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Board of Finance

Regular Meeting Minutes

J. L. Camp
TOWN CLERK

Wednesday, October 9, 2024

Town Hall Auditorium 7:00 p.m.

Present: Glenn Patterson, Robert Tuneski, Bill Sheehan, Michael Rocchetti, Joseph Filippetti, Ron Fedor, Josh Kelly

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

Staff: Kimberly Allen, Director of Finance; Stephen Dubicki, Jr., Fire Marshall; Jon Mullen, Planning Director; Maureen Fitzgerald, Environmental Planner; Jeff Robillard, IT Manager; 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 7:00 p.m. October 9, 2024.

2. Public Comment: None

3. Approval and acceptance of minutes:

Regular Meeting on September 11, 2024

Motion by Bill Sheehan and **seconded** by Joe Filippetti to approve the minutes of the September 11, 2024 Regular Meeting.

Vote: 7-0-0

Motion: Passed

4. Approval and acceptance of minutes:

Special Meeting on August 14, 2024

Motion by Josh Kelly and **seconded** by Joe Filippetti to approve the minutes of the August 14, 2024 Special Meeting as revised.

Vote: 6-1-0 (No: Rocchetti)

Motion: Passed

- 5.** To consider and act on an additional appropriation by Rob Brule, First Selectman, on behalf of Waterford Fire Services, in the amount of **\$27,000** for a study to test all town pre-emption lights and create a plan to be used for the basis of a FY2026 Capital Project budget request, to **line #20523-57838 Fire Services Pre Emption Light Repairs**, and forward to the RTM if required.

Motion by Bill Sheehan and **seconded** by Josh Kelly to appropriate \$27,000 for a study to test all town pre-emption lights and create a plan to be used for the basis of a FY2026 Capital Project budget request, to line #20523-57838 Fire Services Pre Emption Light Repairs from the Undesignated Fund Balance of the Capital Nonrecurring Expenditure Fund (line item #205-31520) and forward to the RTM as required.

Robert Tuneski asked Fire Marshall Stephen Dubicki, Jr. to explain what the Pre-Emption lights are for clarification. Mr. Dubicki stated the fire trucks have equipment inside that triggers traffic lights to turn green in emergencies (all other traffic directions will see a red light). Tests must be conducted on all traffic lights to determine if the sensors are still working properly.

Vote: 7-0-0

Motion: Passed

6. To consider and act on a request for an additional appropriation by Rob Brule, First Selectman, on behalf of Waterford Fire Services, in the amount of \$10,460 for additional funds needed to complete a Capital Project line #20523-57791 Jordan Traffic Light Upgrade, and forward to the RTM if required.

Motion by Josh Kelly and **seconded** by Bill Sheehan to appropriate \$10,460 to complete to line #20523-57791 Jordan Traffic Light Upgrade from the Undesignated Fund Balance of the Capital Nonrecurring Expenditure Fund (line item #205-31520), and forward to the RTM as required.

Bill Sheehan began discussion by noting that the existing \$25,000 on line #20523-57791 Jordan Traffic Light Upgrade are designated and not appropriated. He noted that the Fire Service would need to return to the BOF to have the full funding amount appropriated for the project. Board consensus was that it made sense to designate the \$10, 460 to the capital line and appropriate the full amount at one time.

Motion withdrawn by Josh Kelly.

Motion by Bill Sheehan and **seconded** by Josh Kelly to designate \$10,460 from the Undesignated Fund Balance of the Capital Nonrecurring Expenditure Fund (line item #205-31520) to the designated line #20523-57791 Jordan Traffic Light Upgrade, and forward to the RTM as required.

Vote: 7-0-0

Motion: Passed

7. The In-Series Transfer was removed from the Board of Finance Agenda as they are not required for approval of this board.
8. To consider and act on a request for an additional appropriation by Jonathan Mullen, Planning Director, in the amount of \$37,500 for a matching grant contribution to the National Fish and

Wildlife Foundation 2022 Long Island Sound Futures Fund Grant Award for the Stabilization of Alewife Cove Study, to line #20541-57238 Alewife Cove, and forward to the RTM if required.

Motion by Josh Kelly and **seconded** by Robert Tuneski to appropriate \$37,500 to currently designated line #20541-57238 Alewife Cove, and forward to the RTM as required.

Josh Kelly asked the Board of Finance members and 1st Selectman, Rob Brule, if a funding line exists in the town specifically for matching grants. This would earmark money for matching purposes only, therefore, money would not have to be used from undesignated funds. Mr. Brule said there is not a funding line for that currently, but added this was a good idea.

Kimberly Allen, Director of Finance, advised the Board that this request is an appropriation, not an additional appropriation.

Vote: 7-0-0

Motion: Passed

9. To consider and act on a request for a FY24 Out of Series Transfer for various departments, in the amount of \$251 for final year end auditor requests per the following compilation from the Transfer Request Form.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to transfer \$251 as follows:

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

VARIOUS - YEAR END
DEPARTMENT

FY2024

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10106	52040	SERVICE CONTRACTS	1,146.00	64.56		(19.00)	45.56
2	10106	53010	OFFICE SUPPLIES	380.00	(18.88)	19.00		0.12
3								0.00
4	10110	53090	FUELS AND LUBRICANTS	810.00	246.53		(232.00)	14.53
5	10110	54060	OFFICE EQUIPMENT	40.00	(232.00)	232.00		0.00
								0.00
				TOTAL		251.00	(251.00)	

Explanation

FINAL YEAR END AUDITOR REQUESTS

1-2: Additional supplies needed during tax season.

4-5: The office needed additional supplies not provided by the finance department.

Vote: 7-0-0

Motion: Passed

10. Review and possible action on the proposed Board of Finance Regular Meeting and Budget Hearing schedules. Attached are last year's schedules and a breakout of the 2025 holidays.

The Board reviewed the proposed calendars and made numerous changes. The Finance Director will update the calendars provide them at the November Board meeting final action.

Motion by Bill Sheehan and **seconded** by Josh Kelly to defer approval of the Board of Finance 2025 Regular Meeting and Budget Hearing schedules until the November 13th Board of Finance meeting.

Vote: 7-0-0

Motion: Passed

- 11.** Discussion about creating a new BOF Policy addressing Transfers of Appropriations.

Chairman, Glenn Patterson, opened discussion by sharing that in his research of how other municipalities manage transfers, he found that the transfer procedures are governed by their ordinances, not policies.

Ron Fedor asked what problems would be solved if a BOF Policy for Transfers was implemented. Bill Sheehan stated that he did not feel that there was a need for a policy and that the current procedures of transfers work.

Josh Kelly noted that written procedures are important and it's healthy to review procedures from time to time to see if any updates to the process are needed or could work better. Robert Tuneski agreed with this statement noting that comparisons to other towns are a good start in any review. Mrs. Allen informed the Board that she is drafting a Business Manual for the town and is about half way done. The new manual will put in writing all procedures that run through the Finance Department, including transferring appropriated funds.

No action was taken at this time regarding the creation of a new policy for transfers.

- 12.** Old Business: None

- 13.** New Business:

Bill Sheehan asked First Selectman, Rob Brule, about the renewal/renegotiation of the Eugene O'Neill Theater contract/agreement with the Town of Waterford. He questioned why there was no revenue showing for FY24. Director Allen responded saying the new director of the O'Neill wasn't aware of the need to forward the required percentage of gate receipts to the town so the information was relayed very late. When reports for current meeting were run, the data was not yet processed.

Mr. Brule said he would be reviewing the contract/agreement as he, the Town Attorney, and Town department heads met with the Eugene O'Neill representatives during the summer to determine the management of all structures on site at the theater compound. He will present more information to the Board of Finance in the near future.

- 14.** Liaison Reports:

- a. Robert Tuneski: **Oswegatchie Fire House Building Committee** held a special meeting recently to revise the plan for the new building due to newly presented material and supply costs. The new build now has a revised floor plan of approximately 8,700 ft² down from 13,000 ft². The building timeline shows bids start in May of 2025 with construction possibly beginning in July 2025 and anticipating a finished product Spring 2026.

15. Correspondence:

Bill Sheehan asked Director Allen about the Special Revenue Reports and how they are presented. Together, they came to an agreement about what information will be presented to the Board in the future. Josh Kelly had questions regarding ARPA funds as well as review of information of the expenditures and encumbrances for the Town. Director Allen and Mr. Brule responded with satisfying answers to Mr. Kelly.

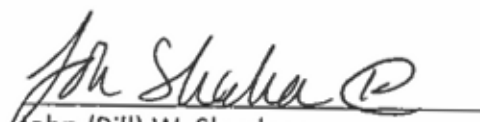
16. Adjournment

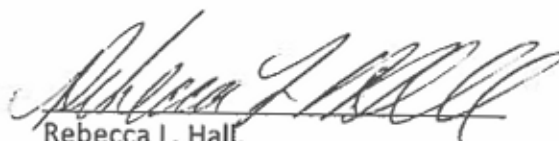
Motion by Joseph Filippetti and **seconded** by Bill Sheehan to adjourn the Regular Meeting of the Board of Finance at 8:02pm.

Vote: 7-0-0

Motion: Passed

Respectfully submitted,


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


Rebecca L. Hall,
Recording Secretary