

**MINUTES
BOARD OF SELECTMEN
June 16, 2020
5:00 P.M.
Waterford Town Hall
Zoom Remote Access Only**

2020 JUN 17 PM 2:24
2020 JUN 17 PM 2:24
2020 JUN 17 PM 2:24

Members Present: First Selectman Robert Brule; Selectwoman Jody Nazarchyk and Selectwoman Elizabeth Sabilia.

1. Call to order & Roll Call - First Selectman Brule called the meeting to order at 5:04 pm.

2. Pledge of Allegiance

MOTION was made by Ms. Nazarchyk and seconded by Ms. Sabilia to forego the reading of backup. **VOTE: 3-0**

3. Emergency Management:

3a. To consider and act on the attached FY20 End Year In-Series transfers.

MOTION was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

3b. To consider and act on the attached FY20 End Year Out-of-Series transfers and forward onto the Board of Finance as required.

MOTION was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

4. Public Works: To consider and act on the attached FY20 End Year In-Series transfers.

MOTION was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

5. Youth and Family Services:

5a. To consider and act on the attached FY20 End Year In-Series transfers.

MOTION was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

**Minutes, Board of Selectmen
6/16/20 Regular Meeting
Page 2**

- 5b.** To consider and act on the following FY20 End Year Out-of-Series transfers and forward onto the Board of Finance as required.

LINE ITEM	LINE DESCRIPTION	FROM	TO
10119-52030	Professional Fees	\$500	
10119-51810	Overtime		\$500

MOTION was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

- 6. Police Department:** To consider and act on the attached FY20 End Year In-Series transfers.

MOTION was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

- 7. Fire Services:** To consider and act on a request from Bruce Miller, Director of Fire Services and Kim Allen, Director of Finance to waive the bidding process pursuant to Section 3.08.050(b) of the Town Ordinances, for the current year capital projects stated below. This request would allow the completion of these long overdue projects within the dollar limits of the original state bid and award the quoted amounts to Wayne A. Taylor dba NLR of Quaker Hill, CT as follows:

32318-55819 Jordan Fire Escape in the amount of **\$22,300**

32318-55814 Cohanzie Fire Escape in the amount of **\$20,300**

Discussion ensued

MOTION was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

- 8. Disposition of Town Property** (Ordinance, Chapter 2.112.020):
- 9. Appointments and Resignations:**
- 10. New Business:** **MOTION** was made by Ms. Nazarchyk and seconded by Ms. Sabilia to add item 10a to the agenda. **VOTE: 3-0**
- 10a. Senior Services:** To consider and act on the following FY20 End Year In- Series transfers.

**Minutes, Board of Selectmen
6/16/20 Regular Meeting
Page 3**

MOTION was made by Ms. Nazarchyk and seconded by Ms. Sabilia to approve the request as stated. **VOTE: 3-0**

11. Consent Agenda:

11.a. Tax Refunds - approved

11.b. Meeting Minutes 6/2/2020 – approved with the following corrections on 5/19/2020 minutes:

BID #20-100- Painting Interior Town Hall Walls to Scholar Painting and Restoration in the amount of \$ 25,610. VOTE: 3-0

6/11/2020 Special Meeting - approved

12. Adjournment: There being no further business to come before the Board, and upon a motion made by Ms. Nazarchyk and seconded by Ms. Sabilia, the Meeting of the Board of Selectmen was adjourned at 5:45 pm.

Respectfully submitted,


Kathleen Nunes Peterson
Recording Secretary

TOWN OF WATERFORD TRANSFER REQUEST FORM

3a.

Emergency Management
DEPARTMENT

In-Series transfers FY20

Line No.	Org. Code	Object Code	Object Description	Current Budget Amount	Budget Transfer In/(Out)	Revised Budget Amount
From	10122	51240	Dispatch Education Incentive		\$ (2,180)	
From	10122	51440	Dispatch Personnel		\$ (60,120)	
From	10122	51823	Emergency Personnel		\$ (1,300)	
From	10122	51830	Training		\$ (4,850)	
From	10122	51920	FICA		\$ (2,880)	
TO	10122	51810	Overtime		\$71,330	
From	10122	52050	Dues, Conf. & Edu		(\$1,675)	
TO	10122	52080	Telephone		\$1,675	

Explanation:

Department Head

Date

Director of Finance

Date

First Selectman

Date

Commission/Board Approval

Date

36.

TOWN OF WATERFORD TRANSFER REQUEST FORM

Emergency Management
DEPARTMENT

Out of Series FY20

IN SERIES

Line No.	Org. Code	Object Code	Object Description	Amount

OUT OF SERIES - and forward onto Board of Finance:				Amount
Line No.	Org. Code	Object Code	Object Description	
From	10122	52040	Service Contracts & Repairs	(\$7,060)
From	10122	52050	Dues, Conf & Edu.	(\$14,400)
From	10122	52300	Training & Education	(\$2,600)
From	10122	52370	Dispatch Clothing Allowance	(\$3,100)
From	10122	52415	Generator Maintenance	(\$3,000)
From	10122	53090	Fuel & Lub	(\$1,400)
From	10122	53120	Shelter Supplies	(\$600)
From	10122	53130	Radiological Supplies	(\$400)
TO	10122	51810	Overtime	\$32,560

Comments:

Department Head

Director of Finance

First Selectman

Commission/Board Approval

In Series

LINE ITEM	LINE DESCRIPTION	FROM	TO
5100 Series			
10130-51520	Highway Maintenance	\$100,000.00	
10130-51540	Snow	\$20,000.00	
10130-51530	Refuse Collection		\$120,000.00
10130-51540	Snow	\$20,000.00	
10130-51510	Equipment Maintenance		\$20,000.00
10130-51540	Snow	\$6,000.00	
10130-51810	Overtime		\$6,000.00
5200 Series			
10130-52030	Professional Fees	\$6,000.00	
10130-52050	Dues, Conf. & Education	\$4,000.00	
10130-52100	Electricity		\$10,000.00
10130-52090	Fuel Oil	\$10,000.00	
10130-52470	Solid Waste	\$10,000.00	
10130-52400	Meals	\$1,200.00	
10130-52460	Street lighting		\$21,200.00

5a.

TOWN OF WATERFORD TRANSFER REQUEST FORM

10119
DEPARTMENT

Youth and Family Services

Line No.	Org. Code	Object Code	Object Description	Current Budget Amount	Budget Transfer In/(Out)	Revised Budget Amount
1	FROM: 10119	52030	Professional Fees	\$ 6,440	\$ (1,350)	\$ 5,090
2	To: 10119	52380	Programs	\$ 869	\$ 300	\$ 1,169
3	To: 10119	52020	Postage	\$ (15)	\$ 250	\$ 235
4	To: 10119	52040	Service Contracts	\$ 196	\$ 100	\$ 296
8	To: 10119	52080	Phones	\$ (34.00)	\$ 700.00	\$ 666.00
9						\$ -
10						\$ -

Explanations: Phones - an additional phone was added with a line and an older phone was replaced. This was due to our tele-health efforts to provide counseling services to those in need. Programs - supply costs increased due to the unprecedented demands for service. Postage - costs increased due to the hundreds of thank you letters we are currently sending out to donors. Service contracts -

Department Head

Kim Allen
Director of Finance

Date

6/9/20
Date

First Selectman

Date

Commission/Board Approval

Date

Police

6.

From: Line Item 10129-51210 Clerical	\$43,000
From: Line Item 10129-51220 Custodial	\$16,000
From: Line Item 10129-51435 CSO	\$12,000
TO: Line Item 10129-51110 Admin	\$71,000

From: Line Item 10129-51920 FICA	\$7,000
TO: Line Item 10129-51420 Patrol	\$7,000

From: Line Item 10129-51920 FICA	\$4,900
TO: Line Item 10129-51430 Detectives	\$4,900

From: Line Item 10129-52305 OSHA	\$318
TO: Line Item 10129-52030 Professional Fees	\$318

From: Line Item 10129-52305 OSHA	\$1,029
TO: Line Item 10129-52100 Electricity	\$1,029

From: Line Item 10129-53090 Gasoline	\$4,390
TO: Line Item 10129-53150 Building Maint.	\$4,390

TOWN OF WATERFORD TRANSFER REQUEST FORM

SENIOR SERVICES
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	Current Budget Amount	Budget Transfer In/(Out)	Revised Budget Amount
1	10135	52090	Fuel	\$ 3,562	\$ (1,500)	\$ 2,062
2	10135	52100	Electricity	\$ 10,793	\$ (4,400)	\$ 6,393
3	10135	52040	Service Contracts and Repairs	\$ (4,500)	\$ 5,900	\$ 1,400
4						\$ -
5						\$ -
8						\$ -
9						\$ -
10						\$ -

Explanation: Our budget line for Service Contracts and repairs ran over due to many large cost repairs to the HVAC, basement and walk-in cooler. We had funds in both our fuel line and electricity line due to a mild winter and the non-use of our boiler when it was replaced.

Lisa L. Cappuccini
Department Head

6.10.2020
Date

K. Mallin
Director of Finance

6/11/20
Date

First Selectman

Date

Commission/Board Approval

COPY

Date