FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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Board of Finance
Regular Meeting Minutes
REVISED

Wednesday, May 22, 2024
Town Hall Auditorium – 7:00 p.m.

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

Absent: David Peabody

Elected: Rob Brule, First Selectman; Alan Wilensky, Tax Collector; Abbas Danesh, Treasurer; Nick Gauthier, RTM; Paul Goldstein, RTM Moderator

Staff: Kimberly Allen, Director of Finance; Gary Schneider, Director of Public Works; Dani Gorman, Human Services Administrator; Jeff Robillard, IT Manager; Lt. David Ferland, Police Department; Christine Johnson, Director, Waterford Public Library; Maryellen McConnell, 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. May 22, 2024.

2. Public Comment: yes.

   Nick Gauthier, RTM Member: According to Board of Finance policy the town will maintain an unassigned fund balance each year of 13-15% of the subsequent fiscal years budgeted General Fund revenue. This year we have over $23 million and I believe that this is irresponsible. We are asking people to pay upwards of $300 in additional taxes this year. I am not asking to use all the surplus, but to use $2-$3 million to help alleviate the tax burden on the residents. As a town from a state level a grant indicates that we have more money they we actually have. Please consider this request.

   Cheryl Larder – 26 Wiemes Ct: It is amazing to me the amount of power and authority the Board of Finance has amassed over the years. A surplus of over $20 million dollars, and what are we doing with this. Why are we paying money for debt services and operations services? This is the time to give back to the tax payers! Sitting on all this money is unfair as it sits in the bank.

   Paul Goldstein, RTM Moderator: Boggles my mind that we do not have an unlapsed fund account. The amount of money the Board of Education is returning is being taxed twice. Interest can compound year to year. Please work with the Finance Director and the Board of Education to help make this work.

***Revision to correct Item #10*

3. **Approval and acceptance of minutes:**
Regular Meeting on April 10, 2024

Motion by Mike Rocchetti and **seconded** by Bill Sheehan to approve the minutes of the April 10, 2024 Regular Meeting.

Vote: 6-0-0 **Abstained:** **Motion: Passed**

4. To consider and act on a request from Alan Wilensky, Tax Collector, to review a list of tax accounts to approve for transfer to suspense for the current fiscal year.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer the list of presented tax accounts to suspense for the current fiscal year.

Vote: 6-0-0 **Motion: Passed**

5. Review List of projected FY24/25 Revenues and Estimated Tax Rate based upon the RTM 2025 approved budget.

Motion by Joseph Filippetti and **seconded** by Bill Sheehan to approve FY24/25 Revenues and Estimated Tax Rate based upon the RTM 2025 approved budget

Vote: 6-0-0 **Motion: Passed**

6. Establish the Tax Rate for Fiscal Year 2025.

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

Motion by Joseph Filippetti and **seconded** by Bill Sheehan to establish the FY25 mill rate at 22.52.

Amendment 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%

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

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: 4-2-0 (No – Ronald Fedor, Glenn Patterson) **Amendment: Passed**

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

Vote: 4-2-0 (No – Ronald Fedor, Glenn Patterson) **Amendment: Passed**

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7. To consider and act on a request by Gary Schneider, Director of Public Works, for an additional appropriation of **$55,000 to line item 20511-57879 Town Hall Bathroom Refurbishment to fund** to Change Orders 1 through 3 and including contingency for anticipated additional work (including asbestos abatement) based on experience gained earlier in the project, and forward to the RTM if required.

   Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the request for an additional appropriation of **$55,000 from the Undesignated Fund Balance to item 20511-57879 Town Hall Bathroom Refurbishment and forward onto the RTM.**

   Vote: 6-0-0 **Motion: Passed**

8. To consider and act on an out of series transfer request by Gary Schneider, Director of Public Works, in the amount of **$20,000** per Transfer Request Form presented to the Board of Finance.

   Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **$20,000** from line item **10130-51510 (Equipment)** to line items **10130-53030 ($2,003, Operational Supplies), 10130-53070 ($4,335, Auto Repair), 10130-53100 ($5,000, Tires)**.

   Vote: 6-0-0 **Motion: Passed**

9. To consider and act on an out of series transfer request by Gary Schneider, Director of Public Works, in the amount of **$36,400** per Transfer Request Form presented to the Board of Finance.

   Motion by Bill Sheehan and **seconded** by Ronald Fedor to transfer **$36,400** from line item **10130-51520 ($6,000, Highway Maintenance), 10130-51530 ($30,400, Refuse Collection & Disposal)** to line items **10130-52050 ($6,000, Dues, Conferences & Education), 10130-52030 ($2,000, Professional Fees), 10130-52040 ($15,000, Service Contracts & Repairs) and 10130 ($13,400, Rental of Equipment)**.

   Vote: 6-0-0 **Motion: Passed**

10. To consider and act on a request by Dani Gorman Human Services, Administrator of Waterford Youth & Family Services, for an additional appropriation of **$21,708** to fund negotiated compensation increases.

   Motion by Bill Sheehan and seconded by Joe Filippetti to approve the transfer of **$21,708 from Contingency line 10121-59010** to lines as follows: **$14,552 for line item 10119-51110 (Administrative); $5,613 for line item 10119-51210 (Clerical); and $1,543 for line item 10119-51920 (FICA).**

   Vote: 6-0-0 **Motion: Passed**

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11. To consider and act on an out of series transfer request by Jeff Robillard, IT Manager, in the amount of **$7,000** to cover year end needs expectations due to raise and step increases.

Motion by Bill Sheehan and **seconded** by Robert Tuneski to transfer **$7,000 from line item 10147-52043 (Service Contracts Info) to line item 10147-51210 (Clerical and Technical).**

Vote: 6-0-0 **Motion: Passed**

12. To consider and act on an out of series transfer request by Marc Balestracci, Chief of Police, in the amount of **$25,000** per Transfer Request Form presented to the Board of Finance.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **$25,000** from line item **10129-51420 ($25,000, Patrol)** to line items **10129-52030 ($6,500, Professional Fees), 10129-52370 ($10,000, Uniform Allowance), 10129-53070 ($3,000, Auto Repairs), 10129-53080 ($3,000, Auto Maintenance), and 10129-53100 ($2,500, Tires)**.

Vote: 6-0-0 **Motion: Passed**

13. To consider and act on an out of series transfer request by Rob Brule, First Selectman, representing the Board of Selectman in the amount of **$800** per Transfer Request Form presented to the Board of Finance.

Motion by Bill Sheehan and **seconded** by Joseph Fillipetti to transfer **$800** from line item **10101-54010 ($800, Furniture)** to line items **10101-53090 ($400, Fuels & Lubricants) and 10101-53020 ($400, Other Supplies).**

Vote: 6-0-0 **Motion: Passed**

14. To consider and act on a request by Christine Johnson, Director of Waterford Public Library, for an additional appropriation of **$42,818** to fund negotiated compensation increases.

Motion by Bill Sheehan and **seconded** by Robert Tuneski to approve an additional appropriation of **$42,818 as follows:**

Transfer $10,379 from Contingency as follows: **$2,166 to line item 10136-51110 (Administration) $3,572 for line 10136-51220 (Custodial); and $526 for line item 10136-51920 (FICA), $4,115 to line item 10136-51910 (Fringe Benefits)**

Transfer $32,439 from the Unassigned Fund Balance of the General Fund; **to line item 10136-51210 (Clerical/Technical); and forward onto the RTM.**

Vote: 6-0-0 **Motion: Passed**

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15. To consider and act on an out of series transfer request by Paige Walton, Assessor, in the amount of **$800** per Transfer Request Form presented to the Board of Finance.

Motion by Bill Sheehan and **seconded** by Mike Rochetti to transfer **$800** from line item **10104-53200 ($800, Pricing Books)** to line items **10104-52040 ($800, Service Contracts and Rep).**

Vote: 6-0-0 **Motion: Passed**

16. To consider and act on an out of series transfer request by Kimberly Allen, Director of Finance, in the amount of **$3,075** per Transfer Request Form presented to the Board of Finance.

Motion by Bill Sheehan and **seconded** by Ronald Fedor to transfer **$3,075** from line item **10107-52050 (Dues, Conferences & Educ)** to line items **10107-52010 ($1,942, Advertising), 10107-52030 ($403 Professional Fees) and 10107-54060 ($730, Office Equipment).**

Vote: 6-0-0 **Motion: Passed**

17. To consider and act on an out of series transfer request by Kimberly Allen, Director of Finance, on behalf of the Board of Finance, in the amount of **$14,169** for higher than budgeted audit costs.

Motion by Bill Sheehan and **seconded** by Tuneski to transfer **$14,169** from line item **10112-52200 (Workers' Comp Insurance)** to line item **10103-52030 (Professional Fees).**

Vote: 6-0-0 **Motion: Passed**

18. Old Business: none

19. New Business: Packets were handed out to the Board of Finance regarding the BOF Policy regarding the Non Lapsing Account for the Board of Education from Glenn Patterson, Chairman, Board of Finance. Mr. Patterson asked if the board members would please go over these for discussion at the June Meeting.

20. Liaison Reports:

Robert Tuneski – the building committee signed a contract with an architect, the committee is moving along and they should be coming back within 6-8 months for funding of the building.

Gary Schneider, Director Public Works – we are working with the Utility Department to complete the first phase of the water line replacement project for Shore and New Shore Roads. The Utility Department must complete their review in order for DPW to reclaim and repave the roads; therefore, they will not be resurfaced this year as anticipated. To retain the contractor committed to this job, the nearby roads of Goshen Rd, Quarry Rd, and Leary Rd and will move "up the list" with work to start in the next few months.

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21. Correspondence

a. Virginia Bielucki, Town Accountant, Periodic Financial Statements FY24 dated April 10, 2024.
b. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated April 10, 2024.
c. Virginia Bielucki, Town Accountant, Status of Contingency FY24 dated April 12, 2024.
d. Virginia Bielucki, Town Accountant, Periodic Financial Statements FY24 dated May 8, 2024.
e. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated May 10, 2024.
f. March 2024 Special Revenue Reports
g. Quarterly Treasurer's Report March 31, 2024 – Abbas Danesh, Treasurer
h. Paving Road Adjustments – Gary Schneider, Director of Public Works

22. Adjournment

Motion by Bill Sheehan and **seconded** by Ronald Fedor to adjourn the Regular Meeting of the Board of Finance at 9:03 pm.

Vote: 6-0-0 **Motion: Passed.**

Respectfully submitted,

Maryellen McConnell

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

Maryellen McConnell,
Recording Secretary

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