

Board of Finance
Regular Meeting Minutes
Rev. #1

Wednesday, July 21, 2021
Waterford Town Hall, 7:00 pm

Present: Chairman Ronald Fedor, John Sheehan, Glenn Patterson, Robert Tuneski, Mark Geer, Kevin Petchark

Absent: Tali Maidelis

Elected: Robert J. Brule, First Selectman

RTM: Thomas Dembek

Staff: Dani Gorman, Director Youth & Family Services; Michael Howley, Director Fire Services; David Campo, Town Clerk; Abbas Danesh, Treasurer; Kimberly A. Dan, Finance Director; Maryellen McConnell, Secretary

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WATERFORD, CT
2021 AUG -3 AM 10:54
TOWN CLERK

1. Establishment of a quorum and call to order:

A quorum was established and a call to order was established at 7:00 pm, July 21, 2021.

2. Public comment: No public comment.

3. Approval and acceptance of minutes:

Motion by John Sheehan and **seconded** by Mark Geer to approve the minutes of June 9, 2021.

Vote: 5-0-1 Abstain: 1 (Robert Tuneski) Motion: Passed

4. **Motion** by John Sheehan and seconded by Glenn Patterson to move item #19 to item #4.

Vote: 6-0-0 Motion: Passed

To consider and act on a request from Robert Brule, First Selectman, for an **FY22 Additional Appropriation for Line #10101-52030 to retain Government Relations Consultant Jay Levine in the amount of \$24,000.00.**

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the appropriation to line #10101-52030 in the amount of \$24,000.00 to be funded through the Contingency Account.

Vote: 6-0-0 Motion: Passed

5. To consider and act on a request from Dani Gorman, Director of Youth & Family Services, for an **FY21 Additional Appropriation as follows: Line #10119-51110 – Administration - \$3,758.00 and Line #10119-51210 – Clerical for - \$12,720.00.**

Motion by John Sheehan and **seconded** by Mark Geer to decrease Contingency by \$16,478.00 and increase line 10119-51110 Administration by \$3,758.00 and increase line #10119-51210 Clerical by \$12,720.00.

Vote: 6-0-0

Motion: Passed

6. To consider and act on a request from David Campo, Town Clerk, for an **FY21 Additional Appropriation in the amount of \$4,024.00.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10019-52510	Rental of Equipment			336.00		336.00
10109-51110	Administration			1,553.00		1,553.00
10109-51210	Clerical & Technical			2,135.00		2,135.00
	Total			4,024.00		

Motion by John Sheehan and **seconded** by Mark Geer to decrease Contingency by \$4,024.00 to approve the additional appropriation.

Vote: 6-0-0

Motion: Passed

7. To consider and act on a request from David Campo, Town Clerk, for an **FY21 Out of Series Transfer in the amount of \$1,400.00.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10019-53280	Election Materials	1,400.00	1,400.00		(1,400.00)	0.00
10109-52510	Rental of Equipment	25,000.00	134.00	1,400.00		1,534.00
	Total			1,400.00	(1,400.00)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the appropriation in the amount of \$1,400.00.

Vote: 6-0-0

Motion: Passed

8. To consider and act on a request from the Board of Selectmen on behalf of Abby Piersall, Planning Director, for an **FY21 Out of Series Transfer in the amount of \$4,375.00.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10118-51110	Administration	95,976.00	773.77	4,060.00		4,833.77
10118-51810	Overtime	1,243.00	421.63	315.00		736.63
10118-52030	Professional Fees	750.00	12,488.00		(4,375.00)	8,113.00
	Total			4,375.00	(4,375.00)	

Motion by John Sheehan and **seconded** by Robert Tuneski to approve the appropriation in the amount of \$4,375.00.

Vote: 6-0-0

Motion: Passed

9. To consider and act on a request from Gary Schneider, Public Works Director, for an **FY21 Out of Series Transfer in the amount of \$12.00.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10111-55030	Public Improvements	27,000.00	(11.66)	12.00		0.34
10111-53020	Other Supplies	10,000.00	1,233.78		(12.00)	1,245.78
	Total			12.00	(12.00)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the appropriation in the amount of \$12.00.

Vote: 6-0-0

Motion: Passed

10. To consider and act on a request from Dani Gorman, Director of Youth & Family Services, for an **FY21 Out of Series Transfer in the amount of \$600.00.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10119-51810	Overtime	0	758.00		(600.00)	157.76
10119-52100	Electricity	16,000.00	(2,591.00)	600.00		(1,991.32)
	Total			600.00	(600.00)	

Motion by Glenn Patterson and **seconded** by John Sheehan to approve the appropriation in the amount of \$600.00.

Vote: 6-0-0

Motion: Passed

11. To consider and act on a request from Kimberly Allen, Finance Director, for an **FY21 Out of Series Transfer in the amount of \$6,555.00**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10107-51210	Clerical & Technical	188,150.00	1,458.00	6,555.00		8,013.00
10107-52030	Professional Fees	68,820.00	20,440.00		(6,555.00)	13,885.44
	Total			6,555.00	(6,555.00)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the appropriation in the amount of \$6,555.00.

Vote: 6-0-0

Motion: Passed

12. To consider and act on a request from Robert Brule, First Selectman, for an **FY21 Out of Series Transfer in the amount of \$480.38.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10101-53020	Other Supplies	150.00		480.38		630.38
10101-52030	Professional Fees	3,680.00			(480.38)	3,199.68
	Total			480.38	(480.38)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the appropriation in the amount of \$480.38.

Vote: 6-0-0

Motion: Passed

13. To consider and act on a request from Kimberly Allen, Finance Director, for an **FY21 Out of Series Transfer in the amount of \$3,557.00.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10107-51210	Clerical & Technical	1888,150.00	(2,408.28)		(3,304.00)	(5,712.60)
10107-51920	FICA	39,150.00	3,746.11		(253.00)	3,493.33
10119-51012	Clerical & Technical	42,339.00	(8,061.05)	3,304.00		(4,756.73)
10119-51920	FICA	14,052.00	1,042.72	253.00		1,295.50
	Total			3,557.00	(3,557.00)	

Motion by John Sheehan and **seconded** by Mark Geer to approve the appropriation in the amount of \$3,557.00.

Vote: 6-0-0

Motion: Passed

14. To consider and act on a request from Kimberly Allen, Finance Director, for an **FY21 Out of Series Transfer in the amount of \$1,100.00.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10104-52030	Professional Fees	0	0	1,100.00		1,100.00
10104-51110	Administration	196,788.00	1,292.00		(1,100.00)	191.91
	Total			1,100.00	(1,100.00)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the appropriation in the amount of \$1,100.00.

Vote: 6-0-0

Motion: Passed

15. To consider and act on a request from Paige Walton, Assessor for an **FY21 Out of Series Transfer Request in the amount of \$3,250.00.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10104-52040	Service Contracts & Repairs	1,680.00	(145.45)	250.00		104.50
10104-51210	Clerical & Technical	58,818.00	(1,243.50)	3,000.00		1,756.41
10104-51110	Administration	196,788.00	6,841.87		(3,250.00)	3,591.87
	Total			3,250.00	(3,250.00)	

Motion by John Sheehan and **seconded** by Mark Geer to approve the appropriation in the amount of \$3,250.00.

Vote: 6-0-0

Motion: Passed

16. To consider and act on a request from Abby Piersall, Planning Director, for an **FY21 Out of Series Transfer in the amount of \$2,779.51.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10110-51110	Administration	104,097.00	2,553.20	2,779.51		5,332.71
10110-52030	Professional Fees	20,000.00	7,233.93		(2,779.51)	4,454.42
	Total			2,779.51	(2,779.51)	

Motion by John Sheehan and **seconded** by Mark Geer to approve the appropriation in the amount of \$2,779.51

Vote: 6-0-0

Motion: Passed

17. To consider and act on a request from Kimberly Allen, Finance Director, for an **FY21 Out of Series Transfer Request in the amount of \$38,797.00**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10115-53010	Office Supplies	50	(35)	35		0
10115-52050	Dues, Conferences	400	200		(35)	165
10122-52080	Telephone	25,537	(330)	330		0
10122-54120	Dispatch Equipment	1	(8,346)	8,346		0
10122-52415	Generator Maintenance	8,200	8,200		(8,676)	(476)
10129-52300	Training Education	74,200	(949)	949		0
10129-53150	Building Maintenance	16,250	(312)	312		0
10129-53220	Marine Patrol	4,000	8,327		(1,261)	7,065
10137-52040	Service Contracts & Rep	50,282	(397)	397		0
10137-52380	Programs	42,387	(3,370)	3,370		0
10137-52420	Maintenance of Property	147,523	(25,057)	25,057		0
10137-51620	Recreation Programs	342,991	154,283		(28,825)	125,459
	Total			38,796	(38,797)	

Motion by John Sheehan and **seconded** by Mark Geer to approve the appropriation in the amount of \$38,797.00.

Vote: 6-0-0

Motion: Passed

18. To consider and act on a request from Kimberly Allen, Finance Director, for an **FY21 Inter-Department Transfer Request in the amounts of \$71,507.55 and \$300,229.00.**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10101-53119	Emergency Expenditures	0.00	(7,120)	7,120		0
10104-51110	Administration	196,788	(3,250)	3,250		0
10104-51210	Clerical & Technical	58,818	(3,000)	3,000		0
10108-52030	Professional Fees	260,000	(9,439.54)	9,439.54		0
10122-51440	Dispatch Personnel	642,931	27,098.04		(22,809.54)	4,288.50
10145-51110	Administration	127,468	(40,293.66)	40,293.66		0
10145-51210	Clerical & Technical	58,542	(1,291.69)	1,291.69		0
10145-51920	FICA	14,230	(2,258.88)	2,258.88		0
10145-52030	Professional Fees	54,019	(4,707.73)	4,707.73		0
10145-52070	Reimbursable Expense	200	(45.35)	45.35		0
10145-53020	Other Supplies	650	(100.70)	100.70		0
10112-52200	Worker's Comp Insurance	710,000	52,470.36		(48,698.01)	
	Total			71,507.55	(71,507.55)	

Motion by John Sheehan and **seconded** by Kevin Petchark to approve the appropriation in the amount of \$71,507.55.

Vote: 6-0-0

Motion: Passed

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10123-51110	Administrations	219,533	(65,918)	65,918		0
10123-51120	Inspection	76,849	(1,733)	1,733		0
10123-51410	Fire Fighting	1,223,023	(3,000)	3,000		0
10123-51810	Overtime	59,518	(214,237)	214,237		0
10123-51920	FICA	132,622	(13,554)	13,554		0
10123-52010	Advertising	200	(336)	336		0
10123-52030	Professional Fees	3,875	(102)	102		0
10123-52080	Telephone	18,050	(67)	67		0
10123-52374	Cable Television	6,060	(273)	273		0
10123-53090	Fuels & Lubricants	28,800	(1,009)	1,009		0
10130-51510	Equipment Maintenance	345,771	76,945		(75,000)	1,945
10130-51520	Highway Maintenance	984,189	57,581		(50,000)	7,581
10130-53090	Fuels & Lubricants	216,700	101,390		(80,229)	
10116-51940	Pension Contributions	4,305,701	98,181		(95,000)	3,181
	Total			300,229	(300,229)	

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the appropriation in the amount of \$300,229.00.

Vote: 6-0-0

Motion: Passed

19. To consider and act on a request from Brian Flaherty, Director of Recreation & Parks, for an **FY21 Out of Series Transfer in the amount of \$30,000.00**

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10137-52420	Maintenance of Properties	147,523		30,000		177,523
10137-51620	Recreation Programs	342,991			(30,000)	312,991
	Total			30,000	(30,000)	

Motion by John Sheehan and **seconded** by Mark Geer to approve the appropriation in the amount of \$30,000.00.

Vote: 6-0-0

Motion: Passed

20. Old business: None

21. New business:

- a. Capital Project Review – FY21:

Discussion ensued regarding the departments and projects. Several questions were asked and most were answered by the department heads or Kimberly Allen.

Motion by John Sheehan and **seconded** by Glenn Patterson to return \$110,409.34 to the **Undesignated Fund Balance**, also to return \$148,673.96 from the **CNR Appropriated fund to the CNR**, and return \$15,606.00 from **CNR Designated fund to the CNR**.

Vote: 6-0-0

Motion: Passed

- b. Fire Services Review Special Committee: Robert Tuneski was nominated for the Fire Services Review Committee.

Motion by John Sheehan and **seconded** by Glenn Patterson to approve the liaison for the Fire Services Review Committee.

Vote: 6-0-0

Motion: Passed

- c. John Sheehan requested an update on the Federal Funds/American Recovery Fund Plans that the Town of Waterford will be receiving. First Selectman Robert Brule reported that we have researched how the Federal Government wants the money spent we have decided to focus on water and sewer and tourism. A presentation with details will be presented at a later date.
- 22. Liaison Reports: Municipal Complex – Glenn Patterson: There is still a punch list of items that need to be done. We do have a final payment of \$280,000 owed to O&G, however; they were told that until the committee is happy with the finished product they would not be getting a check and they understand. Anchor Engineering is owed around \$84,000 and as of July 13, 2021, we have \$1,327,591 out there. Once everything is complete and paid, the committee is looking to return \$900,000 to the Town of Waterford.
- 23. Correspondence:
- 24. Adjournment:

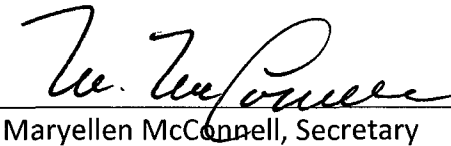
Motion by John Sheehan and **seconded** by Mark Geer to adjourn the Meeting of the Board of Finance at 9:20 p.m.

Vote: 6-0-0

Motion: Passed

Respectfully submitted,


Mark Geer, Jr., Clerk


Maryellen McConnell, Secretary