

Board of Finance
Regular Meeting Minutes
Waterford Town Hall Auditorium

Wednesday, September 9, 2020
7:00 pm

Present: Chairman Ronald R. Fedor, Mark Geer, John Sheehan, Kevin Petchark, Glenn Patterson and Tali Maidelis

Absent: Robert Tuneski

Elected: Robert J. Brule, First Selectman; Jody Nazarchyk, Selectwoman

RTM: Thomas Dembek, RTM Moderator; Sue Driscoll, RTM Minority Leader

Staff: Thomas Girard, Superintendent of Schools, Craig Powers, Assistant Superintendent, Joseph Mancini, BOE Director of Finance/Operations; Jay Murphy, Building Official, Bruce Miller, Director Fire Services, Kim Allen, Director of Finance, Maryellen McConnell, Secretary

2020 SEP 14 PM 2:11

RECEIVED
TOWN OF WATERFORD
SEP 14 2020

1. Establishment of a quorum and call to order:

A quorum was established and a call to order was established at 7:00 pm, September 9, 2020.

2. Public comment: No public comment.
3. Approval and acceptance of Board of Finance regular minutes from August 12, 2020.

Motion by Tali Maidelis and **seconded** by John Sheehan to approve the regular meeting minutes of August 12, 2020.

Vote: 6-0

Motion: Passed

4. Review draft and possible vote of acceptance of Board of Education Non-Lapsing Account Policy.

Motion by John Sheehan and **seconded** by Tali Maidelis to adopt the policy.

Vote: 6-0

Motion: Passed

5. To consider and act on a request from, the Board of Selectmen, on behalf of Kimberly Allen, Director, Finance Department for an **FY20 Out of Series Transfer** as follows:

Account	Description	Approved Budget Amount	Current Budget Amount	Account Increase	Account Decrease	Revised Budget Amount
10101-53119	Emergency Expenditures	0.00	0.00	191,482.31		191,482.31
10121-59010	Contingency	250,000	239,800		(191,482.31)	48,317.69
10112-52240	Insurance (Unemployment)	15,000	17,806	25,693		43,499
10112-52250	Insurance (deductible)	40,000	40,000	8,865		48,865
10112-52251	Insurance (healthcare)	3,391,864	3,391,864	18,822		3,410,686
10139-56028	Debt Service (Interest)	314,375	290,761		(53,380)	237,381
	Total			244,862.31	(244,862.31)	

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

Vote: 6-0

Motion: Passed

6. To consider and act on a request from Abby Piersal, Planning Director, Town of Waterford, for an **FY21 Out of Series Transfer** as follows:

Account	Description	Approved Budget Amount	Current Budget Amount	Account Increase	Account Decrease	Revised Budget Amount
10118-51120	Inspection	159,207	159,207	0.00	(15,000)	144,207
10118-52030	Professional Fees	750.00	750.00	15,000	0.00	15,750
	Total			15,000	(15,000)	

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

Vote: 6-0

Motion: Passed

7. To consider and act on a request from, the Board of Selectmen, on behalf of Alan Wilenski, Tax Collector, Town of Waterford, for an **FY21 Out of Series Transfer** as follows:

Account	Description	Approved Budget Amount	Current Budget Amount	Account Increase	Account Decrease	Revised Budget Amount
10106-51210	Clerical	77,769	77,769		(500)	77,269
10106-52050	Dues, Conferences	685	685		(500)	185
10106-53010	Office Supplies	30	30	1,000		1,030
	Totals			1,000	(1,000)	

Motion by John Sheehan and **seconded** by Tali Maidelis to approve the request as stated.

Vote: 6-0

Motion: Passed

8. To consider and act on a request from the Board of Selectman on behalf of Brian Flaherty, Director of Recreation and Parks, Town of Waterford, for an **appropriation of \$10,347.50 from undesignated fund balance #205-31520 to project #20537-57824 Waterford Beach Causeway** for payment of an outstanding invoice and to close out project and forward onto the RTM.

This project was closed in 2018, however; due to poor workmanship this was not paid and kept on the books until the work was done to our satisfaction.

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

Vote: 6-0

Motion: Passed

9. To consider and act on a request from Joseph Mancini, Director of Finance, Board of Education, Town of Waterford to approve \$256,600 for the purchase of Chromebooks and iPads from the Non-Lapsing account.

The Board of Finance will deposit up to 50% of any unexpended funds from the budgeted appropriation for education from the previous fiscal year. This amount is \$332,426.57 and will be deposited into the non-lapsing account.

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

Vote: 5-1

Abstain: Mark Geer

Motion: Passed

Motion by John Sheehan and **seconded** by Mark Geer to approve the transfer of \$332,426.57 in to the non-lapsing account.

Vote: 5-1

Abstain: Mark Geer

Motion: Passed

10. Liaison Reports:

The remediation phase is moving along quickly. The foundation for the garage is being worked on. The wash bay for the new garage is the only item they are having trouble with. They are working with O&G on this to get this straightened out. They do have a February finish date which they are looking to be on target, if not sooner.

11. Old Business: None

12. New Business:

- a. Budget guidelines for FY21/22: On page 2 section 11, please change the name from Youth Services Bureau to Youth and Family Services Bureau.

Motion by John Sheehan and **seconded** by Tali Maidelis to approve the request as stated.

Vote: 6-0

Motion: Passed

- b. Board of Finance regular and budget hearing schedules: On the budget schedule move the Board of Education to March 22, 2021. Move Building Maintenance, Public Works, Capital Improvements, Debt Service and Transfers to Capital and Non-Recurring to March 17, 2021. Move the Public Hearing to March 24, 2021 and delete the second Economic Development from March 15, 2021. On the regular hearing schedule change January 6th to January 10th and February 3rd to February 10th. Change the budget hearings and move April 7th to April 14th.

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

Vote: 6-0

Motion: Passed

- c. Capital Project Review Policy

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

Vote: 6-0

Motion: Passed

- d. Year-end report for the Board of Education was given by Kimberly Allen, Director of Finance at the beginning of the meeting.
- e. Quaker Hill Staffing: Quaker Hill Fire Department has large volunteer base, they are monitored and have a response time of 4.5 to 5 minutes to get to a call. They do have a person that does all the safety checks once a week on Saturdays. Cohanzie is now staffed on a 24/7 basis, so they do go to the Quaker Hill calls and their response time is 7.5 to 8 minutes to help out Quaker Hill Fire Department. Since we do not staff the ambulance we are able to staff Cohanzie 2/47, but they do assist with priority one medical calls.
- f. Race Sensitivity Training: We are working with Human Resources and found areas that need training. We have reached out to CIRMA and also Sustainable Connecticut. Sustainable Connecticut would be a great opportunity at this time, as we are already bronze certified with them. They would provide us with an equity coach that would work with the Town and help us on our sensitivity training which is very important.

17. Correspondence: There is an extra line item for bonding from the Municipal Complex. That is due to the bonding proceeds, which have to be kept separate in the General Fund.

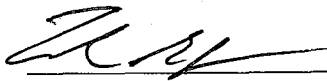
18. Adjournment:

Motion by John Sheehan and **seconded** by Mark Geer to adjourn the Meeting of the Board of Finance at 8:35 p.m.

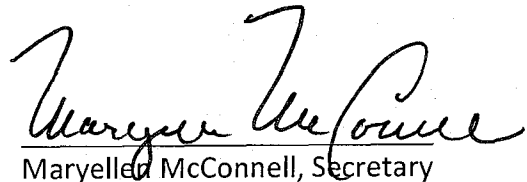
Vote: 6-0

Motion: Passed

Respectfully submitted,



Mark Geer, Jr., Clerk



Maryellen McConnell, Secretary

**BOARD OF FINANCE
BUDGET HEARING SCHEDULE
FISCAL YEAR 2021/2022**

Monday, March 1, 2021	Library Police Department Emergency Management Information Technology Board of Finance Contingency
Wednesday, March 3, 2021	Ethics Commission Conservation of Health Public Health & Nursing Miscellaneous Social Grants Youth Services Senior Citizens Recreation and Parks Flood and Erosion Control
Monday, March 8, 2021	Economic Development Conservation Commission Planning and Zoning Zoning Board of Appeals Building Department Review Projected Revenue
Wednesday, March 10, 2021	Regular Meeting
Wednesday, March 10, 2021	Board of Selectmen Registrar of Voters Assessor Board of Assessment Appeals Tax Collector Town Clerk Representative Town Meeting
Monday, March 15, 2021	Fire Services Human Resources Finance Department Retirement Legal
Wednesday, March 17, 2021	Building Maintenance Public Works Capital Improvements Debt Service Transfers to Capital and Non-Recurring
Monday, March 22, 2021	Board of Education
Wednesday, March 24, 2021	Board of Finance Public Hearing on Budget Followed by Special Meeting for Final Budgetary Action
Monday, May 3, 2021	RTM Annual Budget Meeting (anticipated to be conducted May 3 th through May 7 th)

All Board of Finance Meetings will be held at the Waterford Town Hall at 7:00 p.m. and end at 10:30 p.m. unless otherwise noted. All budgets are due in the Finance Office on **December 11, 2020 WITH NO EXCEPTIONS.**

S: Finance: Board of Finance-grm/Meeting Schedule/Budget Hearing Schedule

**BOARD OF FINANCE
MEETING SCHEDULE
CALENDAR YEAR 2021**

ALL MEETINGS WILL BE HELD AT 7:00 P.M. UNLESS OTHERWISE NOTED

January 13, 2021	Regular Meeting
February 10, 2021	Regular Meeting
March 1, 2021	Budget Hearing
March 3, 2021	Budget Hearing
March 8, 2021	Budget Hearing
March 10, 2021	Regular Monthly Meeting (followed by Budget Hearing)
March 10, 2021	Budget Hearing
March 15, 2021	Budget Hearing
March 17, 2021	Budget Hearing
March 22, 2021	Budget Hearing
March 24, 2021	Public Hearing on the budget followed by Special Meeting for Final Budgetary Action
April 14, 2021	Regular Meeting
May 3, 2021	<u>RTM</u> Annual Budget Meeting (anticipated to be conducted May 3rd through 7 th)
May 19, 2021	Regular Meeting (Third Wednesday)
June 9, 2021	Regular Meeting
July 21, 2021	Regular Meeting (Third Wednesday)
August 11, 2021	Regular Meeting
September 8, 2021	Regular Meeting
October 13, 2021	Regular Meeting
November 10, 2021	Regular Meeting
December 8, 2021	Regular Meeting