob Brule, First Selectman.

Michael Rocchetti made a friendly amendment to the **Motion** and **seconded** by Robert Tuneski to include Paige Walton, Assessor to attend the Executive Session.

Vote: 5-0-0

Motion: Passed

Motion by Bill Sheehan and **seconded** by Robert Tuneski to leave Executive Session at 7:25pm. No action taken while in Executive Session.

- To consider and act on a request by the Registrar of Voters, Bigi Ebbin and Patti Waters, for a FY24 appropriation of **\$10,930** to cover expenses incurred in the Presidential Preference Primary April 2, 2024 to be disbursed as follows, and forward to the RTM if required:

\$7,305 to Line Item **10102-51320 Election Activities**

\$ 559 to Line Item **10102-51920 F.I.C.A.**

\$3,066 to Line Item **10102-53020**

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **\$10,930** as follows:

Agenda Item 5 Registrars of Voters								
Line No	Org Code	Object Code	Object Designation	Approved Budget	Current Avail	Account Increase	Account Decrease	Revised Available
1	10102	51320	Election Activities	\$ 7,345	\$ (7,305)	\$ 7,305		\$
2	10102	51920	F.I.C.A.	\$ 4,528	\$ (803)	\$ 559		\$ (244)
3	10102	53020	Other Supplies	\$ 9,384	\$ (2,266)	\$ 3,066		\$ 800
4	10121	59010	Contingency	\$ 265,000	\$ 10,254		\$ 7,305	\$ 2,949
5	10121	59010	Contingency	\$ 265,000	\$ 2,549		\$ 559	\$ 2,392
6	10116	51940	Pension Contributions	\$ 4,920,571	\$ 665,836		\$ 3,066	\$ 662,770
Total					\$ 10,930	\$ 10,930		

Vote: 5-0-0

Motion: Passed

- To consider and act on a request by the Human Services Administrator, Dani Gorman, for an additional appropriation for **\$5,000** to Line Item **#10119-51210** to supplement professional fees and forward to the RTM if required.

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to transfer **\$5,000** as follows:

Agenda Item 6 Youth and Family Services								
Line No	Org Code	Object Code	Object Designation	Approved Budget	Current Avail	Account Increase	Account Decrease	Revised Available
1	101119	48713	YSB BOE Clerical Stipend	\$ 5,000	\$ 5,000		\$ 5,000	\$
2	101119	51210	Clerical Technical	\$ 46,716	\$ 17,497	\$ 5,000		\$ 22,497
Total					\$ 5,000	\$ 5,000		

Vote: 5-0-0

Motion: Passed

- To consider and act on a request by the Human Services Administrator, Dani Gorman, for an additional appropriation for **\$14,103** to Line Item **#10119-51210** to offset the cost of salaries and forward to the RTM if required.

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to transfer **\$14,103** as follows:

Agenda Item 7 Youth and Family Services								
Line No	Org Code	Object Code	Object Designation	Approved Budget	Current Avail	Account Increase	Account Decrease	Revised Available
1	10119	44480	SDE State Grant	\$ 14,103	\$ 14,103		\$ 14,103	\$
2	10119	51210	Clerical Technical	\$ 46,716	\$ 22,457	\$ 14,103		\$ 26,600
Total					\$ 14,103	\$ 14,103		

Vote: 5-0-0

Motion: Passed

8. To consider and act on the following request for a FY24 Out-of-Series Transfer from the Human Services Administrator, Dani Gorman, for Senior Services in the amount of \$9,590 per the following compilation from the Transfer Request Form:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

SENIORS
DEPARTMENT

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	149,169.00	15,159.06	5,160.00		0.94
2	10135	51210	CLERICAL	233,020.00	(5,652.80)	3,910.00		(1,742.80)
3	10135	51810	OVERTIME	2,833.00	(92.55)	93.00		0.42
3	10135	51920	FICA	31,691.00	(426.45)	427.00		0.55
4	10135	51635	SENIOR PROGRAM INSTRUCTORS	31,236.00	4,331.66		(4,331.00)	0.56
5	10135	52130	PHYSICAL EXAMINATIONS	2,216.00	1,197.68		(1,198.00)	(0.32)
6	10135	53080	AUTOMOBILE MAINTENANCE	1,395.00	1,236.74		(1,236.00)	0.74
7	10135	53090	FUELS & LUBRICANTS	10,313.00	2,825.48		(2,825.00)	0.48
								0.00
Explanation					TOTAL	9,590.00	(9,590.00)	

Chairman Patterson questioned the backup regarding the Senior Service budget and Kimberly Allen, Director of Finance, clarified that the final transfers for FY24 will be done in August.

Motion by Bill Sheehan and **seconded** by Robert Tuneski to transfer \$9,590 per the Transfer Request Form.

Vote: 5-0-0

Motion: Passed

9. To consider and act on the following request for a FY24 Out-of-Series Transfer from the Assessor, Paige Walton, in the amount of \$440 due to pending legislation regarding motor vehicles per the following compilation from the transfer request form:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

Assessor
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Budget Amount
1	10104	52050	TO PAY FOR ASSESSOR SCHOOL MILEAGE		440.00		440.00
2	10104	53200	MV PRICING PROCESS SUBJECT TO CHANGE			(440.00)	(440.00)
							0.00
Explanation					TOTAL	440.00	(440.00)

DUE TO PENDING LEGISLATION, WE ARE LED TO BELIEVE THAT THE MV PRICING PROCESS WILL BE RECONFIGURED AND VEHICLES WILL BE PRICED BY MSRP

Motion by Bill Sheehan and **seconded** by Robert Tuneski to transfer **\$440** per the Transfer Request Form.

Vote: 5-0-0

Motion: Passed

10. To consider and act on the following request for a FY24 Out-of-Series Transfer from the Tax Collector, Alan Wilensky, in the amount of **\$10,970** per the following compilation from the Transfer Request Form:

**TOWN OF WATERFORD
TRANSFER REQUEST FORM**

Inter-Department Transfer
Out of Services Transfer Request

TAX COLLECTOR
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
								0.00
1	10106	52020	POSTAGE	7,500.00	(1,405.99)	2,000.00		594.01
2	10106	52030	PROFESSIONAL FEES	21,646.00	(6,240.72)	6,300.00		59.28
3	10106	53010	OFFICE SUPPLIES	50.00	(329.40)	330.00		0.60
4	10106	54060	OFFICE EQUIPMENT	0.00	(2,329.06)	2,340.00		10.94
5	10112	52200	WORKERS COMP INSURANC	704,267.00	100,964.16		(10,970.00)	89,994.16
								0.00
				TOTAL		10,970.00	(10,970.00)	

Explanation

Postage rates increased after approved budget.

QOS increases due to increased cost of tax mailings.

Additional office supplies needed to maintain office.

New cash counting/counterfeit machine needed unexpectedly to replace broken machine.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **\$10,970** per the Transfer Request Form.

Vote: 5-0-0

Motion: Passed

11. To consider and act on the following request for a FY24 Out-of-Series Transfer from Public Works Director, Gary Schneider, in the amount of **\$66,850** per the following compilation from the Transfer request form:

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

PUBLIC WORKS
DEPARTMENT

4th Quarter - FY24

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Budget Amount
1	10130	53070	Auto Repairs	215,000.00	129,674.40	35,000		5,326
2	10130	52470	Solid Waste	910,950.00	112,036.00		(35,000)	147,036
3	10130	53100	Tires	40,000.00	(8,000.00)	8,000		0
4	10130	52470	Solid Waste	910,950.00	77,036.00		(8,000)	85,036
5	10130	53250	Traffic Control Materials	20,000.00	(1,233.55)	1,300		66
6	10130	52470	Solid Waste	910,950.00	69,036.00		(1,300)	70,336
7	10130	54050	Automotive Equipment	26,755.00	(16,823.32)	22,550		5,227
8	10130	52470	Solid Waste	910,950.00	67,736.00		(22,550)	90,286
					TOTAL	66,850	(66,850)	

Explanation

See attached sheet

Motion by Bill Sheehan and seconded by Robert Tuneski to transfer \$66,850 per the Transfer Request Form.

Glenn Patterson stated that Director Schneider had provided additional information regarding this request via email prior to the meeting. That email included details regarding the contamination of a resident's drinking water due to the application of road salt on that street. The Town is providing a water source to the resident until the salt levels (being monitored and tested by DEEP) are lowered to a safe level in their well water. Winter operations will be modified after the Town used a consultant to assist in developing procedures to regulate the application of road salt. Adding special equipment to town trucks to measure the amount of salt distributed on roads and GPS to monitor the number of times a truck will pass on one area will help Public Works to prevent water contamination from occurring in the future.

Vote: 5-0-0

Motion: Passed

12. To consider and act on the following request for a FY24 Out-of-Series Transfer from Public Works Director, Gary Schneider, in the amount of \$80,786 per the following compilation from the Transfer Request Form:

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

PUBLIC WORKS
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10130	51110	ADMINISTRATION	338,287.00	(11,738.91)	11,738.00		0.09
2	10130	51810	OVERTIME	73,787.00	(5,150.50)	5,151.00		0.40
3	10130	52030	PROFESSIONAL FEES	129,000.00	(1,434.59)	1,435.00		0.31
4	10130	52040	SERVICE CONTRACTS	84,501.00	(147.55)	148.00		0.45
5	10130	53070	AUTO REPAIRS	215,000.00	(32,333.45)	32,334.00		0.55
6	10130	53100	TIRES	5,000.00	(8,000.00)	8,000.00		0.00
7	10130	53250	TRAFFIC CONTROL MATERIALS	20,000.00	(3,597.93)	3,598.00		0.07
8	10130	54050	AUTOMOTIVE EQUIPMENT	26,755.00	(18,381.77)	18,382.00		0.23
9	10130	53090	FUELS & LUBRICANTS	327,790.00	102,761.32		(60,786.00)	21,975.32
					TOTAL	80,786.00	(80,786.00)	0.00

Explanation

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **\$80,786** per the Transfer Request Form.

Vote: 5-0-0

Motion: Passed

13. To consider and act on the following request for a FY24 Out-of-Series Transfer from Public Works Director, Gary Schneider, in the amount of **\$21,573** per the following compilation from the Transfer Request Form:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

FACILITIES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10111	51140	COORDINATOR	73,708.00	19,812.56		(19,812.00)	0.56
2	10111	51910	FRINGE BENEFITS	75.00	50.00		(50.00)	0.00
3	10111	51920	FICA	5,639.00	1,711.47		(1,711.00)	0.47
4	10111	52110	WATER	20,450.00	(4,222.23)	5,222.00		999.77
5	10111	52040	SERVICE CONTRACTS	243,570.00	(273,218.46)	16,351.00		(256,867.46)
								0.00
								0.00
				TOTAL	21,573.00	(21,573.00)		

Explanation:

Service contracts were put into deficit because of emergency services needed at the Eugene O'Neill property to bring fire protection up to code after inspected by the town fire inspector.

Motion by Bill Sheehan and **seconded** by Robert Tuneski to transfer **\$21,573** per the Transfer Request Form.

Vote: 5-0-0

Motion: Passed

14. To consider and act on the following request for a FY24 Out-of-Series Transfer from Fire Services Administrator, Michael Howley, in the amount of **\$6,960** per the following compilation from the transfer request form:

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

FIRE SERVICES 6/16/24
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10123	51412	Part Time Firefighting	186,000.00	40,215.95		(4,000)	36,215.95
2	10123	53080	Automotive Maintenance	26,000.00	239.48	4,000		4,239
3								
4	10123	53020	Other Supplies	12,000.00	3,811.00	160		3,971
5	10123	52010	Advertising	200.00	200.00		(160)	40
6								
7	10123	53020	Other Supplies	12,000.00	3,811.00	2,800		6,611
8	10123	52050	Ques, Conferences, Education	35,350.00	7,150.00		(2,800)	4,350
						TOTAL	6,960	(6,960)

Explanation

1-2 Tires for W46 required

4-5 Supplies required for fire companies

7-8 Supplies required for fire companies

Motion by Bill Sheehan and seconded by Robert Tuneski to transfer \$6,960 per the Transfer Request Form.

Director Howley introduced Stephen Dubicki, Jr. (current TOW Fire Marshall) to the Board of Finance. Mr. Dubicki will act as the Interim Director of Fire Services upon the retirement of Director Howley July 26, 2024. Chairman Patterson congratulated Director Howley on his upcoming retirement and commended him on putting Fire Services on a positive trajectory for the Town of Waterford.

Vote: 5-0-0

Motion: Passed

15. To consider and act on the following request for a FY24 Out-of-Series Transfer from Fire Services Administrator, Michael Howley, in the amount of **\$66,706** per the following compilation from the Transfer Request Form:

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

FIRE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10123	51120	INSPECTION	93,068.00	(978.50)	979.00		0.50
2	10123	51210	CLERICAL	147,637.00	(13,988.63)	19,989.00		0.37
3	10123	51410	FIREFIGHTING	1,202,923.00	(24,697.90)	24,698.00		0.10
4	10123	51810	OVERTIME	245,000.00	(18,623.75)	18,623.00		0.25
5	10123	53080	AUTOMATIVE MAINTENANCE	27,344.00	(2,416.52)	2,417.00		0.48
6	10123	51110	ADMINISTRATION	204,179.00	8,298.84		(8,398.00)	0.84
7	10123	51240	EDUCATION INCENTIVE	16,750.00	8,510.00		(8,510.00)	0.00
8	10123	51411	INCENTIVE PROGRAM STIPENDS	50,000.00	26,121.00		(26,121.00)	0.00
9	10123	51412	PART TIME FIREFIGHTING	186,000.00	31,540.48		(21,777.00)	7,763.48
						TOTAL	\$66,706.00	(66,706.00)

Explanation

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **\$66,706** per the Transfer Request Form.

Chairman Patterson has requested that in future transfer requests from ALL departments, he would like to see more explanation on any line item totaling over \$10,000.

Vote: 5-0-0

Motion: Passed

16. To consider and act on the following request for a FY24 Out-of-Series Transfer from the Chief of Police, Marc Balestracci, in the amount of **\$10,000** per the following compilation from the transfer request form:

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

Police

DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10129	51420	Patrol	3,634,468.00	374,802.00		(10,000.00)	364,802.00
2	10129	53070	Auto Repairs	16,000.00	3,235.00	7,500.00		10,735.00
3	10129	53220	Marine Patrol	5,500.00	(798.00)	2,500.00		2,702.00
						TOTAL	10,000.00	(10,000.00)

Explanation

Transfer to Auto Repairs is due to an emergency transmission replacement on a K9 car and to allow funding should another repair be needed by July 1

Transfer to Marine Patrol is due to emergency repair of motor NR lab, requiring heat-out and deadline of vessel fill repaired.

Transfer from Patrol is again due to surplus created by several vacancies during the fiscal year.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **\$10,000** per the Transfer Request Form.

Bill Sheehan questioned Chief Balestracci if the boat has already been repaired to which he responded no, but the part was received this week with hopes the repair will occur in the next few days. In the interim, the Waterford Police Department has been using the East Lyme Police Department's boat as their backup.

Vote: 5-0-0

Motion: Passed

17. To consider and act on the following request for a FY24 Out-of-Series Transfer from the Director of Recreation & Parks, Ryan McNamara, in the amount of **\$23,480** per the following compilation from the transfer request form:

TOWN OF WATERFORD TRANSFER REQUEST FORM

Out of Series Transfer Request

REC & PARK
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10137	51620	RECREATION PROGRAMS	339,883.00	(52,774.58)	23,480.00		(29,294.58)
2	10137	52010	POSTAGE	6,100.00	1,007.73		(1,007.00)	0.73
3	10137	52010	ADVERTISING	2,760.00	1,447.70		(1,447.00)	0.70
4	10137	52050	DUES, CONFERENCES	3,090.00	1,217.00		(1,217.00)	0.00
5	10137	52070	REIMBURSEABLE EXPENSES	150.00	150.00		(150.00)	0.00
6	10137	52390	CO-SPONSORED EVENTS	41,549.00	10,854.00		(10,854.00)	0.00
7	10137	52420	MAINTENANCE OF PROPERTY	85,232.00	8,805.11		(8,805.00)	0.11
								0.00
					TOTAL	23,480.00	(23,480.00)	

Explanation

Motion by Bill Sheehan and seconded by Joseph Filippetti to transfer \$23,480 per the Transfer Request Form.

Ryan McNamara spoke to the BOF to explain his department's request. He stated there was an issue with personnel series particularly with lifeguards. The town is trying to stay competitive with pay in southeastern Connecticut. When one lifeguard was given a higher rate, other lifeguards were aware of the increase so the pay scale increased for everyone. While the budget has been challenging for FY24 in his department, he feels there has been an improvement over last year.

Vote: 5-0-0

Motion: Passed

18. To consider and act on the following request for a FY24 Out-of-Series Transfer from the Finance Director, Kimberly Allen, in the amount of \$8,075 per the following compilation from the Transfer Request Form:

TOWN OF WATERFORD TRANSFER REQUEST FORM

Out of Series Transfer Request

FINANCE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10107	52020	POSTAGE	4,000.00	(235.45)	800.00		3,564.55
2	10107	52030	PROFESSIONAL FEES	55,803.00	(1,999.49)	4,775.00		52,578.51
3	10107	52080	TELEPHONE	16,659.00	(634.48)	1,500.00		15,524.52
4	10107	52010	OFFICE SUPPLIES	20,000.00	(958.78)	1,000.00		18,041.22
5	10107	52010	ADVERTISING	2,142.00	2,027.84		(2,000.00)	27.84
6	10107	52050	DUES, CONFERENCES, EDU	8,646.00	3,762.79		(3,000.00)	762.79
7	10107	51810	OVERTIME	2,650.00	2,390.85		(2,300.00)	350.85
8	10107	51910	FRINGE BENEFITS	3,545.00	582.39		(580.00)	2.39
9	10107	52070	REIMBURSEABLE EXPENSES	100.00	80.87		(80.00)	0.87
10	10107	54010	FURNITURE	115.00	115.00		(115.00)	0.00
								0.00
					TOTAL	8,075.00	(8,075.00)	

Explanation

1. Postage rates increased after budget approved.

2. ACP rates increased after budget approved (includes payroll and unemployment).

3. Increased costs.

4. Increase in costs across all supplies used by town.

Funds available as bills are advertised electronically, education not requested, balance is required paid fringe benefits.

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to transfer **\$8,075** per the Transfer Request Form.

Vote: 5-0-0

Motion: Passed

19. To consider and act on the following request for a FY24 Out-of-Series Transfer from the Finance Director, Kimberly Allen, in the amount of **\$78,272** per the following compilation from the transfer request form:

**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	10102 (ROV)	51010	ELECTED OFFICIALS	47,848.00	(10,703.52)	7,456		(1,243)
2	10102 (ROV)	51920	FICA	4,528.00	(613.00)	1,168		570
	10104 (ASSESSOR)	51110	ADMINISTRATION	192,579.00	(3,516.21)	8,380		0
4	10104 (ASSESSOR)	51210	FICA	19,809.00	430.80	890		3,865
	10107 (FINANCE)	52090	TELEPHONE	16,639.00	(374.00)			1,321
5	10107 (FINANCE)	52040	SERVICE CONTRACTS	47,509.00	(11,492.88)			0
6						13,000		2,001
7	10108 (LEGAL)	52030	PROFESSIONAL FEES	260,000.00	(1,7435.72)			1,507
8	10108 (LEGAL)	1	PROBATE COURT	34,900.00	(1,578.64)	42,584		0
						1,900		25,169
9	10116 (RETIREMENT)	51945	PENSION CONTRIBUTIONS	4,920,571.00	805,698.60			21
TOTAL						78,272	(78,272)	727,426

Explanation

FINAL YEAR-END TRANSFERS TO CLOSE YEAR AND COMPLETE ANNUAL AUDIT

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to transfer **\$78,272** per the Transfer Request Form.

Vote: 5-0-0

Motion: Passed

20. To consider and act on the following request for a FY24 Out-of-Series Transfer from the Finance Director, Kimberly Allen, in the amount of **\$266,674** per the following compilation from the Transfer Request Form:

**TOWN OF WATERFORD
TRANSFER REQUEST FORM**
Inter-Department Transfer
Out of Services 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 (TOWN CLERK)	51010	ELECTED OFFICIALS	93,033.00	762.85	1,050		1,813
2	10109 (TOWN CLERK)	51110	ADMINISTRATION	68,005.00	(2,080.33)	3,441		1,360
	10111 (FACILITIES)	52040	SERVICE CONTRACTS	243,570.00	(23,868.00)	260,000		0
3	10111 (FACILITIES)	52120	SEWER	2,640.00	(1,358.40)	1,458		3,132
4	10111 (FACILITIES)	52020	OTHER SUPPLIES	6,000.00	(5,000.00)	725		100
5	10112 (INSURANCE)	52250	DEDUCTIBLE COVERAGE	20,000.00	16,840.00		(4,674)	0
6	10112 (INSURANCE)	52201	LIABILITY/AUTO/PROPERTY	760,738.00	166,772.00		(150,000)	10,366
7	10112 (INSURANCE)	52300	WORKERS' COMPENSATION	704,267.00	111,876.00		(110,000)	1,176
TOTAL					266,674		(266,674)	

Explanation

FINAL YEAR-END TRANSFERS TO CLOSE YEAR AND COMPLETE ANNUAL AUDIT

Motion by Bill Sheehan and seconded by Robert Tuneski to transfer \$266,674 per the Transfer Request Form.

Chairman Patterson asked if this transfer was addressing service contracts. Kimberly Allen, Director of Finance, responded stating this transfer covers costs for upkeep of the Eugene O'Neill premises and bringing the property up to current fire code.

Vote: 5-0-0

Motion: Passed

21. To consider and act on the following request for a FY24 Out-of-Series Transfer from the Finance Director, Kimberly Allen, in the amount of **\$31,038** per the following compilation from the Transfer Request Form:

**TOWN OF WATERFORD
TRANSFER REQUEST FORM**
Inter-Department Transfer
Out of Services 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	10137	51620	RECREATION PROGRAMS	139,883.00	(29,794.98)	29,295.00		0.00
2	10116	51340	PENSION CONTRIBUTIONS	4,920,571.00	695,131.00		(29,295.00)	0.02
								665,836.00
4	10135	51210	CLERICAL	233,020.00	(1,742.80)	1,743.00		0.00
5	10130	51520	HIGHWAY MAINTENANCE	906,036.00	60,970.68		(1,743.00)	0.20
6								59,227.68
								0.00
TOTAL					31,038.00		(31,038.00)	0.00

Explanation

Motion by Bill Sheehan and **seconded** by Robert Tuneski to transfer **\$31,038** per the Transfer Request Form.

Chairman Patterson commented that the \$695,131 balance on a budget line in July seems high and questions the budget made. Director of Finance, Kimberly Allen responded that the budget will change to actuals. Bill Sheehan asked if the surplus would move to OPEB and Director Allen said yes.

Vote: 5-0-0

Motion: Passed

22. To consider and act on the following request for a FY24 Out-of-Series Transfer from Finance Director, Kimberly Allen, on behalf of the First Selectman's Office in the amount of **\$2,834** per the following compilation from the transfer request form:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

FIRST SELECTMEN
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10101	51020	ELECTED SELECTMEN	3,711.00	(83.86)	404		320
2	10101	51010	ELECTED OFFICIALS	109,305.00	96.10	2,700		2,296
3	10101	52020	POSTAGE	100.00	(22.78)	50		27
4	10101	52040	SERVICE CONTRACTS	1,200.00	(79.80)	80		0
5	10101	53090	FUELS & LUBRICANTS	1,474.00	(47.64)	100		52
6	10101	51110	ADMINISTRATION	74,297.00	15,004.30		(2,834)	12,170
								0
				TOTAL		2,834	(2,834)	

Explanation

FINAL YEAR-END TRANSFERS TO CLOSE YEAR AND COMPLETE ANNUAL AUDIT

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **\$2,834** per the Transfer Request Form.

Vote: 5-0-0

Motion: Passed

23. To consider and act on the following request for a FY24 Out-of-Series Transfer from Finance Director, Kimberly Allen, on behalf of the Board of Finance in the amount of **\$375** per the following compilation from the transfer request form:

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

BOARD OF FINANCE
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10103	52030	PROFESSIONAL FEES	79,169.00	(374.31)	375		0
2	10103	51210	CLERICAL	2,893.00	1,488.84		(375)	1,114
								0
					TOTAL	375	(375)	

Explanation

FINAL YEAR-END TRANSFERS TO CLOSE YEAR AND COMPLETE ANNUAL AUDIT

Motion by Bill Sheehan and **seconded** by Robert Tuneski to transfer \$375 per the Transfer Request Form.

Vote: 5-0-0

Motion: Passed

24. Old Business:

- a. Year End Capital Review – FY24 Capital Review Status will be ready in August per Director of Finance, Kimberly Allen.

Motion by Bill Sheehan and **seconded** by Robert Tuneski to postpone discussion until BOF August meeting.

Vote: 5-0-0

Motion: Passed

- b. BOE Non-Lapsing Account Policy – Draft revision of the policy was submitted by Director Allen. Bill Sheehan said that the BOF must approve all purchases and this policy offers the town substantial security over purchases by the Board of Education.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the BOE Non-Lapsing Account Policy as presented.

Vote: 5-0-0

Motion: Passed

25. **New Business:** Bill Sheehan asked a question to the First Selectman, Rob Brule: Why did the Board of Selectmen reject the bids for the technology portion of the auditorium renovations? Rob Brule responded stating the bidders did not present both service and equipment sufficient for the project. It was not in the best interest of the town to accept bids that were not fitting for the project. Director Allen added that the revised bids are being worked on now to send out and she will provide the date of the bid receipts.

26. Liaison Reports:

- a. Robert Tuneski: **Oswegatchie Fire House Building Committee** was reviewing costs from Silver Petrucelli & Associates. Due to time passed and the increase in supply costs, the originally quoted \$850/ft² is now in the range of \$950-1000/ ft². Along with town resident and project manager, Steve Smith, the committee is working to keep the cost under \$10 million based on the updated costs.

27. Correspondence:

- a. Bill Sheehan asked Director Allen what the Opioid Funds have been used for to which she responded: a mental health counselor and middle school level support staff. In addition, the NIPS money from the state has been used for new benches as well as trash & recycling bins to be placed at various areas of town.

28. Adjournment

Motion by Robert Tuneski and **seconded** by Michael Rocchetti to adjourn the Regular Meeting of the Board of Finance at 8:24pm.

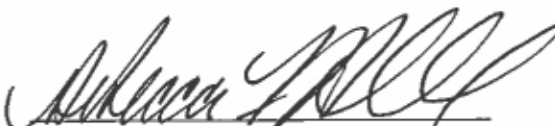
Vote: 5-0-0

Motion: Passed

Respectfully submitted,



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



Rebecca L. Hall,
Recording Secretary