

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

Board of Finance
Regular Meeting Minutes

Wednesday, March 12, 2025
Town Hall Auditorium 7:00 p.m.

Present: Glenn Patterson, Robert Tuneski, Joseph Filippetti, Bill Sheehan, Ron Fedor, Josh Kelly, Michael Rocchetti

Elected: Paul Goldstein, RTM Moderator

Staff: Kimberly Allen, Director of Finance; Gary Schneider, Director Public Works; Christine Johnson, Director of Waterford Public Library; Bigi Ebbin, Registrar of Voters; 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. March 12, 2025.

2. Public Comment: none

3. Approval and acceptance of minutes:
Regular Meeting on February 12, 2025

Motion by Bill Sheehan and seconded by Josh Kelly to approve the minutes of the February 12, 2025 Regular Meeting as presented.

Vote: 7-0-0

Motion: Passed

4. To consider and act on a request for a FY25 Out-of-Series Transfer from Gary Schneider, Director of Public Works, in the amount of \$39,413 for sidewalks.

Motion by Bill Sheehan and seconded by Joseph Filippetti to transfer \$39,413 as follows:

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

PUBLIC WORKS CAPITAL
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT ENCUMBERED ENCUMBERED	ACCOUNT ENCUMBERED ENCUMBERED	REVISED Available Budget
1	33022	55882	SIDEWALK REPLACEMENT (NORMAN ROAD)	34,078.55	(39,412.99)	39,412.99		0.00
2	33022	55883	SIDEWALK REPLACEMENT (WILLIAM STREET)	15,000.49	11,623.47		(5,292.56)	6,330.91
3	33022	55884	SIDEWALK REPLACEMENT (SUMMER STREET)	22,521.88	20,621.65		(20,621.65)	0.00
4	33022	55885	SIDEWALK REPLACEMENT (DAVID STREET)	16,748.83	13,488.78		(13,488.78)	0.00
TOTAL					39,412.99		(39,412.99)	0.00

Explanation

The four sidewalks were approved together and the work was completed as one project. Costs were difficult to separate by sidewalk on the invoices and most costs were assigned to 33022-55882 when work was completed on all sidewalks. The total budget for all sidewalks was \$105,000 and only \$103,169.09 was expended. The balance of \$6,330.91 will be returned to the general fund.

Vote: 7-0-0

Motion: Passed

5. To consider and act on a request for a FY25 Out-of-Series Transfer from Gary Schneider, Director of Public Works, in the amount of **\$35,558** for various lines as presented in the Transfer Request Form.

Motion by Bill Sheehan and seconded by Michael Rocchetti to transfer **\$35,558** as presented in 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 Budget Amount	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Budget Amount
1	10130	53030	Operational Supplies	18,000.00	139.84	5,000.00		5,139.84
2	10130	51510	Equipment Maintenance	390,229.00	172,007.00		5,000.00	167,007.00
3	10130	52040	Service, Contracts & Repairs	62,000.00	2,972.00	25,000.00		27,972.00
4	10130	51510	Equipment Maintenance	390,229.00	167,007.00		25,000.00	142,007.00
5	10130	52030	Professional Fees	137,000.00	(6,423.05)	5,558.00		(865.05)
6	10130	51130	Engineering	5,558.00	5,558.00		5,558.00	0.00
					TOTAL	35,558.00	35,558.00	0.00

Explanation
See attached memo

Vote: 7-0-0

Motion: Passed

6. To consider and act on an additional appropriation request in the amount of **\$505,078** to line **20536-57848 (Library HVAC Upgrade)** from the Director of Public Works, Gary Schneider, and Director of Library, Christine Johnson, and forward to the RTM if approved.

Ron Fedor pointed out that the updated back up documentation shows a savings of about \$10,000 on the project.

Motion by Bill Sheehan and seconded by Joseph Filippetti to transfer **\$505,078** from The Unassigned Fund Balance of the General Fund to Line #20536-57848 (Library HVAC Upgrade) and forward to the RTM as required.

Vote: 7-0-0

Motion: Passed

7. To consider and act on a request for a FY25 additional appropriation by Bigi Ebbin and Patti Waters, Registrar of Voters, in the amount of **\$11,972** to cover expenses incurred in the August 13, 2024 Primary that aren't covered in the yearly budget and forward to the RTM if approved. Disbursement of funds should be as follows:

Line # 10102-51310 \$ 800.00

Line # 10102-51320 \$8,924.00

Line # 10102-51920 \$1,348.00

Line # 10102-53020 \$ 900.00

Motion by Bill Sheehan and seconded by Bob Tuneski to transfer \$1,700 from Contingency as follows:

\$800 (Line# 10102-51310)

\$900 (Line# 10102-53020)

and transfer \$10,272 from Unassigned Fund Balance of the General Fund as follows and forward to the RTM as required:

\$8,924.00 (Line# 10102-51320)

\$1,348.00 (Line# 10102-51920)

Vote: 7-0-0

Motion: Passed

8. To consider and act on a request for a FY25 Out-of-Series Transfer from Christine Johnson, Library Director, in the amount of \$156 for Postage costs.

Motion by Bill Sheehan and seconded by Joseph Filippetti to transfer \$156 as presented in the Transfer Request Form.

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

LIBRARY
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Budget Amount	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Budget Amount
1	10136	53020	POSTAGE	264.00	39.60	15k	(15k)	375.00
2	10136	53010	OFFICE SUPPLIES	450.00	328.25		(15k)	160.85
3							-15k	0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
						15k	15k	0.00
					TOTAL	15k	(15k)	0.00

Explanation

Postage shortfall due to unbudgeted postal rate increases and double charge in November 2024 - mailed 42 pieces charged for 84

Vote: 7-0-0

Motion: Passed

9. To consider and act on a request for a FY25 Out-of-Series Transfer from Rob Brule, First Selectman's Office in the amount of **\$1,200** for Ricoh lease charges and Fuels and Lubricants.

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to transfer **\$1,200** as presented in the Transfer Request Form.

Out of Series Transfer Request

First Seideman's Office
DISPATCH UNIT

Explanations	TOTAL	1,200.00	(1,200.00)
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Explanation

adding funds to Fyfe & Lubricants from Professional Fees

Transfer will cover the RICOH lease charges and color copy costs through the end of the fiscal year

Funds are available for transfer because the First Selectman did not attend a planned economic development conference in November.

Motion: Passed

10. Review and discussion of questions on the 1Q 2025 Capital Project Status Report tabled until Board of Finance Regular Meeting on April 9, 2025.

Motion by Michael Rocchetti and seconded by Bill Sheehan to reschedule the budget hearing for Emergency Management from March 3, 2025 to Monday, March 17, 2025.

No: Fedor

Motion: Passed

12. **Old Business:** Continuation of discussion from the January 15, 2025 meeting regarding the process for submitting and approving capital projects will commence at the BOF Regular Meeting on April 9, 2025.

13. New Business: none

14. Liaison Reports: none

15. **Correspondence:** Bill Sheehan requested further clarification on the totals in the Special Revenue reports presented by the Director of Finance, Kimberly Allen. Ron Fedor raised questions regarding the accumulation of money in Special Revenues and how the money is expended. Director Allen stated the totals are presented as monthly and also year-to-date on the reports. She added that the Special Revenue line is used to help offset costs of activity programs that may not be well attended in addition to covering assistance programs for those in need for Human Services departments.

Mr. Sheehan asked if the funds are present in the Town's audit report and the Director said yes. Mrs. Allen added that the Finance Department requires all Departments utilizing a Special Revenue line are required to balance that line monthly. Josh Kelly said that he sees this line as a "Enterprise Fund" and deems is necessary to ensure programs can be run by the Town and we use the funds for innovation. He believes that the First Selectman should be able to manage this system as it is set up and that checks and balances have been put in place for Mr. Brule to do so appropriately.

11. Adjournment:

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to adjourn the Regular Meeting of the Board of Finance at 7:31pm.

Vote: 7-0-0

Motion: Passed

Respectfully submitted,



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



Rebecca L. Hall,
Recording Secretary