Board of Finance
Regular Meeting Minutes
7:00 pm

Wednesday, January 12, 2021
Waterford Town Hall

Present: Chairman Glenn Patterson, Ronald Fedor, John Sheehan, Kevin Petchark; Robert Tuneski, and Baird Welch-Collins

Elected: Robert J. Brule, First Selectman

Absent: Joe Filippetti

RTM: Thomas Dembek

Staff: Joseph Mancini, Board of Education Director Finance/Operations, Mark Geer, Board of Education IT Department, Gary Schneider, Director of Public Works, Michael Howley, Director of Fire Services, Dani Gorman, Director Youth & Family Services, Abbas Danesh, Elected Treasurer, Kimberly Allen, Finance Director, Maryellen McConnell, Secretary

1. Establishment of a quorum and call to order:

   A quorum and a call to order was established at 7:00 pm, January 12, 2021

2. Public comment: No public comment.

3. Approval and acceptance of revised minutes of December 8, 2021.

   Motion by Baird Welch-Collins and **seconded** by John Sheehan to approve the revised minutes of December 8, 2021.

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

4. Review and approval of the revised budget for the Board of Finance FY23.

   Motion by John Sheehan and **seconded** by Ronald Fedor to reduce the 52000 series to $64,100.

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

   Motion by John Sheehan and **seconded** by Ronald Fedor to approve the budget for $66,673.

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

5. To consider and act on a request from Joseph Mancini, Board of Education, for **an appropriation in the amount of $170,000** from Capital and Non-Recurring designated line #20560-57822 IT Learning Boards and forward onto the RTM.

Motion by John Sheehan and **seconded** Baird Welch-Collins to approve the appropriation from Capital and Non-Recurring designated line #20560-57822 for $170,000.

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

6. To consider and act on a request from Robert Brule, First Selectman, **for an FY22 additional appropriation from the Undesignated Fund Balance of the Capital Non Recurring Expenditure Fund line #205-31520 in the amount of $12,500 to a line item to be assigned by the Finance Director and forward onto the RTM.**

Motion by John Sheehan and **seconded** by Baird Welch-Collins to amend the agenda so it reads "To consider and act on a request from Robert Brule, First Selectman, **for an FY22 additional appropriation from the Undesignated Fund Balance of the Capital Non Recurring Expenditure Fund line #205-31520 to fund a new pump out boat for Save the River-Save the Hills in the amount of $12,500 to a line item to be assigned by the Finance Director and forward onto the RTM".**

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

Motion by Baird Welch-Collins and **seconded** Kevin Petchark to approve the additional appropriation for $12,500.

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

7. To consider and act on a request from Michael Howley, Director of Fire Services, **to merge two projects by requesting to move $1,990,000 from designated line #20523-57792 into designated line #20523-57733 and then close out project #20523-57792 (Oswegatchie Building Renovations) and forward onto the RTM.**

Motion John Sheehan and **seconded** by Baird Welch-Collins to approve the merging of two projects and moving $1,990,000 from line #20523-57792 to 20523-57733 and close out line #20523-57792.

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

8. To consider and act on a request from Michael Howley, Director of Fire Services, **for an Out-of-Series transfer in the amount of $22,700 to decrease line #10123-53020 Other Supplies by $1,200, to decrease line #10123-54226 Equipment by $20,000 and increase line #10123-51810 Overtime by $21,200. To decrease line #10123-53020 Other Supplies by $400, to decrease line #10123-53021 Consumable Supplies by $500, decrease line #10123-53110 Computer Supplies by $500 and increase line 10123-52375 Ground Ladder Equipment Testing by $1,400. To decrease line #10123-54060 Office Equipment by $100 and increase 10123-52010 Advertising by $100.**

Motion John Sheehan and **seconded** by Ronald Fedor to approve the Out of Series transfer for $22,700.

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

9. To consider and act on a request from Gary Schneider, Director of Public Works, **for an additional appropriation in the amount of $404,000.00 as a new project from the Capital Non-Recurring Undesignated line #205-31520 for HVAC and roof replacement for the Public Safety Building and forward onto the RTM**

Board members questioned DPW Director Schneider and Fire Services Director Howley regarding the elements of the proposed work on the building. Messrs. Fedor, Tuneski, and Patterson questioned the immediate need for additional funds outside the normal budget cycle and whether partial funding at this time could move the projects forward. It was noted that the materials to begin the roofing and HVAC roof units would not be available until the June/July time frame. Director Schneider expressed that the projects were urgent and that full funding at this time enabled the projects to be ready to go as soon as possible based on material availability.

Director Howley outlined the less than optimum HVAC environment in the building and the ongoing risks the leaking roof posed to equipment and personnel. Director Schneider discussed the non-functionality of the HVAC roof unit and the need to proceed as quickly as possible. Mr. Sheehan noted the difficulties in coordinating multi-discipline rooftop projects. Director Schneider acknowledged those issues and outlined steps that could be taken to mitigate those risks.

Mr. Welch-Collins noted that over time Waterford has managed to avoid the worst of the annual hurricane seasons and that acting now on the proposed projects was warranted.

Discussion concluded with Mr. Fedor moving the question.

Motion by Ronald Fedor and **seconded** by Baird Welch-Collins to move the question.

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

Motion by John Sheehan and **seconded** by Robert Tuneski to amend the agenda and change the amount of the request from $404,000 to $409,400 due to the incorrect backup amount.

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

Motion by Baird Welch-Collins and **seconded** by Ronald Fedor to amend the motion and change the amount of the request from $404,000 to $409,400.

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

Motion by Ronald Fedor and **seconded** by Baird Welch-Collins to approve the additional appropriation for $409,400 from Capital Non-Recurring Undesignated line #205-31520 for HVAC and roof replacement for the Public Safety Building.

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

10. To consider and act on a request from Gary Schneider, Director Public Works, **for an additional appropriation from the Undesignated Fund Balance of the Capital Non Recurring Expenditure Fund line #205-31520 in the amount of $250,000 to recondition the elevators in the Town Hall and Youth Service Building and forward onto the RTM**

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the additional appropriation from the Undesignated Fund Balance of the Capital Non Recurring Expenditure Fund line #205-31520 in the amount of $250,000.

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

11. To consider and act on a request from Julie Watson-Jones and Patti Waters, Registrar of Voters, **for an Out-of-Series transfer in the amount of $303 to decrease line #10102-52050 Dues, Conference, Education and increase line #10102-51320 Election Activities**

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the Out-of-Series Transfer in the amount of $303.

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

12. Old Business: None

13. New Business:

    a. Code of Ethics – members read and signed an acknowledgement regarding Chapter 2.50 – Ethics Commission from the Waterford Code of Ordinances.

14. Liaison Reports:
    1. Glenn Patterson – on the Long Range Fiscal Planning Committee we have looked into finding software and have decided to go with Fleetio. We will now be able to track mileage, maintenance and gas consumption. Now the committee will be looking into the building maintenance, and how we can have better control of the maintenance before we need major repairs.
    2. John Sheehan – on Tuesday we had the Social Services Grant meeting, which was a Zoom meeting. Several of the organizations did have an increase in their budget which we did pass. The original total for all the grants would have been $90,194, however; we were able to bring it down to a total of $88,194. Those cuts came from Waterford Shellfish Commission and the Waterford-East Lyme Shellfish Commission.

15. Correspondence:

16. Adjournment:

Motion by John Sheehan and **seconded** by Ronald Fedor to adjourn the Meeting of the Board of Finance at 8:46 p.m.

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

Respectfully submitted,

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John Sheehan, Clerk Maryellen McConnell, Secretary