

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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Board of Finance
Regular Meeting Minutes

Wednesday, June 12, 2024
Town Hall BOE Conference Room – 7:00 p.m.

Present: Glenn Patterson, Ronald Fedor, Robert Tuneski, Bill Sheehan, Michael Rocchetti
Absent: David Peabody, Joseph Filippetti
Elected: Rob Brule, First Selectman; Paul Goldstein, RTM Moderator, Patricia Fedor, BOE Chair
Staff: Kimberly Allen, Director of Finance; Tim Cieplik, Program Coordinator Recreation & Parks; Mark Wujtewicz, Planner Planning & Zoning; Tom Giard, Superintendent Waterford Public Schools; Joseph Mancini, Director of Finance/Operations Waterford Public Schools; 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. June 12, 2024.

2. Public Comment: yes.

- a. Paul Goldstein, RTM Moderator: In regards to the unelapsd fund account policy, Mr. Goldstein made suggestions to the Board of Finance to help mitigate the unplanned Board of Education expenditures. His point is to minimize the tax burden on Waterford's families. Mr. Goldstein suggested to eliminate the Memorandum of Agreement with the BOE as there is a policy currently in place and the materials are redundant. The Moderator also suggested to allow the BOE to expand the scope of what they could use the funds for. The BOF would retain the vote on the BOE requests so there would continue to be a check and balance in place.
- b. Thomas E. Schacht, Psy.D., ABPP, Professor Emeritus, James H. Quillen College of Medicine: Mr. Schacht, whose family has been residing in Waterford and managing Miller's Pond, came to the BOF to present information that he has compiled over several years regarding the New London Water Authority and possible kickback scheme he and his family have uncovered. His presentation to the board is in follow up to a presentation he gave to the Waterford Utility Commission on Tuesday, June 11, 2024. Mr. Schacht stated that an illegal fundraising commission is being conducted in the City of New London. He continued to say that after speaking with the director of Waterford Utility Commission (WUC), Jim Bartelli, the Town of Waterford has no formula in verifying how their water rates are calculated by the New London Water Authority. Mr. Schacht will be providing the WUC with much more information in the near future as a follow up to his presentation. He stated there is no action that he is looking for, it is simply to make the town aware of his findings.

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3. **Approval and acceptance of the Regular meeting minutes from May 22, 2024 as posted on May 29, 2024 and amended on May 30, 2024 with an additional amendment to Item #6 as follows:**

6. Establish the Tax Rate for Fiscal Year 2025.

Please see attached statement from John Sheehan regarding the FY25 mill rate.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to take \$2 million from the Unassigned Fund Balance to reduce the mill rate to 22.08 for an increase of 4.14%

Friendly Amendment by Michael Rocchetti and **seconded** by Bill Sheehan to reduce the \$2 million to \$1 million from the unassigned fund balance to reduce the mill rate to 22.30 for an increase of 5.19%

Vote: 5-1-0 (No – Ronald Fedor) **Motion:** Passed

Vote on the original **Motion** as amended to set the FY2025 mill rate to 22.30.

Vote: 4-2-0 (No – Robert Tuneski, Glenn Patterson) **Motion:** Passed
Regular Meeting on April 10, 2024

Motion by Bill Sheehan and **seconded** by Ron Fedor to approve the minutes of the May 22, 2024 Regular Meeting with amendments.

Vote: 5-0-0 **Abstain:** **Motion:** Passed

4. Discussion to consider and act on a request by Ryan McNamara, Director of Recreation and Parks to consolidate capital improvement projects **#33720-55854 Leary Basketball Court Rebuild (\$91,000)** and **#33720-55855 Town Hall Basketball Court Repairs (\$41,000)** then to close line item **#33720-55855**.

Tim Cieplik, Program Coordinator for Recreation and Parks advised the board that the quotes received for the improvements necessary at both the Town Hall and Leary basketball courts were much higher than the approved repair costs. Due to the high cost, Recreation and Parks cannot complete both projects at one time. The department has prioritized the Town Hall basketball courts to complete and will work on the Leary basketball courts in the future. Ron Fedor requested a copy of the revised project schedule for the basketball courts. Mr. Cieplik will provide the past work done on all of the basketball courts by Recreation and Parks to Kimberly Allen, Finance Director, to distribute to the Board of Finance.

Motion by Bill Sheehan and **seconded** by Ron Fedor to transfer **\$91,000** from line **#33720-55854 Leary Basketball Court Rebuild** to line **#33720-55855 Town Hall Basketball Courts** (bringing the total in that line to **\$132,000**) and to close line **#33720-55854 Leary Basketball Court**. Finally, rename line **#33720-55855** to **Town Basketball Courts Repairs**, and forward to the RTM as required.

Vote: 5-0-0 **Motion:** Passed

5. To consider and act on a request by Ryan McNamara, Director of Recreation and Parks for an additional appropriation of **\$117,808** to the consolidated account **#33720-55854 Leary Basketball Court Rebuild** to ensure the project can be completed to the desired standard, and forward to the RTM if required.

Motion by Bill Sheehan and **seconded** by Ron Fedor to transfer **\$117,808** from Unassigned Fund Balance of the General Fund to line **#33720-55855 Town Basketball Courts Repairs**, and forward to the RTM as required.

Vote: 5-0-0

Motion: Passed

6. To consider and act on an out of series transfer request by Christine Walters, Director of Human Resources, in the amount of **\$1,523** per Transfer Request Form presented to the Board of Finance.

Motion by Bill Sheehan and **seconded** by Ron Fedor to transfer **\$1,523** from line **#10145-52030 Professional Fees** to lines **#10145-51110 Administration (\$382)** and **#10145-51920 FICA (\$1,141)**.

Vote: 5-0-0

Motion: Passed

7. To consider and act on an out of series transfer request by Jonathan Mullen, Planning Director, in the amount of **\$2,100** per Transfer Request Form presented to the Board of Finance.

Motion by Bill Sheehan and **seconded** by Ron Fedor to transfer **\$2,100** from line **#10110-52040 Service Cont & Repair** to line **#10110-51120 Inspection**.

8. To consider and act on an out of series transfer request by Michael Howley, Director of Fire Services, in the amount of **\$7,047.99** per Transfer Request Form presented to the Board of Finance.

TOWN OF WATERFORD TRANSFER REQUEST FORM Out of Series Transfer Request

FIRE SERVICES 5/13/24
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT ☒ INCREASE ☐ DECREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10113	53070	Apparatus Repairs	110,000.00	0.81	7,047.99		7,048.81
2	10123	52020	Postage	250.00	93.00		(92.87)	0.13
3	10123	52050	Dues, Conferences & Education	35,800.00	5,270.34		(2,000.00)	3,270.34
4	10123	52060	Printing	100.00	51.55		(51.55)	0.45
5	10123	52070	Reimbursable Expenses	1,500.00	56.17		(56.17)	0.83
6	10123	52376	Hydraulic Testing	2,000.00	74.70		(74.70)	0.30
7	10123	52392	Generator Maint. & Rprs.	9,500.00	4,115.92		(4,115.92)	0.08
8	10123	52377	Breathing Apparatus	9,500.00	1,856.78		(656.78)	1,200.00
						TOTAL	7,047.99	(7,047.99)

Explanation

1-7 Continuing need for apparatus repairs

Motion by Bill Sheehan and **seconded** by Robert Tuneski to transfer **\$7044** as outlined in a revised transfer form below:

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10123	53070	Apparatus Repairs	110,000.00	.81	7,044.00		7044.00
2	10123	52020	Postage	250.00	93.00		(92.00)	1.00
3	10123	52050	Dues, Conferences & Education	36,800	5,270.34		(2,000.00)	3,270.34
4	10123	52060	Printing	100.00	51.55		(51.00)	0.55
5	10123	52070	Reimbursable Expenses	1,500.00	56.17		(56.00)	0.17
6	10123	52376	Hydraulic Testing	2,000.00	74.70		(74.00)	0.70
7	10123	52392	Generator Maint. & Rprs.	9,500.00	4,115.92		(4,115.00)	0.92
8	10123	52377	Breathing Apparatus	9,500.00	1856.78		(656.00)	1,200.78
					TOTAL	7,044.00	7,044.00	

Vote: 5-0-0

Motion: Passed

9. To consider and act on a request by Michael Howley, Director of Fire Services, to close **Capital and Non-Recurring line #20523-57838 Pre Emption light repairs** and reallocate funds for **Capital and Non-Recurring line #20523-57777 SCBA upgrades**, and forward to the RTM as required.

Director Howley stated the Pre Emption Light work would likely be added to the next year's Capital Improvement Project budget. The current cost skyrocketed so it is necessary to obtain new quotes. The state assists in the initial work to be done but ultimately, the upkeep and maintenance costs are the responsibility of the town. Ron Fedor suggested looking for grants that nearby towns have applied for and received to cover such costs.

Kimberly Allen, Director of Finance, advised the board that it is not necessary to close the line **#20523-57838 Pre Emption light repairs** per policy procedures. The line can remain open at a zero balance and money can be allocated there in the future when work is ready to be done.

Motion by Bill Sheehan and **seconded** by Ronald Fedor to transfer **\$50,000** from **Capital and Non-Recurring line #20523-57838 Pre Emption light repairs** to **Capital and Non-Recurring line #20523-57777 SCBA upgrades**, and forward to the RTM as required.

Vote: 5-0-0

Motion: Passed

Motion by Ron Fedor and **seconded** by Michael Rocchetti to reorder the agenda moving **item #11 Review BOE non-lapsing BOF Policy and Memorandum** before **item #10 Year-End Capital Review**.

Vote: 5-0-0

Motion: Passed

10. Discussion to review BOE non-lapsing BOF policy and memorandum

It was discussed to remove the Memorandum of Agreement with the BOE as the policy represents all that is necessary for the relationship. Several items were then discussed to modify the existing Board of Education Non-lapsing Account Policy.

Discussion and thoughts regarding the policy included:

Chairman Patterson questioned why the BOF manages the BOE account in Waterford.

Ron Fedor expressed concern for removing BOF from the financial approval process due to past major unexpected purchases by BOE that impacted the town.

Michael Rocchetti echoed that he feels it is important to continue with the BOF managing the BOE account as a checks and balances plan.

Bill Sheehan concurred that more review is necessary for further discussion.

While tinkering of the policy took place, it was suggested by Chairman Patterson, to review the policy more closely in the next few weeks to take action on the modification and approval of the policy at the next occurring BOF Regular meeting taking place Wednesday, July 17, 2024.

Kimberly Allen, Director of Finance, will have a modified draft of the policy reflecting the discussed modifications for action for the BOF for the July meeting.

Motion by Bill Sheehan and **seconded** by Ron Fedor to postpone approval of the non-lapsing policy to the July Board of Finance Regular Meeting.

Vote: 5-0-0

Motion: Passed

11. Discussion of Year-End Capital Review

Discussion of Year-End Capital utilizing the Capital Project Status Report (CIP, CNR, & ARPA), F24 Quarterly Report (July 1-Sept 30), Five Year Capital Plan FY2025-2029 (Snapshot), and the Capital Projects Review FY24 Summary took place. After much review of the reports there were many questions not presented in the reports. Kimberly Allen, Director of Finance, advised that the Quarterly Reports best provide the information that the board is seeking. Chairman Patterson commented that there are some astounding numbers in the future based on the Snapshot. Bill Sheehan noted Fleet projection costs are also tremendous in the future. Mr. Sheehan suggested that potentially increasing money toward Capital Improvements could help cover the cost of ~\$2 million of future projects. Ron Fedor mentioned potentially bonding fire trucks in the future. Mrs. Allen remarked that Abba Danesh, Town Treasurer, still recommends paying cash for such expenses based on the town's rating. Michael Rocchetti suggested the town look to minimize or cut expenditures as opposed to continue to subsidize them. Mr. Rocchetti continued this thought by adding how East Lyme residents, who on a whole, make more money per household than Waterford residents and are taxed less. He mentioned various town positions and would like to compare East Lyme's town budget to Waterford's. Ron Fedor stated that all lines must be reviewed, not simply picking various departments as how the two towns vary significantly. Kimberly Allen will produce a document this summer for the board comparing the budgets of the two (2) towns line by line.

Chairman Patterson postponed any action within the Capital Review until the BOF Regular Meeting in July when the more informative reports will be complete.

First Selectman, Rob Brule, added that he takes heed at these board meetings and works hard with the department heads to provide necessary information for the town to project financial needs in the

five (5) to ten (10) year plan. He believes that the quarterly capital meetings with department heads has benefited the town in understanding the needs of the departments and prioritization of projects.

12. Old Business: none

13. New Business: none

14. Liaison Reports:

- a. Robert Tuneski: Attended the **Utility Commission** meeting Tuesday, June 11, 2024 where Thomas Schacht presented his findings regarding the New London Water Authority. He indicated that Jim Bartelli, Director of Utilities, will be researching items brought up in the presentation. Mr. Tuneski informed the board that Jim Bartelli will be retiring in August 2024.
- b. Robert Tuneski: **Oswegatchie Fire House Building Committee** is progressing with the Oswegatchie Fire Station plan utilizing the services from Silver Petrucelli & Associates. The new project manager, Steve Smith, is a Waterford resident. The commission has been focused on the building plan of a very similar station that cost another municipality roughly \$8 million.

15. Correspondence:

- a. Virginia Bielucki, Town Accountant, Status of Contingency FY24 dated May 30, 2024.
- b. April 2024 Special Revenue Reports
- c. Paul Goldstein, RTM Moderator, Review of Unelapsd Fund Account Policy

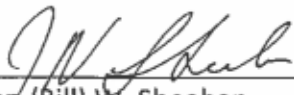
16. Adjournment

Motion by Bill Sheehan and **seconded** by Ronald Fedor to adjourn the Regular Meeting of the Board of Finance at 8:56pm.

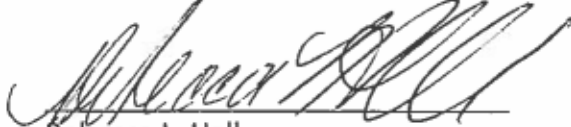
Vote: 5-0-0

Motion: Passed

Respectfully submitted,



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



Rebecca L. Hall,
Recording Secretary