

Board of Finance
Regular Meeting Minutes
Zoom Meeting

Wednesday, October 14, 2020
7:00 pm

Present: Chairman Ronald R. Fedor, Mark Geer, John Sheehan, Kevin Petchark, Glenn Patterson, and Robert Tuneski (arrived at 7:15)

Absent: Tali Maidelis, Kim Allen, Finance Director

Elected: Robert J. Brule, First Selectman

RTM: Thomas Dembek, RTM Moderator

Staff: Dave Campo, Town Clerk, Alan Wilensky, Tax Collector, Abbas Danesh, Town Treasurer and Maryellen McConnell, Secretary

1. Establishment of a quorum and call to order:

A quorum was established and a call to order was established at 7:00 pm, October 14, 2020.

2. Public comment: No public comment.

3. Approval and acceptance of Board of Finance revised minutes from September 9, 2020.

Motion by John Sheehan and **seconded** by Mark Geer to approve the revised meeting minutes of September 9, 2020.

Vote: 5-0

Motion: Passed

4. To consider and act on a request from, the Board of Selectmen, on behalf of Kimberly Allen, Finance Director, Town of Waterford, for an **FY20 out of Series Transfers as follows:**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10110-54060	Office Equipment	730.00	(10.96)	12.00		1.04
10110-51120	Inspection	272,147.00	38,445.60		(12.00)	38,433.60
10101-53020	Other Supplies	150.00	(874.79)	876.00		1.21
10101-52010	Advertising	200.00	200.00		(200.00)	0.00
10101-52070	Reimbursable Expense	480.00	210.10		(210.00)	.01
10101-52040	Service Contracts	1,582.00	184.22		(184.00)	0.22
10101-52050	Dues, Conferences	150.00	150.00		(150.00)	0.00
10101-51210	Clerical & Technical	150.00	96.00		(96.00)	0.00
10101-53090	Fuels & Lubricants	1,000.00	51.32		(36.00)	15.32
	Total			888.00	(888.00)	

Motion by John Sheehan and **seconded** by Mark Geer to approve the request as stated.

Vote: 5-0

Motion: Passed

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10109-52510	Rental Equipment	27,000.00	(659.00)	660.00		1.00
10109-53280	Election Materials	1,000.00	509.24		(500.00)	9.24
10109-53270	Ordinances	1,850.00	228.86		(160.00)	68.86
10122-52040	Service Contracts	45,524.00	(139.58)	141.00		1.42
10122-52080	Telephone	27,627.00	(26.50)	28.00		1.50
10122-51200	Electricity	38,316.00	(13.15)	14.00		0.85
10122-52415	Generator Maintenance	5,702.00	(764.04)	765.00		0.96
10122-51110	Administration	10,000.00	7,364.22		(948.00)	6,416.22
	Total			1,608.00	(1,608.00)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the request as stated.

Vote: 5-0

Motion: Passed

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10129-51420	Patrol	3,212,166.00	(2,002.76)	2,004.00		1.24
10129-52100	Electricity	52,979.00	(38.21)	39.00		0.79
10129-52300	Training Education	59,200.00	5,880.51		(2,043.00)	3,837.51
10143-51210	Clerical & Technical	300.00	(103.77)	105.00		1.23
10143-51920	FICA	23.00	(7.30)	8.00		0.70
10143-52030	Professional Fees	300.00	300.00		(113.00)	187.00
	Total			2,156.00	(2,156.00)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the request as stated.

Vote: 5-0

Motion: Passed

5. To consider and act on a request from, the Board of Selectmen, on behalf of Dave Campo, Town Clerk, for an **FY21 Out of Series Transfer** as follows:

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10121-59010	Contingency	265,000	265,000		(5,593)	259,407
10109-51210	Clerical/Technical	51,720	51,720	2,800		54,520
10109-51810	Overtime	100	100	1,782		1,882
10109-51920	FICA	16,527	16,527	352		16,879
10109-52020	Postage	2,900	2,900	4,550		7,450
10109-53280	Election Supplies	1,400	1,400	2,474		3,874
10109-53010	Office Supplies	1	1	756		757
	State Grant			(7,121)		(7,121)
	Total			5,593	(5,593)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the request as stated.

Vote: 6-0

Motion: Passed

6. To consider and act on a request from Kimberly Allen, Finance director, Town of Waterford, to approve funding for Non-budgeted MUNIS analysis in the amount of \$5,775.00

Motion by John Sheehan to approve the request and decrease line item #10107-51110 Administration by \$5,775.00 and increase line item #10107-52040 Service Contracts and Repairs by \$5,775.00. **Seconded** by Glenn Patterson to approve the request as stated.

Vote: 6-0

Motion: Passed

7. Liaison Reports:

Glenn Patterson – Municipal Complex: Everything is moving along, the contract states that they will be done in February, and they are saying it will be the second week of December. They have finished up the remediation phase, all the bad soil has been removed, tested and trucked away. They are cleaning up that area, and they have a month's worth of paperwork and testing on the remediation. The garage is going up and they will be putting the roof, they are in the last phase and will be paving soon. Hopefully, sometime in the middle of December they will be looking for a certificate of occupancy for the entire building.

Glenn Patterson – Long Range Fiscal Planning Committee: Tomorrow night we have a meeting, we last met in September and there is an Ad Hoc Sub Committee of the Planning Committee that met prior to that. We have worked out what we think is a legitimate request to the RTM to give the committee a new charge based on the revamping of the committee with different goals and mission statements. At the last meeting, Kim provided sample spreadsheets to layout future scenarios that we will be looking at tomorrow night to see how we fine tune scenarios or update assumptions to give us a rough look into the future. Hopefully, the next report to the Board of Finance will have some clearer direction and approaches that we think the committee will want to take.

8. Old Business: None

9. New Business:

Ron Fedor – Board of Education Budget: Today I received a letter from the Board of Education, which they are asking for a March 1, 2021, turn in date for their budget. Which is similar to what they have done in the past, and I wanted to get a sense from the Board of Finance if that is okay with everyone since they are being heard on February 22, 2021, which gives us three weeks to look over the budget.

Motion by John Sheehan to move approval of the March 1, 2021 date and **seconded** by Mark Geer to approve the request as stated.

Vote: 6-0

Motion: Passed

Alan Wilensky, Tax Collector, Status of Tax Collection since October 1, 2020: We are roughly at \$68,000,000 in receipts at this point on October 14th. That compares to last year at the end of October we were at \$67,700,000. Things are coming in nicely and we saw an uptick in foot traffic at the end of September. The online payments have been robust, and right now we are at 75% of collections compared to all of last year. We are at \$2.3 million in on line collections compared to last year we did \$3 million and I believe that has a lot to do with the COVID situation. As far as collection percentages we are very close in line with where we were last year. Real estate is at 62.4% compared to end of month last year we were at 62.5%. Personal property is at 99.2% compared to end of month last year we were at 99.8%. Motor vehicles is at 89.3% compared to end of month last year we were at 93.2%, just a little bit down. Delinquent statements just went out around October 6th, we are already getting a responses and I expect those numbers to jump even more. We are ahead of last year, as far as other things we are pushing forward with collection of back taxes on real estate. We did go into a hiatus last year at Christmas, we do back off, now with COVID and the courts being closed that has put us back on the collection of back taxes by means of foreclosures. However; the courts are opening back up again and as we move into 2021 we will be moving harder into the back taxes.

Rob Brule – Update on SARS/COVID: Municipalities are now responsible for contact tracing, Joyce Sauchuck has been spearheading this and it has gone remarkably well. Ledge Light has made statements that contact tracing is showing family events, social events, large get-togethers has been the largest reason for the uptick in these cases. School has not been shown to be the reason for these COVID positive cases, this has come from Ledge Light and the DPH. Since three individuals at Waterford High School have tested positive for COVID within 14 days, this meets the DPH and the Department of Education's threshold, Waterford High School will be closed Thursday and Friday and they will reassess on Sunday afternoon when contact tracing and cleaning will be finished. On Sunday afternoon Thomas Giard will be reaching out to school boards, I will be taking his information and passing it on our website and my Facebook page to make sure the Town is made aware of what is going on. How this affects other things in Town, this is an uptick. I was talking to Brian Flaherty in Recreation and Parks and suspending all programs, we do not have many running outdoors, extra circular and any sports we will be suspending them as well. Since Clark Lane is out and now the high school, as a town we need to be somewhat consistent with what the measures are and keeping our community safe. There are no immediate plans to roll back to phase two, we do not meet the qualifications yet, but I have spoken with Steve Mansfield and I have an email in to find out what number or percentage we have to hit to be considered to roll back to phase two. Other than that we are in a wait and see pattern.

Next week Tom Giard will join our meeting of the Municipal Emergency Committee and give us an update. I have asked Steve Singara to give us a report that shows every single COVID case per week from the very beginning, just to give people an idea of what it looked like and also identify the ones that were long range or long term care facility cases so we do not get skewed with some of the numbers. It is not to scare people, but to give them an idea of what is going on and that we need to stay vigilante, wear masks and wash your hands. Right now, all Town meetings will be Zoom, there will be no in person meetings until further notice. The library is the only place that will continue to be limited hours, she does not have an uptick in people. That is the one last public space in Town that we are monitoring to see if we have to shut it down or continue to keep it open.

10. Correspondence:

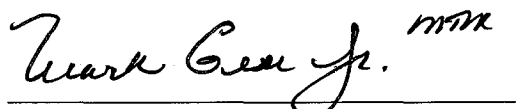
11. Adjournment:

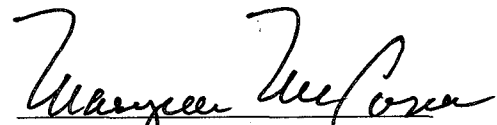
Motion by John Sheehan and **seconded** by Glenn Patterson to adjourn the Meeting of the Board of Finance at 7:30 p.m.

Vote: 6-0

Motion: Passed

Respectfully submitted,


Mark Geer, Jr., Clerk


Maryellen McConnell, Secretary