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ATTEST: *David J. Lawry*
TOWN CLERK

Board of Finance
Regular Meeting Minutes

Wednesday, November 13, 2024
Town Hall Auditorium 7:00 p.m.

Present: Glenn Patterson, Robert Tuneski (via cell phone), Bill Sheehan, Michael Rocchetti, Ron Fedor, Josh Kelly

Absent: Joseph Filippetti

Elected: Rob Brule, First Selectman; Abbas Danesh, Treasurer

Staff: Kimberly Allen, Director of Finance; Stephen Dubicki, Jr., Fire Marshall; Jon Mullen, Planning Director; Ryan McNamara, Director Recreation & Parks; Joseph Mancini, Director of Finance and Operations, Waterford Public Schools; Thomas Giard, Superintendent of Waterford Public Schools; BOE Chairperson, Pat Fedor; Gary Schneider, Director of Public Works; Rebecca Hall, Administrative Assistant Finance Office/BOF Recording Secretary

1. Establishment of a quorum and call to order

A quorum was established and the Regular Meeting of the Board of Finance was called to order at 7:02 p.m. November 13, 2024.

2. Public Comment:

- a. Jim Auwood, Waterford resident in support of Court Renovations and Leary Park upgrades. See attached letter.
- b. Hanna Richards, Waterford resident, Ambassador of National Pickleball Association, in support of Court Renovations and Leary Park upgrades.

3. Approval and acceptance of minutes:

Regular Meeting on October 9, 2024

Motion by Bill Sheehan and **seconded** by Josh Kelly to approve the minutes of the October 9, 2024 Regular Meeting.

Vote: 6-0-0

Motion: Passed

- 4.** To consider and act on a request from Steve Dubicki, Acting Director Fire Services, for \$35,460 to be moved from designated funds to the appropriated Line Item #20523-57791 Jordan Traffic Light Upgrade, and forward to the RTM as required.

Motion by Bill Sheehan and seconded by Josh Kelly to appropriate \$35,460 from the designated Line Item #20523-57791 Jordan Traffic Light Upgrade, and forward to the RTM as required.

Vote: 6-0-0

Motion: Passed

5. To consider and act on a request for an Out of Series Transfer from Paige Walton, Assessor, in the amount of \$25.00 for Fringe Benefits – Clothing Allowance per the following compilation from the Transfer Request Form.

Motion by Bill Sheehan and seconded by Ron Fedor to transfer \$25 as follows:

**TOWN OF WATERFORD
TRANSFER REQUEST FORM**
Out of Series Transfer Request

Assessor
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Budget Amount
1	10104	51910	FRINGE BENEFITS - CLOTHING ALLOWANCE	250.00	25.00		275.00
2	10104	53020	OTHER SUPPLIES	750.00		(25.00)	775.00
							0.00
TOTAL					25.00	(25.00)	

Explanation

TO COVER Overage FOR THE PURCHASE OF TOWN OF WATERFORD APPAREL/OUTERWEAR FOR THE ASSESSOR & ASST. ASSESSOR

FUNDS BEING MOVED TO LINE USED FOR THE ACTUAL EXPENDITURE.

NOTE THAT CLOTHING EXPENSE IS PER NEGOTIATED CONTRACT.

Vote: 6-0-0

Motion: Passed

6. To consider and act on a request for an Out of Series Transfer by Ryan McNamara, Director Recreation & Parks, in the amount of \$141 to cover the expected increase in cost for a Ventrac Turbine attachment per the following compilation from the Transfer Request Form.

Motion by Bill Sheehan and seconded by Ron Fedor to transfer \$141 as follows:

**TOWN OF WATERFORD
TRANSFER REQUEST FORM**
Out of Series Transfer Request

Recreation and Parks
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10137	54020	Ventrac Turbine attachment	7,480.00	4,235.94	141.00		4,376.94
2	10137	52420	Maintenance of Properties	101,098.00	11,173.22		(141.00)	11,032.22
								0.00
TOTAL						141.00	(141.00)	

Explanation

Cost of \$4376.28 for the turbine or an increase over expected cost of \$140.34

Funding taken from 10137-52420 Maintenance of Properties. Costs expected to be a bit lower than budgeted due to purchase of new ropo painter.

Vote: 6-0-0

Motion: Passed

7. To consider and act on a request for an additional appropriation by Ryan McNamara, Director Recreation & Parks, in the amount of **\$1,197,250** for the Court Renovations and accessibility at Leary Park and forward to the RTM if approved.

Motion by Bill Sheehan and **seconded** by Ron Fedor to appropriate **\$1,197,250** from the **Unassigned Fund Balance of the General Fund to Line Item #33720-55855 Town Basketball Court Repairs** and rename said line item to **"Town Courts"**, and forward to the RTM as required.

Robert Tuneski opened discussion about the project by asking Director McNamara if the project was put out to bid and if we received the best price for renovations. Mr. McNamara stated he received pricing from an in-house vendor, FieldTurf, who the Board of Education will be using for their recreational field renovations in order to benefit from consortium pricing. Mr. Tuneski asked who will cover the cost of any work not included in the scope of work presented by FieldTurf as there is a section in their quote titled "Price Does Not Include". Mr. McNamara explained that the department could potentially utilize LOCIP for any additional costs but does not foresee this happening. Andrew Dyjak, Regional VP of New England from FieldTurf, answered questions from the board to clarify scope of work for Leary Park. Mr. Dyjak explained that the scope of work includes maintaining what is currently in the park like walkways, grass areas, etc. and the company will repair any disruptions to those areas that may occur due to the construction process. Mr. Dyjak added that the incentives to using his company in conjunction with the BOE's projects means the town will benefit from their internal designer (not contracting a separate entity), extended warranties on products, and discounted costs.

Ron Fedor asked about the drainage issues at Leary Park that may be affecting the nearby neighborhood of Twin Lakes. Mr. McNamara responded saying Utilities may be able to assist with some of the drainage issues in Phase 2 of this project.

Vote: 6-0-0

Motion: Passed

8. Review and possible action of the Superintendent of Schools' letter listed in Correspondence requesting a revised FY25-26 BOE budget submittal date.

Motion by Bill Sheehan and **seconded** by Josh Kelly to move the Board of Education's budget submittal date to March 3, 2025 as requested.

Vote: 6-0-0

Motion: Passed

9. To consider and act on a request for an appropriation from the Director of Finance and Operations for the Board of Education, Joseph Mancini, in the amount of **\$1,148,100** for the **Tennis Court Replacement (line #20560-57833)** and forward to the RTM if approved.

Motion by Bill Sheehan and seconded by Michael Rocchetti to appropriate \$1,148,100 from the designated Line Item #20560-57833 Tennis Court Replacement and forward to the RTM as required.

Vote: 6-0-0

Motion: Passed

10. To consider and act on a request for an appropriation from the Director of Finance and Operations for the Board of Education, Joseph Mancini, in the amount of **\$1,147,000** for the **Track and Field Turf Replacement (line #20560-57820)** and forward to the RTM if approved.

Motion by Bill Sheehan and seconded by Josh Kelly to appropriate \$1,147,000 from the designated Line Item #20560-57820 Track and Field Turf Replacement and forward to the RTM as required.

Vote: 6-0-0

Motion: Passed

11. To consider and act on a request from Gary Schneider, Director of Public Works, for an additional appropriation of **\$101,366** to bring the following lines back to balance, and forward to the RTM if required:

- a. **\$3,112 to line item #10111-52120 Sewer**
- b. **\$98,254 to line item #10111-52040 Service Cont. and Repairs**

a. **Motion by Bill Sheehan and seconded by Ron Fedor to transfer \$3,112 from Contingency to line item #10111-52120 Sewer.**

Vote: 6-0-0

Motion: Passed

b. **Motion by Bill Sheehan and seconded by Josh Kelly to appropriate \$98,254 to line item #10111-52040 Service Cont. and Repairs from the Unassigned Fund Balance of the General Fund, and forward to the RTM as required.**

Josh Kelly posed questions regarding hiring a custodian for the building and if funds would be coming from the Recreation & Parks budget to cover costs of the contractor now employed. Director of Finance, Kimberly Allen, told the BOF that the job had been posted and no valid candidates were hired for the position, therefore, requiring a contractor to fulfill the position. Cost allocation will evolve between the two departments, Public Works and Recreation & Parks to absorb the cost of the custodian.

Chairman Patterson asked Director Schneider if the \$8,895 for the BMS system would be recurring. Director Schneider said yes. This cost is for preventative maintenance as well as 24-hour emergency services should that be required. The BMS system provider also offers yearly documentation for the

upkeep of the building and unlimited training to Town of Waterford employees who utilize the system.

Vote: 6-0-0

Motion: Passed

12. To consider and act on a request for an Out of Series Transfer by Rob Brule, First Selectman, in the amount of \$200.00 for Service Cont. and Repairs per the following compilation from the Transfer Request Form.

Motion by Bill Sheehan and seconded by Josh Kelly to transfer \$200 as follows:

**TOWN OF WATERFORD
TRANSFER REQUEST FORM**
Out of Series Transfer Request

First Selectman's Office
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10101	52040	Service Cont. and Repairs	1,200.00	(53.00)	200.00		147.00
2	10101	53020	Office Supplies	1,800.00	1,521.27		(200.00)	1,321.27
					TOTAL	200.00	(200.00)	

Explanation

covering negative funds from 53040

Transfer will cover the color copy costs

Less office supplies will be ordered to allow the funds to be transferred

Vote: 6-0-0

Motion: Passed

13. To consider and act on a request for an Out of Series Transfer by Jon Mullen, Planning Director, in the amount of \$150.00 for Fringe Benefits per the following compilation from the Transfer Request Form.

Motion by Bill Sheehan and seconded by Ron Fedor to transfer \$150 as follows:

Out of Series Transfer Request

Building Dept
DEPARTMENT

[illegible]

Explanation

Union contract increased clothing allowance from \$75.00/employee to \$125.00/employee (3 employees)

Due to the decrease in price for plotter paper, there are funds available in the Office Supplies line

Vote: 6-0-0

Motion: Passed

14. To consider and act on a request by Jon Mullen, Planning Director, for an appropriation in the amount of \$374,500 from the **Capital and Non-recurring designated line# 20511-57870 Mago Point Improvements**, for the Town's contribution to the municipal/state improvements to the Mago Point parking lot and state launching area, pursuant to the contract provided with this Motion, and forward to the RTM if approved.

Motion by Bill Sheehan and seconded by Michael Rocchetti to appropriate \$374,500 from the designated Line Item #20511-57870 Mago Point Improvements, and forward to the RTM as required.

Vote: 6-0-0

Motion: Passed

15. To consider and act on a request by Jon Mullen, Planning Director, for an appropriation in the amount of \$100,000 from the **Capital and Non-recurring designated line# 20511-57767 Nevins Cottage Structural Repairs**, for Nevins Cottage Repairs, and forward to the RTM if approved.

Motion by Bill Sheehan and seconded by Josh Kelly to appropriate \$100,000 from the designated Line Item #20511-57767 Nevins Cottage Structural Repairs, and forward to the RTM as required.

Questions posed by Ron Fedor, Michael Rocchetti, and Josh Kelly included topics such as the purpose of restoring Nevins Cottage, the actual costs associated with the restoration, and the use of the building by the Town once restored. It was presented to the Board by Director Mullen, First Selectman Rob Brule, and Director of Finance, Kimberly Allen that the cost of the restoration would be approximately \$200,000 with much of the funding coming from the Friends of Nevins Cottage

(fundraising) with work being completed by an independent contractor with personal interest in restoring the old structure. The First Selectman also pointed out the historical significance and commitment the Town has to acknowledge Waterford resident and accomplished pianist, Marian Nevins and her family.

Josh Kelly suggested appropriating \$52,202 initially and encouraged the Town of Waterford to promote its matching efforts during the "giving season" to help solicit donations. Further into discussion, Josh suggested that before the full \$100,000 is appropriated, the Town should obtain documentation of the progress of the Nevins Cottage fundraising. Secondly, he suggested creating a Memorandum of Understanding (MOU) with the Friends of Nevins Cottage to guarantee development and for the money from the Town to be used appropriately.

Chairman Patterson proposed that \$75,000 be appropriated at this time and in the new year, appropriate the remaining \$25,000 if necessary and once the Friends of Nevins Cottage can match that amount.

Amended Motion by Bill Sheehan and **seconded** by Josh Kelly to appropriate \$75,000 from the designated Line Item #20511-57767 Nevins Cottage Structural Repairs, and forward to the RTM as required.

Vote: 5-1-0 (No – Ron Fedor)

Motion: Passed

16. Review and possible action on the proposed Board of Finance Regular Meeting and Budget Hearing schedules.

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to approve the Regular Meeting and Budget Hearing schedules as presented.

Vote: 6-0-0

Motion: Passed

17. To consider and act on a request for approval of the General Fund 2025/2026 Proposed Budget: **Board of Finance.**

Motion by Bill Sheehan and **seconded** by Josh Kelly to approve the General Fund 2025/2026 Proposed Budget of \$83,608 for the **Board of Finance** as presented.

Bill Sheehan would like the word "Finance" corrected on the documentation.

Vote: 6-0-0

Motion: Passed

18. To consider and act on a request for approval of the General Fund 2025/2026 Proposed Budget: **Debt Service.**

Motion by Bill Sheehan and **seconded** by Ron Fedor to approve the General Fund 2025/2026 Proposed Budget of \$7,964,500 for the **Debt Service** as presented.

Vote: 6-0-0

Motion: Passed

19. To consider and act on a request for approval of the General Fund 2025/2026 Proposed Budget: **Contingency.**

Motion by Bill Sheehan and **seconded** by Josh Kelly to approve the General Fund 2025/2026 Proposed Budget of \$265,000 for the **Contingency** as presented.

Josh Kelly recommended adding a percentage increase to the Contingency line to compensate for inflation rates annually. An increase of 3.02% was agreed upon to change the total budget to be \$273,000.

Amended Motion by Bill Sheehan and **seconded** by Josh Kelly to approve the General Fund 2025/2026 Proposed Budget of \$273,000 for **Contingency.**

Vote: 5-1-0 (No: Robert Tuneski)

Motion: Passed

20. Appointment of a Board of Finance member to serve on the Social Services Grant Committee for a term of one year December 2024 to December 2025.

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to nominate Ron Fedor as a Board of Finance member to serve on the Social Services Grant Committee for a term of one year December 2024 to December 2025.

Vote: 5-0-1 (Abstained: Josh Kelly)

Motion: Passed

21. **Old Business:** None

22. **New Business:** None

23. **Liaison Reports:**

- a. Robert Tuneski: **Oswegatchie Fire House Building Committee** Progressing at or below budget in the site plan and preliminaries. The committee is now on to the design plan and after a few months should have a very accurate estimate for the new build.

24. **Correspondence:** None

25. Adjournment

Motion by Bill Sheehan and **seconded** by Michael Rocchetti to adjourn the Regular Meeting of the Board of Finance at 8:50pm.

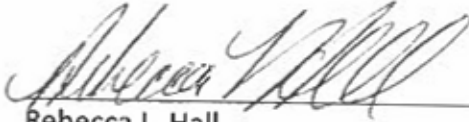
Vote: 6-0-0

Motion: Passed

Respectfully submitted,



John (Bill) W. Sheehan,
Clerk of the Board of Finance



Rebecca L. Hall,
Recording Secretary

**Public Comment letter to be added here in PDF when posted*