Board of Finance
Regular Meeting Minutes
7:00 pm

***Wednesday, October 13, 2021**
Waterford Town Hall, Rev #1

Present: John Sheehan, Glenn Patterson, Mark Geer, Kevin Petchark; Tali Maidelis, Robert Tuneski

Absent: Chairman Ronald Fedor, Kimberly Allen, Finance Director

Elected: Robert J. Brule, First Selectman

RTM: Thomas Dembek

Staff: Gary Schneider, Public Works Director, Joseph Mancini, Director of Operations Board of Education; Marc Balestracci, Interim Police Chief; Abbas Danesh, Treasurer; Maryellen McConnell, Secretary

1. Establishment of a quorum and call to order:

   A quorum and a call to order was established at 7:04 pm, October 13, 2021, by Acting Chairman Mark Geer.

2. Public comment: No public comment.

3. Approval and acceptance of revised minutes of September 8, 2021:

   Motion by John Sheehan and **seconded** by Glenn Patterson to approve the minutes of September 8, 2021.

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

4. To consider and act on the following request from Michael Howley, Director of Fire Services, **to appropriate $181,000 from designated line #20523-57826 (Hydraulic Equipment) and forward onto the RTM for approval.**

   Motion by John Sheehan and **seconded** by Glenn Patterson to move to discussion.

   Discussion ensued on whether the board will have to send this back to the Board of Selectmen to make sure that this is legal. According to Rob Avena, Town Attorney; since the actions were consistent, and there is no objection by either board everything should be fine.

***Incorrect date on cover page modified to reflect correct date.**

Motion by John Sheehan and **seconded** by Tali Maidelis to move $181,000 from designated line #20523-57826 (Hydraulic Equipment) and forward onto the RTM for approval.

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

5. To consider and act on the following request from Kim Allen, Finance Director, **for the following Out of Series Transfer.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10104-52030	Professional Fees	250	(15,000)	50,000		35,000
10104-51110	Administration	196,788	178,582.92		(50,000)	128,583
	Total			**50,000**	**(50,000)**	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the Out of Series Transfer in the amount of $50,000.

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

6. To consider and act on a request from Gary Schneider, Public Works Director, **for the following Out of Series Transfer.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10111-55030	Public Improvements	9,692	(868)	1,500		632
10111-52040	Service Contract & Repairs	171,360	121,566		(1,500)	120,066
	Total			**1,500**	**(1,500)**	

Motion John Sheehan and **seconded** by Tali Maidelis to approve the Out of Series Transfer in the amount of $1,500.00.

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

7. To consider and act on a request from Dani Gorman, Director of Youth & Family Services, **for the following Out of Series Transfer Request.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10119-52380	Programs	4,000	3,872		(200)	4,072
10119-51810	Overtime	0	(19)	200		181
	Total			**200**	**(200)**	

Motion by John Sheehan and **seconded** by Robert Tuneski to approve the Out of Series Transfer in the amount $200.00

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

8. Old Business: None

9. New Business:

a. Review the Board of Finance Regular and Budget hearing schedules.

Motion by John Sheehan and **seconded** by Glenn Patterson to amend the Board of Finance meeting and budget hearing schedules as discussed.

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

b. Approval of the Board of Finance's FY2023 Budget Guidelines.

Motion by John Sheehan and **seconded** by Tali Maidelis to approve the Board of Finance budget guidelines.

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

c. Abbas Danesh, Treasurer, follow up report regarding status of investments and debt discussion. Discussion ensued regarding municipal bonds, how liquid we should be and investment policies. Abbas will be revamping the investment policies and then they will have to be voted on from the Board of Selectmen, Board of Finance and the RTM for final approval.

d. Board of Education's plans for their portion of the American Rescue Funds (ESSER). Discussion ensued with Joseph Mancini, Board of Education Director of Operations regarding the ESSER I, II, and III funds and how they were and are being applied.

e. Town of Waterford Ethics Commission Advisory Opinion. This is an aggressive approach to any conflicts and identify and disclose them to the boards. It is not the intent to restrict or limit any representative from full discussion; however, you must abstain from voting where circumstances give rise to conflict of interest or a public perception of such a conflict.

f. Ethnicity Report. This report does show that the Town of Waterford is becoming more diverse, especially in the school system. We as a town have fewer affordable housing, where we should be at 10% we are only at 4%. We are not sure where they fit Millstone in on this report.

10. Liaison Reports: Glenn Patterson – the municipal building committee received a request from O&G for final payment, that was declined. There was miscommunication between the committee and O&G as we still have not received co's and we are having owner issues (IT issues and installing cameras). Hopefully next month we can pay O&G, then Anchor and finish the in-house issues. Other than that, they are running well.

11. Correspondence:

a. Unassigned Fund Balance – John Sheehan will be requesting at the next Board of Finance meeting that the RTM move $2million to the undesignated fund. That way the town could use that money for roads, or other projects that the town may need to get done.

b. Dave Campo – Letter regarding budget overture. Due to the Democratic Town Committee requesting 2000 absentee ballot applications to send out and a resignation from Albert Dahl who was running for RTM, the District 3 absentee ballots which have already been printed will now have to be reprinted. Last year there were several grants that helped with the cost of supplies, and additional help, unfortunately there are no grants this year. He may need to request additional funds to accommodate this situation.

12. Adjournment:

Motion by John Sheehan and **seconded** by Tali Maidelis to adjourn the Meeting of the Board of Finance at 8:20 p.m.

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

Respectfully submitted,

Mark Geer, Jr., Clerk

Maryellen McConnell, Secretary