

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

Board of Finance
Regular Meeting Minutes

Wednesday, December 13, 2023
Town Hall Auditorium – 7:00 p.m.

Present: Glenn Patterson, Bill Sheehan, Ronald Fedor, Joseph Filippetti, Robert Tuneski, David Peabody, Michael Rocchetti

Absent: Kimberly Allen, Director of Finance

Elected: Rob Brule, First Selectman; Abbas Danesh, Treasurer; Paul Goldstein, RTM

Staff: Rebecca Hall, Admin Assistant Finance Office/BOF Recording Secretary, Marc Balestracci, Chief of Police; Steve Sinagra, Emergency Management Director; Michael Howley, Director of Fire Services; Gary Schneider, Public Works Director; Ryan McNamara, Recreation & Parks Director; Jonathan Mullin, Planning Director

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 7:11 p.m. December 13, 2023.

2. Election of Chair:

Glenn Patterson was nominated to be the Chair.

Motion by David Peabody and **seconded** by Joseph Filippetti to open and approve the nomination.

Vote: 7-0-0

Motion Passed.

3. Election of Clerk:

Bill Sheehan was nominated to be the Clerk.

Motion by Joseph Filippetti and **seconded** by David Peabody to open and approve the nomination.

Vote: 7-0-0

Motion Passed.

4. Public Comment: None

Regular Meeting on November 8, 2023

Vote: 6-0-1 Abstained: Michael Rocchetti Motion Passed.

- Vote: 7-0-0** **Motion Passed.**

- Vote: 7-0-0** **Motion Passed.**

Vote: 7-0-0 **Motion Passed.**

Vote: 7-0-0 **Motion Passed.**

8. Discussion to consider and act on the request by Gary Schneider, Public Works Director, for an additional appropriation for elevator reconditioning at the Youth Services Bureau and Town Hall in the amount of \$28,550 to Line Item 20511-57874.

Motion by Michael Rocchetti and seconded by Bill Sheehan to approve the additional appropriation of \$28,550 to Line Item 20511-57874 from Undesignated Capital and Non-recurring Fund Balance and forward to the RTM as required.

Vote: 7-0-0

Motion Passed.

9. Discussion to consider and act on the request by Ryan McNamara, Recreation and Parks Director, for an additional appropriation for the Civic Triangle Project Phase I for accessible walkway/park access in the amount of \$273,428 to a new Capital Project Account Number to be determined if approved.

Motion by Michael Rocchetti and seconded by Ronald Fedor to approve the additional appropriation of \$273,428 from Unassigned Fund Balance of the General Fund and forward to the RTM as required.

Vote: 7-0-0

Motion Passed.

10. Discussion to consider and act on the request for Out of Series Transfer of Funds for Recreation & Parks Department, Utility Expenditures totaling \$19,463 as presented by Kimberly Allen, Director of Finance.

TOWN OF WATERFORD TRANSFER REQUEST FORM

Inter-Department Transfer
Out of Series Transfer Request

RECREATION & 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	52090	HEATING FUEL	9,098.00	9,098.00		(9,098)	0
2	10137	52100	ELECTRICITY	3,000.00	3,000.00		(3,000)	0
3	10137	52110	WATER	4,725.00	4,725.00		(4,725)	0
4	10137	52120	SEWER	2,640.00	2,640.00		(2,640)	0
5	10113	52090	FUEL OIL	130,000.00	112,531.55	9,098		121,630
6	10113	52100	ELECTRICITY	398,278.00	268,791.83	3,000		271,792
7	10113	52110	WATER	15,725.00	8,798.71	4,725		13,524
8	10113	52120	SEWER	21,775.00	15,524.95	2,640		18,165
				TOTAL		19,463	(19,463)	0

Explanation

ALL UTILITY EXPENDITURES WERE MOVED FROM INDIVIDUAL DEPARTMENT BUDGETS TO THE FACILITIES BUDGET FOR MORE EFFICIENT TRACKING OF COSTS. REC & PARK OUT BUILDINGS WERE NOT MOVED AT THAT TIME BUT ARE BEING TRANSFERRED FROM THE DEPARTMENT BUDGET TO FACILITIES IN THE FY24 BUDGET CYCLE. THIS TRANSFER TRANSFERS ALL BUDGETED FUNDS AND CURRENT EXPENDITURES TO THE FACILITIES BUDGET.

Motion by Bill Sheehan and **seconded** by Ronald Fedor to approve the transfer of funds.

Vote: 7-0-0

Motion Passed.

11. Appointment of a Board of Finance member to serve on the Retirement Commission to for a term of two (2) years December 2023 to December 2025.

Michael Rocchetti nominated for the position.

Motion by Bill Sheehan and **seconded** by Ronald Fedor to approve the nomination.

Vote: 7-0-0

Motion Passed.

12. Appointment of a Board of Finance member to the Fleet Management Ad Hoc Committee for a term of one (1) year December 2023 to December 2024.

Glenn Patterson nominated for the position.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the nomination.

Vote: 7-0-0

Motion Passed.

13. Appointment of **two** (2) Board of Finance members to the RTM Long Range Fiscal Planning Committee for a term of one (1) year December 2023 to December 2024.

Glenn Patterson & Ronald Fedor nominated for the positions.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the nominations.

Vote: 7-0-0

Motion Passed.

14. Appointment of a Board of Finance member to serve on the Social Services Grant Committee for a term of one year December 2023 to December 2024.

Ronald Fedor nominated for the position.

Motion by Bill Sheehan and **seconded** by Joseph Filippetti to approve the nomination.

Vote: 7-0-0

Motion Passed.

15. Selection of Board of Finance liaisons to Town of Waterford Boards and Commissions for a term of one year.

- a. Board of Education: Michael Rocchetti
- b. Board of Selectmen: Glenn Patterson
- c. Utility Commission: Robert Tuneski
- d. Recreation & Parks Commission: Robert Tuneski
- e. Police Commission: David Peabody
- f. Senior Citizen Commission: Joseph Filippetti
- g. Youth Service Advisory Council: Joseph Filippetti
- h. Emergency Management Advisory Council: Bill Sheehan
- i. Representative Town Meeting: Glenn Patterson
- j. School Building Committee: Robert Tuneski

16. Old Business

- a. Fund Balance Data Report from Kimberly Allen, Director of Finance

Motion by Bill Sheehan and seconded by Joseph Filippetti to postpone the Data Report discussion to next meeting to have Kimberly Allen present as well as to give time to the board to review new documents presented by Glenn Patterson titled: "GFOA Recommends Governments Rethink Their Reserve Policies" and "Should We Rethink Reserves?"

Vote: 7-0-0

Motion passed.

17. New Business: None

18. Liaison Reports

- a. Oswegatchie Fire House Building Committee, Robert Tuneski
Over the next 2-4 months the committee will be accelerating through the building process and transfers of the property. Professionals are being utilized for planning and the project management is to be carried out in phases.

19. Correspondence

- a. Virginia Bielucki, Town Accountant, Periodic Financial Statements FY24 dated October 31, 2023.
- b. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated October 31, 2023.
- c. Virginia Bielucki, Town Accountant, Status of Contingency FY24 dated November 8, 2023.
- d. October 2023 Special Revenue Reports
- e. Michael Howley, Director of Fire Services, Firefighters 1st QTR Report FY24

20. Adjournment

Motion by Bill Sheehan and **seconded** by Robert Tuneski to adjourn the Regular Meeting of the Board of Finance at 8:36 p.m.

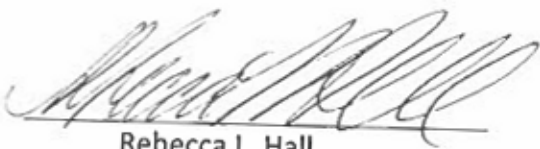
Vote: 7-0-0

Motion passed.

Respectfully submitted,



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



Rebecca L. Hall,
Board of Finance Recording Secretary