

Board of Finance
Regular Meeting Minutes
7:00 pm

Wednesday, December 8, 2021
Zoom Recording

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

Elected: Robert J. Brule, First Selectman

RTM: Paul Goldstein, Moderator

Staff: Christine Johnson, Library Director, Mark Geer, Board of Education IT, Joseph Mancini, Board of Education Director of Finance/Operations, 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, December 8, 2021

2. Public comment: No public comment.

3. Election of Chair

Glenn Patterson was nominated to be the Chair.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the nomination.

Motion by Baird Welch-Collins and **seconded** by John Sheehan to move that the nominations be closed.

Vote: 7-0-0

Motion: Passed

4. Election of Clerk:

John Sheehan was nominated to be the Clerk.

Motion by Joe Filippitti and **seconded** by Baird Welch-Collins to approve the nomination.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to move that the nominations be closed.

Vote: 7-0-0

Motion: Passed

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Baird Welch-Collins

5. Approval and acceptance of revised minutes of November 10, 2021.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the revised minutes of November 10, 2021.

Vote: 7-0-0

Motion: Passed

6. Review and approval of the Board of Finance budget for FY23.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the budget for \$68527.

Vote: 7-0-0

Motion: Passed

7. Review and approval of the Contingency budget for FY23.

Motion by Ron Fedor and **seconded** Joe Filippitti to approve the budget for \$265,000.

Vote: 7-0-0

Motion: Passed

8. Review and approval of the Debt Service budget for FY23.

Motion John Sheehan and **seconded** by Baird Welch-Collins to approve the budget for \$7,197,640.

Vote: 7-0-0

Motion: Passed

9. Selection of Board of Finance liaisons to Town of Waterford Boards and Commissions' for a term of one year. (See attached list)

- a. Board of Education: Baird Welch-Collins
- b. Board of Selectmen: Glenn Patterson
- c. Utility Commission: Robert Tuneski
- d. Recreation and Parks Commission: Robert Tuneski
- e. Police Commission: Baird Welch-Collins
- f. Senior Citizen Commission: Joe Filippitti
- g. Youth Service Advisory Council: Joe Filippitti
- h. Emergency Management Advisory Council: John Sheehan
- i. Representative Town Meeting: Glenn Patterson
- j. Retirement Commission: Kevin Petchark
- k. Municipal Complex Improvement Building Committee: Glenn Patterson

Motion John Sheehan and **seconded** by Baird Welch-Collins to approve all the names as listed

Vote: 7-0-0

Motion: Passed

10. Appointment of Board of Finance member to serve on the Information Technology Committee for a term of one year December 2021 to December 2022.

Ron Fedor nominated for the position.

Motion by Joe Filippitti and **seconded** by Baird Welch-Collins to approve the nomination

Vote: 7-0-0

Motion: Passed

11. Appointment of Board of Finance member to serve on the Ad Hoc Committee to Screen Social Service Grant budgets for a term of one year December 2021, to December 2022.

John Sheehan nominated for the position.

Motion by Baird Welch-Collins and **seconded** by Joe Filippitti to approve the nomination.

Vote: 7-0-0

Motion: Passed

12. Appointment of Board of Finance member to the Fleet Management Ad Hoc Committee for a term of one year December 2021, to December 2022.

Glenn Patterson nominated for the position.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the nomination.

Vote: 7-0-0

Motion: Passed

13. Appointment of **two** Board of Finance members to serve on the RTM Long Range Fiscal Planning Committee for a term of one year December 2021, to December 2022.

Kevin Petchark and Glenn Patterson are nominated for the position.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the nomination.

Vote: 7-0-0

Motion: Passed

14. To consider and act on a request from Joseph Mancini, Board of Education, pending Board of Selectmen approval, 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** by Ron Fedor to postpone this item until the next meeting.

Vote: 7-0-0

Motion: Passed

15. To consider and act on a request from Robert Brule, First Selectman, pending Board of Selectmen approval, **for an FY22 Additional Appropriation in the amount of \$12,500** for a town match towards the purchase of a new pump out boat for the Save The River – Save The Hills organization **and forward onto the RTM.**

Motion by John Sheehan and **seconded** by Ron Fedor to postpone this item until the next meeting.

Vote: 7-0-0

Motion: Passed

16. To consider and act on a request from Christine Johnson, Director Waterford Public Library, pending Board of Selectmen approval, **for an FY22 Out of Series Transfer Request in the amount of \$2,000 from line #10136-52040 Service Contract and #10136-51220 Custodial.**

Motion by John Sheehan and **seconded** by Baird Welch-Collins to decrease line #101036-51220 Custodial by \$2,000 and increase line #10136-52040 Service Contract by \$2,000.

Vote: 7-0-0

Motion: Passed

17. To consider and act on a request from Michael Howley, Director of Fire Services, pending Board of Selectmen approval, **to merge lines #20523-57733 Oswegatchie Building Improvements and line #20523-57792 Building Renovations into line #20523-57733 and forward onto the RTM.**

Motion by Baird Welch Collins and **seconded** by Ron Fedor to postpone this item until the next meeting.

Vote: 7-0-0

Motion: Passed

18. To consider and act on a request from Gary Schneider, Director Public Works, pending Board of Selectmen approval, for an additional appropriation in the amount of \$654,000 and forward onto the RTM.

Motion by Baird Welch-Collins and **seconded** by Ron Fedor to postpone this item until the next meeting.

Vote: 7-0-0

Motion: Passed

19. Old Business: None

20. New Business:

- a. RTM Approved contracts: On November 29, 2021, the RTM approved the Waterford Administrators and Supervisors contracts in increase for FY22/23 is \$30,502; the FY23/24 increase is \$31,112; the increase for FY24/25 is \$31,734. This past week the RTM approved the Fire Services contracts, financial summary of contract to be distributed.
- b. Questions from John Sheehan relative to State of CT's intention to audit use of funds received via the Cares Act and American Rescue Plan Act.
 1. Regarding the Cares Act: The Finance Director replied that distribution Cares Act funding was included in the Town's FY21 audit and no problems were noted.
 2. Regarding the American Rescue Plan: The First Selectman replied that guidelines for distributing and criteria for tracking usage of Small Business grants is still in process.

21. Liaison Reports: Glenn Patterson – Chairman Muckle of the Long Range Fiscal Planning committee sent out a brief letter to the RTM outlining the approach that they are taking to some specific items within the Town. It is a fair and concise analysis of where the committee is going. A copy of the letter will be forwarded to the Board of Finance members.

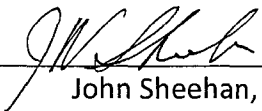
22. Correspondence: John Sheehan – we have received significant funds through the American Rescue Plan and the Cares Act that is accounted for separately and not on the financial reports. Per the Finance Director: Accounting for the Cares Act funds was completed in December 2020 and quarterly reports on the disposition of the American Rescue Act funds are provided to the Board of Selectmen, Board of Finance and the RTM.
23. Adjournment.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to adjourn the Meeting of the Board of Finance at 7:59 p.m.

Vote: 7-0-0

Motion: Passed

Respectfully submitted,



John Sheehan, Clerk



Maryellen McConnell, Secretary