

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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www.waterfordct.org

Board of Finance
Regular Meeting Minutes

Wednesday, October 12, 2022
Town Hall Auditorium – 7:00 p.m.

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RECEIVED TOWN OF WATERFORD

Present: Chairman Glenn Patterson, John Sheehan, Ronald Fedor, Robert Tuneski, Baird Welch-Collins, Kevin Petchark, Joe Filippetti

Absent:

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

Staff: Kimberly Allen, Director of Finance
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., October 12, 2022

2. Public Comment: None

3. **Approval and acceptance of revised minutes:**
Regular Meeting on September 7, 2022

Motion by John Sheehan and **seconded** by Robert Tuneski to approve the minutes of the September 7, 2022 Regular Meeting.

Motion by John Sheehan and **seconded** by Kevin Petchark to amend the minutes of October 12 and change the Vote on Agenda item #4 and the re-wording of the approval.

Vote: Unanimous

Motion Passed

4. To consider and act on request from Brian Flaherty, Recreation & Parks Director, for an additional appropriation in the amount of \$12,250 to line item 10137-53080 Maintenance of Vehicles, to cover the cost of unbudgeted repairs to the 2015 Chevrolet Silverado Dump Truck.

Motion by John Sheehan and **Seconded** by Baird Welch-Collins to approve the additional appropriation in the amount of \$ 12,250 from the Contingency Account 10121-59010 to Vehicle Maintenance, line item 10137-53080 and forward onto the RTM as required.

Vote: Unanimous

Motion Defeated

Ryan McNamara discussed the need for the repairs as there is advanced rusting underneath, mechanic is unsure why or how. Ryan also commented that they have been spraying the liner of the beds for extra protections and there will be an implementation on spraying the bottom of the trucks to avoid future issues, however, he does not have a schedule as of yet.

Ronald Fedor discussed the cost and that it should be anticipated for problems in the future. He also discussed how or if the issues with the trucks can be prevented, whether it is a Manufacturer issue (recall), if it is the materials. An analysis from a mechanic is needed as well as inspection on all of the trucks to prevent further repairs in the future for the same issue. There was a comment made regarding a 10-12 year life cycle in Fleet Management that the truck is not meeting standards.

Chairman Glenn Patterson added that we should not be taking from the Contingency fund and to go back attempt to absorb the amount needed to repairs in the current budget for Recs & Parks.

Kim Allen also stated that according to policy in order to change the transfer it needs to go to Finance for approval or changes to the request.

It was decided that Robert Brule, Selectmen should reach out dealer or manufacturer regarding the issues.

First Selectman, Robert Brule, announced that Brian Flaherty has resigned and Ryan McNamara has been named the Interim Director.

Ryan McNamara to get questions answered for next board meeting and to schedule all inspections.

Motion by Joe Filippetti and **seconded** by Robert Tuneski to move the request to Finance to be approved for funding within the Operating Budget to fund the repairs. To review and approve at the November Board of Finance Regular Meeting.

Vote: Unanimous

Motion Passed.

5. Old Business:

- a. Board review and possible action on DRAFT Board of Finance Investment Policy.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the Board of Finance Investment Policy.

Vote: Unanimous

Motion Passed.

- b. Board review of updated Board of Finance webpage data and Board of Finance Policy and Procedure Manual

Glenn Patterson discussed that he needs more time to go look over the Finance Policy and Procedure Manual.

John Sheehan discussed if we should have an internal control policy. Also commented that there should be a revision made to the Board of Finance Policy 1.02 regarding the revision of the list of Agenda items, the Board of Selectmen should be added as the budgets are received by the Board of Selectmen.

Ronald Fedor discussed the submission of budget items regarding the Board of Finance Policy, that there should be a procedure notifying every Board and Agency

Kim Allen, Director of Finance in response to the internal control policy stated that we do not have a Town Wide Internal Control Policy and that she will work on said policy and revisions to review and discuss at the December Board of Finance Regular Meeting.

- c. Director of Finance update on Capital Projects Fund

John Sheehan commented that the most recent updated report be added as back up to the item on the Agenda and that each item on the report have their own number.

Director of Finance discussed that she is waiting on the Board of Education in regards to the Early Childhood Learning Center to request that they pass a bill to move the balance. She also discussed that we cannot justify that the Waterford High School Building Project went through the proper process for the project. A call has been made to the State and is awaiting a response.

6. New Business:

- a. Review the Board of Finance Regular and Budget hearing schedules. Attached are last year's schedules and a breakout of the 2023 holidays.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to review and approve the Board of Finance Regular and Budget hearing schedules with further edits and revision to switch Information Technology to March 13, 2023 Budget Hearing Meeting and Fire Services to the March 1, 2023 Budget meeting .

John Sheehan noted that the November 8, 2023 Budget Hearing Meeting is the day after Elections, we should keep in mind that we may have to use either the Appleby room or the BOE Conference room for the Board of Finance Budget Hearing Meeting depending upon the breakdown of the Auditorium after the elections.

Vote: Unanimous

Motion Passed.

- b. Board review and possible action on FY24 Budget Guidelines.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to postpone the approval of the Guidelines until the November meeting of the Board of Finance pending further edits and verbiage from Kim Allen, Director of Finance.

There was a discussion on various paragraphs within the Budget Guidelines to be revised.

John Sheehan commented on #9 of the Guidelines on the 1st sentence 2nd line that the Organization should be upfront about sources that are received. Mr. Sheehan would also like to add another paragraph under Finance of our Instructions that any Graphs submitted should be included in color (bar graphs, pie charts etc.). Also change the date on page 5 to December 9, 2022.

Robert Tuneski discussed about the transparency of the departments and what each house gets and what they should expect and a description of how each house is managing their funds. He would also like to see the Departments describe how many people they serve and the number of contacts and independent contacts. Language should be strengthened in #9 and #12 to require what is being requested.

There was also a discussion made regarding statutorily required departments and the departments that have been created over the years to fill the needs of the Residents. The organization should be put into context.

Vote: Unanimous

Motion Passed.

7. Liaison Reports: None

8. Correspondence

- a. Virginia Bielucki, Town Accountant, Status of Contingency Fiscal Year 2023 dated September 9, 2022.
- b. Virginia Bielucki, Town Accountant, Periodic Financial Statements FY23 dated September 10, 2022.
- c. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated October 3, 2022.

d. Quarterly ARPA Project Update.

e. FY23 CIP Capital Project Quarterly Report

There was a discussion on various projects.

Pg. 2. John Sheehan commented on the importance of the training regarding the new Financial Software Upgrade that will be happening in November. Kim Allen commented that there will be on-site hands on training.

Pg. 2. Ronald Fedor commented on the Tennis Courts regarding the longevity of the courts and to possibly think of a new location.

Pg. 3. Economic Assistance- Robert Brule commented that there are 6 applications, the maximum money allowed is \$10,000.

Pg. 3. John Sheehan wanted to know where we stood with this project. Kim Allen informed him that she has not hear back from Army Corps as of yet.

Robert Brule commented that the Army Corps supports the plan and has asked to go through the process of Wetlands (Conservation Commission).

Pg. 4. POCD (Plan of Preservation Conservation & Development) - John Sheehan commented that there is a survey on the website under Planning & Zoning and advised that all Board members should participate in.

Pg. 4. Southwest and Cohanzie School- Glenn commented on the status of this project. Robert Brule commented that it is in the works but has not come to fruition.

9. Adjournment

Motion by Baird Welch-Collins and **seconded** by Robert Tuneski to adjourn the Regular Meeting.

Vote: Unanimous

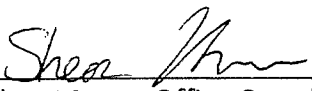
Motion passed.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,



John Sheehan, Clerk



Shea Moses, Office Coordinator

**BOARD OF FINANCE
MEETING SCHEDULE
CALENDAR YEAR 2023**

ALL MEETINGS WILL BE HELD AT 7:00 P.M. UNLESS OTHERWISE NOTED

January 11, 2023	Regular Meeting
February 8, 2023	Regular Meeting
March 1, 2023	Budget Hearing
March 6, 2023	Budget Hearing
March 8, 2023	Budget Hearing
March 13, 2023	Budget Hearing
March 15, 2023	Regular Monthly Meeting (followed by Budget Hearing)
March 15, 2023	Budget Hearing
March 20, 2023	Budget Hearing
March 22, 2023	Budget Hearing
March 27, 2023	Public Hearing on the budget followed by Special Meeting for Final Budgetary Action
April 12, 2023	Regular Meeting
May 1, 2023	RTM Annual Budget Meeting (anticipated to be conducted May 1 st through 5 th)
May 17, 2023	Regular Meeting (Third Wednesday)
June 14, 2023	Regular Meeting
July 19, 2023	Regular Meeting (Third Wednesday)
August 9, 2023	Regular Meeting
September 13, 2023	Regular Meeting
October 11, 2023	Regular Meeting
November 8, 2023	Regular Meeting
December 13, 2023	Regular Meeting

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RECEIVED
CITY OF CHICAGO

BOARD OF FINANCE BUDGET HEARING SCHEDULE FISCAL YEAR 2023/2024

Wednesday, March 1, 2023	Library Police Department Emergency Management Fire Services Board of Finance Contingency
Monday, March 6, 2023	Ethics Commission Conservation of Health Public Health & Nursing Miscellaneous Social Grants Youth Services Senior Citizens Recreation and Parks
Wednesday, March 8, 2023	Economic Development Conservation Commission Planning and Zoning Zoning Board of Appeals Building Department Flood and Erosion Control Review Projected Revenue
Monday, March 13, 2023	Human Resources Finance Department Retirement Insurance Legal Information Technology
Wednesday, March 15, 2023	Regular Meeting
Wednesday, March 15, 2023	Registrar of Voters Assessor Board of Assessment Appeals Tax Collector Town Clerk Representative Town Meeting Board of Selectmen
Monday, March 20, 2023	Building Maintenance Public Works Capital Improvements Debt Service Transfers to Capital and Non-Recurring
Wednesday, March 22, 2023	Board of Education
Monday, March 27, 2023	Board of Finance Public Hearing on Budget Followed by Special Meeting for Final Budgetary Action
Monday, May 1, 2023	RTM Annual Budget Meeting (anticipated to be conducted May 1 st through May 5 th)

All Board of Finance Meetings will be held at the Waterford Town Hall at 7:00 p.m. and end at 10:30 p.m. unless otherwise noted. All budgets are due in the Finance Office on **December 9, 2022** **WITH NO**

EXCEPTIONS.

S:Finance: Board of Finance-grm/Meeting Schedule/Budget Hearing Schedule

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OFFICE OF THE TOWN CLERK
TOWN OF WATERFORD