Board of Finance
Regular Meeting Minutes

Wednesday, November 9, 2022
Town Hall Auditorium – 7:00 p.m.

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

Absent: Baird Welch-Collins, Joe Filippetti, Kimberly Allen, Director of Finance

Elected: First Selectman Robert Brule, Selectwoman Jody Nazarchyk, Treasurer Abbas Danesh, RTM Member Thomas Dembek,

Staff: Shea Moses, Office Coordinator

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 p.m., November 9, 2022

2. Public Comment: None

3. **Approval and acceptance of minutes:**
   Regular Meeting on October 12, 2022

   Motion by John Sheehan and **seconded** by Robert Tuneski to approve the minutes of the October 12, 2022 Regular Meeting.

   Vote: 5-0-0 **Motion Passed**

4. To consider an act on request from Gary Schneider, Director of Public Works, for an additional appropriation in the amount of $32,350.00 from Capital and Non-recurring Designated line #205-31520 to line #20511-57874 Elevator Reconditioning Project, due to prevailing wage.

Chairman Glenn Patterson requested that Purchasing Agent Rawle Dummett attend the meeting to explain the need for the additional appropriation of $32,350 was due to issues within the bidding process, a contract had not yet been signed.

The Purchasing Agent explained that under normal circumstances they would put the work out to Bid but given the age of the equipment it was determined a bid waiver awarding the work to the original manufacturer, Otis Elevator, was appropriate.

Because of the bid waiver it was unclear if the project required paying prevailing wage, as when projects are competitively bid prevailing wage requirements apply. The Purchasing Agent contacted the State Department of Labor for clarification and the initial contact person said prevailing wage requirements did not apply. He then received an email from another contact at the Department of Labor stating that prevailing wages must be included for Contractor and sub-contractor personnel (Prime Inc). The bid was then revised to ensure that the subcontractor price reflected prevailing wages.

John Sheehan commented that the CNR Report showed that there was $249,965 already expended which was confusing as the project has not yet begun.

This question regarding the CNR report will be taken to the Finance department to find out if the $249,965 has indeed been expended or is an encumbrance.

Motion by John Sheehan and **seconded** by Ronald Fedor to approve an additional appropriation of $32,350 from Capital and Non-recurring Designated line #205-31520 to line #20511-57874 Elevator Reconditioning Project and forward to the RTM as required.

Vote: 5-0-0 **Motion Passed**

5. To consider an act on request from Gary Schneider, Director of Public Works, for an additional appropriation in the amount of $1,762,736.00 from the General Fund Unassigned Fund Balance line to a new Capital and Non-recurring project number to be created for Major/Minor Collector Road Paving (Niantic River Road, Oil Mill Road, Shore Road and New Shore Road) and forwarded to the RTM as required.

Motion by John Sheehan and **seconded** by Ronald Fedor to approve an additional appropriation of $1,762,736 from the General Fund Unassigned Fund Balance line to a new Capital and Non-recurring project number to fund the additional paving structural improvements and repairs to Niantic River Road, Oil Mill Road, Shore Road and New Shore Road and forward to the RTM as required.

Gary Schneider, Director of Public Works commented that they just completed the first round of large roads which includes Niantic River Road, Daniels and Gardener's Wood Road and that the project came out very well and added that the numbers came out under budget.

The Director noted that success was facilitated by having funding available to obtain contractors and schedule contractors early in the construction season. This request was to do the second round of the large roads prioritized in the BHV road study. Having funding available also allows DPW to preform prep work ahead of the contractors (basin tops, etc.).

Robert Tuneski had a few questions regarding the Excel spreadsheet on the calculations specific to Niantic River Road/Paving and the .0575 under the Paving (Milling) section.

Gary explained that the tons are measured per square yard at 3 inches. Contractors price $110 per ton. The measurements and calculations are used to control the depth which helps when trying to level the road out and quantities are determined by tonnage versus square yards.

John Sheehan made a comment regarding that since the funding is in advance how the volatile oil prices play a role in pricing and how comfortable are they that the price will not increase by the spring.

Gary commented and explained that the State has an asphalt escalation clause in their bidding that allows for inflation costs. As of right now the asphalt escalation clause is estimated to be about $8 per ton but they added $15 in there to be on the safe side. If the prices go up astronomically high then they will wait instead of moving forward with the project, however, if the prices are not that much higher than the $15 per ton escalation they can look at doing maybe 3 roads versus the 4. Gary is confident that they will be covered within the clause.

John Sheehan noted, and Glenn Patterson agreed, that appropriating funding in the current fiscal for projects to be performed in the following fiscal year is something they are willing to consider in order to be in front of the line come spring.

There was also a discussion regarding the BHV Pavement Management Study update that shows which roads will be done. Gary explained the PCI inspections, the 5 categories that prioritize the work, and the extent of work needs to be done whether it is patching, utility cuts or even grinding and milling.

Gardiner's Wood Road was mentioned as an example of the lowest category with some of the worst conditions. Gary explained how they were able to fix the road, provide a drainage solution, and save millions of dollars versus a complete rebuild. They were able to recycle asphalt, fill~~ed~~ in holes, and had pipes installed which will help keep the flooding off the road. Ronald Fedor commented that they were able to take a remedial action and save money.

The motion proceeded to a vote:
Vote: 5-0-0 **Motion Passed**

6. To consider an act on request from Gary Schneider, Director of Public Works, in the amount of $35,000.00 to be moved from designated to appropriated on Capital and Non-recurring line item # 20530-57868 Bridge Engineering Plan.

Motion by Ronald Fedor and seconded by John Sheehan to approve that the Capital and Non-recurring designated line be decreased by $35,000 and Capital and Non-recurring appropriated line # 20530-57868 be increased by $35,000 and forward to the RTM as required.

John Sheehan had questions regarding the backup documentation and if it will only be a study or will it detect cost estimates and how projects will be established.

Robert Tuneski had questions regarding how they will determine reliability and make recommendations, about advantages and disadvantages in terms of cost and scheduled. While Gary noted that the cognizant Engineers could attend meetings to answer any questions or to see if they have a study like in other towns, Gary noted the information from the plan will provide enough information to see what is best to prevent flooding.

The motion proceeded to a vote:
Vote: 5-0-0 **Motion Passed**

7. To consider an act on request from Gary Schneider, Director of Public Works, in the amount of $35,000.00 to be moved from designated to appropriated from Capital and Non-recurring to line item # 20530-57867 Niantic River Road Sidewalk Plan.

Motion by Ronald Fedor and **seconded** by John Sheehan to approve appropriating $35,000 of previously designated funds on Capital and Non-recurring line # 20530-57867 and forward to the RTM as required.

Vote: 5-0-0 Motion Passed

8. To consider an act on request from Gary Schneider, Director of Public Works, to transfer the amount of $25,000.00 from Capital Improvement Project line # 31121-55852 Town Hall Bathroom to new Capital and Non-recurring line number to be determined.

Motion John Sheehan and **seconded** by Ronald Fedor to approve the transfer of $25,000 from Capital Improvement line # 31121-55852 to new Capital and Non-recurring line TBD and forward to the RTM as required.

A comment was made by Robert Tuneski about what was included in the scope of the project. Gary replied that everything is included in the renovation plan including surface lateral, plans specifications, addressing all the issues as well as being ADA compliant.

The motion proceeded to a Vote:
Vote: 5-0-0 Motion Passed

9. To consider an act on request from Gary Schneider, Director of Public Works, for an additional appropriation in the amount of $217,100 from the Capital and Non-recurring Undesignated Fund Balance line # 205-31520 to fund the new Capital and Non-recurring project line number for construction costs to repair the town Hall bathrooms and forward to the RTM as required.

Motion Glenn Patterson and **seconded** by Kevin Petchark to amend the motion for an additional appropriation in the amount of $217,100 from the Capital and Non-recurring Undesignated Fund Balance line # 205-31520 to fund the new Capital and Non-recurring project line number for construction costs to repair the town Hall bathrooms to reduce the amount from $217,100 to $212,090.

The change aligned the amount of the additional appropriation plus other funds with the stated $310,000 total cost of the project.

The motion proceeded to a vote:
Vote: 3-2-0 Against: Ronald Fedor and Robert Tuneski Motion Passed

Motion Glenn Patterson and **seconded** by John Sheehan to approve an additional appropriation in the amount of $212,090 from the Capital and Non-recurring Undesignated Fund Balance line # 205-31520 to fund the new Capital and Non-recurring project line number for construction costs to repair the town Hall bathrooms and forward to the RTM as required.

Mr. Patterson noted the $212,090 plus the amount of money appropriated in the Capital Improvements Project line # 31121-55852 ($97,910), plus the $25,000 addressed on item 8 will fund the project.

It was noted that the $310,000 cost included funds to address the impact volatile market conditions.

The motion proceeded to a vote:
Vote: 3-2-0 Against: John Sheehan and Ronald Fedor Motion Passed

10. To consider an act on request from Kim Allen, Director of Finance, for an FY22 Inter-Department Out of Series Transfer as follows:

Line No.	Org. Code	Object Code	Object Description	Current Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10101	52040	SERVICE CONTRACT & REPAIRS	(1,287.89)	1,288		0.11
2	10102	53020	OTHER SUPPLIES	(54.25)	55		0.75
3	10106	52010	ADVERTISING	(89.40)	90		0.60
4	10107	51810	OVERTIME	(279.55)	280		0.45
5	10107	52040	SERVICE CONTRACT & REPAIRS	(25.97)	26		0.03
6	10109	52510	RENTAL OF EQUIPMENT	(1,154.70)	1,155		0.30
7	10110	52050	DUES, CONFERENCE	(474.00)	474		0.00
8	10111	52090	FUEL OIL	(1,444.15)	1,445		0.85
9	10111	52100	ELECTRICITY	(5,618.66)	5,619		0.34
10	10111	51220	WATER	(754.73)	755		0.27
11	10111	52120	SEWER	(5,247.87)	5,248		0.13
12	10119	51210	CLERICAL & TECHNICAL	(16,882.87)	16,883		0.13
13	10119	51920	FICA	(1,234.49)	1,235		0.51
14	10123	52373	LP GAS	(93.19)	94		0.81
15	10135	51110	ADMINISTRATION	(17,386.25)	17,387		0.75
16	10135	51610	PARKS MAINTENANCE	(156.85)	157		0.15
17	10137	51620	RECREATION PROGRAMS	(8,452.67)	8,453		0.33
18	10137	51920	FICA	(586.78)	587		0.22
19	10137	52080	TELEPHONE	(81.37)	82		0.63
20	10137	52420	MAINTENANCE OF PROPERTY	(3,428.50)	3,429		0.50
21	10137	53020	OTHER SUPPLIES	(114.13)	115		0.87
22	10137	53080	MAINT OF VEHICLES	(1,617.25)	1,618		0.75
23	10145	51920	FICA	(915.01)	916		0.99
24	10129	51420	PATROL	80,094.87		(67,391)	12,703.87
25	10137	51210	CLERICAL & TECHNICAL	(35,814.24)	35,815		0.76
26	10130	53300	HIGHWAY MATERIALS	39,435.77		(35,815)	3,620.77
27	10145	52030	PROFESSIONAL FEES	(25,250.76)	25,251		0.24
28	10130	52460	STREET LIGHTING	28,726.52		(25,251)	3,475.52
				TOTAL	128,457	(128,457)	

There was a comment from John Sheehan regarding the email he received from the Finance Director on the process of the audit which will be tabled for the next

Board of Finance Meeting in December. Mr. Sheehan also made a comment about Cheryl Larder for sending in the transfers with the departments assigned to make it easier.

Motion John Sheehan and **seconded** by Robert Tuneski to decrease line item # 10129-51420 Police Department Patrol in the amount of $67,391 and increases items as follows: line # 10101-52040 First Selectmen Service Contracts & Repairs by $1,288, line # 10102-53020 Registrar of Voters Other Supplies by $55, line # 10106-52010 Board of Assessment Appeals Advertising by $90, line # 10107-51810 Finance Department Overtime by $280, line # 10107-52040 Finance Department Service Contracts & Repairs by $26, line #10109-52510 Town Clerk Rental of Equipment by $1,155, line # 10110-52050 Planning and Zoning Commission Dues, Conferences by $474, line # 10111-52090 Building Maintenance Fuel Oil by $1,445, line # 10111-52100 Building Maintenance Electricity by $5,619, line # 10111-52110 Building Maintenance Water by $755, line # 10111-52120 Building Maintenance Sewer by $5,248, line # 10119-51210 Youth Service Bureau Clerical & Technical by $16,883, line # 10119-51920 Youth Service Bureau FICA by $1,235, line # 10123-52373 Fire Services LP Gas by $94, line # 10135-51110 Senior Services Commission Administration by $17,387, line # 10137-51610 Recreation & Parks, Parks Maintenance by $157, line # 10137-51620 Recreation & Parks Programs by $8,453, line # 10137-51920 Recreation & Parks FICA by $587, line # 10137-52080 Recreation & Parks Telephone by $82, line # 10137-52420 Recreation & Parks Maintenance of Property by $3,429, line # 10137-53020 Recreation & Parks Other Supplies by $115, line # 10137-53080 Recreation & Parks Maintenance of Vehicles by $1,618, line # 10145-51920 Human Resources FICA by $916 all totaling the amount of $67,391.

Vote: 5-0-0 **Motion Passed**

Motion John Sheehan and **seconded** by Robert Tuneski to decrease line item # 10130-5330 Public Works Highway Materials by $35,815 and increase line # 10137-51210 Recreation & Parks Clerical & Technical by $35,815.

Vote: 5-0-0 **Motion Passed**

Motion John Sheehan and **seconded** by Ronald Fedor to decrease line item # 10130-52460 Public Works Street Lighting by $25,251 and increase line item # 10145-52030 Human Resources Professional Fees by $25,251.

Vote: 5-0-0 **Motion Passed**

11. To consider an act on request from Kim Allen, Director of Finance, for an FY23 Out of Series Transfer as follows:

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Budget Amount
1	10104	51110	ADMINISTRATION	169,295.00	125,866.36		(48,000)	77,866.35
2	10104	52030	PROFESSIONAL FEES	250.00	0.00	48,000	0.00	48,000.00
3								0.00
4								0.00
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
10								0.00
								0.00
								0.00
				TOTAL		48,000.00	(48,000)	

Motion John Sheehan and **seconded** by Kevin Petchark to approve the decrease of Assessor budget line 10104-51110 Administration by $48,000 and increase the Assessor budget line 10104-52030, Professional Fees by $48,000.

Vote: 5-0-0 **Motion Passed**

12. Review and Possible action of the Superintendent of Schools letter listed in correspondence requesting a revised FY23-24 BOE budget submittal date.

Motion John Sheehan and **seconded** by Ronald Fedor to allow the delay of the BOE's submittal date of February 27, 2023 for the FY23-24 BOE budget.

Vote: 5-0-0 **Motion Passed**

13. Old Business

a. Board review of updates and possible action on FY24 Budget Guidelines.

The guidelines were revised from the copy provided at the October BOF regular meeting.

Mr. Tuneski noted that comments he made at the October BOF meeting were not incorporated in the FY24 Budget Guidelines. He had requested verbiage regarding requiring performance metrics for each department.

After discussion, the Budget Guidelines went to a vote as written given the time constraints around providing the guidelines to the Finance Department and Department Heads to guide their budget preparations.

It was also agreed that discussion of Mr. Tuneski's request will be continued at the December Board of Finance Regular Meeting. Mr. Fedor suggested exploring methodologies to provide Performance Metrics guidance to Department Heads outside of the formal Budget Guidelines.

Mr. Tuneski will put together what it is that he is asking for in an additional request or an attachment to be discussed at the December meeting.

Motion John Sheehan and **seconded** by Kevin Petchark to approve the FY24 Budget Guideline as revised

Vote: 3-2 Against: Robert Tuneski and Ronald Fedor Motion Passed

b. Review and discuss questions and answers regarding vehicle inspections and malfunctions.

DPW Director Gary Schneider addressed the BOF regarding specific concerns regarding Recreation and Parks responsible vehicle and a DPW identified repair being the result of an operational; issue versus an issue with normal maintenance. The director also explained that along with being responsible for maintaining most town vehicles, DPW makes recommendations to each department as to best practices for maintaining their vehicles in good working order.

14. New Business: None

15. Liaison Reports: None

16. Correspondence

a. Letter from Thomas Giard, Superintendent of Schools, requesting to submit their annual budget for FY24 by February 27, 2023.
b. Abbas Danesh, Town Treasurer, Quarterly Treasurer's Report and related Financials ending 10/31/2022.
c. Virginia Bielucki, Town Accountant, Periodic Financial Statements FY23 dated October 18, 2022.
d. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated October 19, 2022.

15. Adjournment

Motion by John Sheehan and **seconded** by Ronald Fedor to adjourn the Regular Meeting.

Vote: 5-0-0 **Motion passed.**

Meeting adjourned at 9:13 p.m.

Respectfully submitted,

John Sheehan, Clerk

Shea Moses, Office Coordinator