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TOWN CLERK

Wednesday, April 9, 2025
Town Hall Auditorium 7:00 p.m.

Board of Finance
Regular Meeting Minutes

Present: Glenn Patterson, Robert Tuneski (7:05pm), Joseph Filippetti, Bill Sheehan, Josh Kelly (via cell phone), Michael Rocchetti (7:07pm)

Absent: Ron Fedor

Elected: Rob Brule, First Selectman

Staff: Kimberly Allen, Director of Finance; Jonathan Mullen, Planning Director; Gary Schneider, Director Public Works; Stephen Dubicki, Fire Marshall; Rob Avena, 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 7:02 p.m. April 9, 2025.

2. **Public Comment:** none

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

- a. Budget Hearing Minutes on the dates of March 3, March 5, March 10, March 12, March 17, March 19, March 24 and March 26, 2025

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the minutes of the March 3, 2025 Budget Hearing as presented.

Vote: 4 – 0 – 0

Motion: Passed

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the minutes of the March 5, 2025 Budget Hearing as presented.

Vote: 4 – 0 – 0

Motion: Passed

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the minutes of the March 10, 2025 Budget Hearing with an amendment to add the verbiage "designated by the Series Subtotals above" to each motion.

Vote: 4 – 0 – 0

Motion: Passed

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the minutes of the March 12, 2025 Budget Hearing with an amendment to add the verbiage "designated by the Series Subtotals above" to each motion.

Vote: 5 – 0 – 0

Motion: Passed

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the minutes of the March 17, 2025 Budget Hearing with a correction to **Item #3 Registrar of Voters** to omit the final sentence of discussion, "The Registrars indicated that they should be receiving two (2) grants which are not reflected in the budget." and replace it with "The Registrars do not expect the ROV office to receive further grant funding."

Vote: 5 – 0 – 0

Motion: Passed

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the minutes of the March 19, 2025 Budget Hearing as presented.

Vote: 5 – 0 – 0

Motion: Passed

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the minutes of the March 24, 2025 Budget Hearing with an amendment to **Item #2 Public Comment** from Helen Kwasniewski to read "A reevaluation is coming next year and she is not happy about it."

Vote: 6 – 0 – 0

Motion: Passed

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the minutes of the March 26, 2025 Final Action Budget Hearing as presented.

Vote: 6 – 0 – 0

Motion: Passed

b. Regular Meeting Minutes March 12, 2025

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the minutes of the March 12, 2025 Regular Meeting as presented.

Vote: 6-0-0

Motion: Passed

- 4.** To consider and act on a request by the Planning Director, Jonathan Mullen, for a **FY25 additional appropriation** in the amount to **\$85,000** for a new capital project for infrastructure improvements associated with a court stipulated judgment for 28 Industrial Drive, and forward to the RTM if required.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **\$85,000** from the Undesignated Fund Balance of the Capital Non-Recurring Expenditure Fund (CNR) to the established project at 28 Industrial Drive, new account to be created, and forward to the RTM as required.

The Town's Attorney, Rob Avena, along with the Planning Director, Jonathan Mullen presented the current court stipulated judgment and project plans for 28 Industrial Drive. Attorney Avena explained the Town has weathered several appeals to this project that have been resolved including a wetlands appeal, permit appeal and re-subdivision appeal. There have been many modifications to the old project which benefit the wetlands at the end of the road and the runoff into Jordan Brook.

Bill Sheehan noted the improvement to the Jordan Cove runoff plan. He then asked what the \$85,000 would be used for in which Director Mullen replied that all money would be allotted to materials only. All equipment and labor will be provided by the plaintiff, Kobyluck Brothers.

Chairman, Glenn Patterson advised the department head that based on Town procedure, he would like to see the Capital Project Sheet describing the project. Because protocol was not followed, he will not support the passing of this motion at this time. This project is not presented in the 5-Year Capital Plan list. The purpose of the list is to be sure large projects to do not pop up.

Michael Rocchetti asked Attorney Avena if the Town is required to do the project based on the court ruling. The Attorney said it is a difficult and sensitive coordination between the courts, plaintiff, commissions, DEEP and the Town's Board/Commission schedules. The project will need to be presented to the RTM and he is in hopes that it will take place at a Special Meeting by the RTM to get approved in a timely manner based on the court judgment. If the Town does not participate in the initial phase of the project, the plaintiff will conduct work without the Town's presence.

Director of Finance, Kimberly Allen, pointed out that the project is being processed as a Capital Project based on how the Board of Finance will fund it. By funding from the CNR, it deems the project to considered a Capital Project.

Vote: 6-0-0

Motion: Passed

5. To consider and act on a request by the Director of Public Works, Gary Schneider, for a FY25 Out-of-Series Transfer in the amount of \$20,000 to cover auto repairs for the sanitation fleet as indicated in the Transfer Request Form.

Motion by Bill Sheehan and seconded by Joseph Filippetti to transfer \$20,000 as follows:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

Public Works
DEPARTMENT

March 2025

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	230,000.00	(6,014.00)	20,000		13,986
2	10130	51510	Equipment Maintenance	390,229.00	159,575.00		(20,000)	139,575
						TOTAL	20,000	(20,000)

Explanation

See attached explanation

Email

Department Head

Kim Allen

Director of Finance

BOS
First Selectman

Commission/Board Approval

3/7/2025

Date

3/10/2025

Date

3/18/25
Date

Date

Robert Tuneski asked Director Schneider for the reasoning behind the transfer. The Director answered that a large amount of the repair costs this year are sanitation trucks (~\$78,000). The department is still waiting on new vehicles to come in to replace the old ones. This money will help keep prime vehicles up to par in the interim.

Vote: 6-0-0

Motion: Passed

6. To consider and act on a request by Paige Walton, Assessor, for a **FY25 Out-of-Series Transfer** in the amount of **\$300** to cover the cost for Grand List book binding as indicated in the Transfer Request Form.

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to transfer **\$300** as follows:

TOWN OF WATERFORD TRANSFER REQUEST FORM

Out of Series Transfer Request

Assessor _____

DEPARTMENT _____

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10104	52040	Service, Cont. and Repairs			300.00		300.00
2	10104	53020	Other Supplies				300.00	300.00
								0.00
TOTAL						300.00	300.00	

Explanation

Funds are needed in Service, Cont. and Repairs to pay Quality Data Service Inc. for Grand List book binding. The office will postpone ordering new office chairs and floor mats to the next fiscal year, FY1. As discussed, additional funds will be required next month with the reprinting of the motor vehicle list due to HB 7057.

Vote: 6-0-0

Motion: Passed

7. To consider and act on a request by Michael Howley, Interim Director of Fire Services, for a **FY25 Out-of-Series Transfer** in the amount of **\$24,500** to cover the cost of required OSHA repairs and protective gear purchases as indicated in the Transfer Request Form.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer **\$24,500** as follows:

9. Old Business:

- a. Continuation of discussion begun on January 15, 2025 regarding the process for submitting and approving capital projects.
Bill Sheehan opened discussion by stating that the procedure of submitting capital projects is in the realm of the RTM by ordinance. Because of that, he doesn't believe in further conversation about this topic within the Board of Finance. He added that the Board of Finance needs to step back and let the RTM do its job.
Director Allen added that the RTM may be adding this topic to the June meeting agenda. Glenn Patterson will remove this topic from future Board of Finance agendas.
- b. Review and discussion of questions on the 1Q 2025 Capital Project Management Report. This item was deferred from the March 12, 2025 Board of Finance Regular Meeting agenda.
 - i. Bill Sheehan asked Rob Brule why there are no cameras yet in the Auditorium for streaming meetings. Director Allen advised that they are on backorder and IT will have them ready as soon as they are shipped in. She also informed the Board that the plan with the cameras and streaming must include an actual person to run the cameras for the meetings which will need to be determined prior to use. Mr. Sheehan asked about project completion of the Town Hall bathrooms and the Library's AC project. First Selectman Brule stated the bathrooms should be completed by next week. The AC in the Library is delayed due to an increase in the project costs that came up recently. Mr. Sheehan then asked why the parking lot at the Public Safety Building was not completed yet. Director Allen said that the project is in Planning & Zoning and will be sent to the Planning Commission for approval. She also mentioned that many of the projects on the 1Q 2025 Capital Project Management Report have been updated or removed/completed as we are now in the 3rd Quarter.
 - ii. 1Q 2025 Capital Project Management Report, Page 1 – Chairman Patterson: BOE projects – anticipated Summer of 2025 start.
 - iii. 1Q 2025 Capital Project Management Report, Page 2 – Chairman Patterson: Town Dock – Port Authority grant funding is being pursued and the plan should be finalized by end of August. This project has a multi-agency funding.
 - iv. 1Q 2025 Capital Project Management Report, Page 3 – Chairman Patterson: Cohanzie Generator – waiting on warranty information to complete.
 - v. 1Q 2025 Capital Project Management Report, Page 4 – Chairman Patterson: Goshen Fire House Roof, estimated ~\$60,000. Low bid came in at more than twice this cost. Director Allen said the Town is looking at repairing only the leaking section of the flat roof.
 - vi. 1Q 2025 Capital Project Management Report, Page 5 – No questions/comments
 - vii. 1Q 2025 Capital Project Management Report, Page 6 – Chairman Patterson: Recreation & Parks project to relocate maintenance shed from Veteran's Park to the beach for ~\$21,000. Rob Brule said they need to finalize the actual plan for both sites and the project is currently in the hands of Planning & Zoning.

- viii. 1Q 2025 Capital Project Management Report, Page 7 – No questions/comments.
Chairman Patterson gave credit to Rob Brule on the progress made on the formerly lengthy list of Capital Projects over the past several years.

10. New Business: none

- 11. Liaison Reports:** Robert Tuneski updated the Board regarding the Oswegatchie Fire House Building Committee. He said that the RTM will need to vote on bonding – the resolution is at \$12 Million. He asked the Director of Finance and the First Selectman how the furnishings will be financed once the structure is built. Bill Sheehan stated that in his experience, furniture should fall under the bond so no additional money is required after the build is complete. Director Allen agreed with Mr. Sheehan.

- 12. Correspondence:** Bill Sheehan noted that based on no substantial Contingency funding remaining for year-end book balancing, he predicts that in June through August there will probably be many transfers. Director Allen spoke up to say that she is already working diligently with Department Heads to minimize transfers at the fiscal year's end.

13. Adjournment

Motion by Robert Tuneski and **seconded** by Michael Rocchetti to adjourn the Regular Meeting of the Board of Finance at 7:58pm.

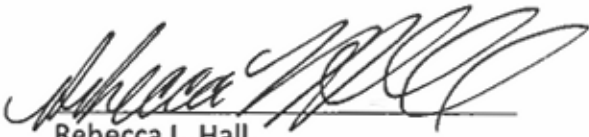
Vote: 6-0-0

Motion: Passed

Respectfully submitted,



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



Rebecca L. Hall,
Recording Secretary