FIFTEEN ROPE FERRY ROAD
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Board of Finance
Regular Meeting Minutes

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

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

Absent: Joe Filippetti

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., September 7, 2022

2. Public Comment: No Public Comment

3. **Approval and acceptance of minutes:**
Regular Meeting on July 20, 2022

Motion by John Sheehan and **seconded** by Kevin Petchark to approve the minutes of the July 20, 2022 Regular Meeting with the following correction to place heading "Board of Finance and "Minutes".

Vote: 6-0-0 **Motion Passed**

4. To consider and act on a request from the RTM to appoint a Board of Finance member to the RTM Ad Hoc Energy Task Force.

Motion by John Sheehan and **seconded** by Kevin Petchark to approve the request to appoint a Board of Finance member Baird Welch-Collins to the RTM Ad Hoc Energy Task Force.

Vote: Unanimous **Motion Passed.**

5. To consider and act on request from Gary Schneider, Director of Public Works, for an additional appropriation from the unassigned fund balance of the General Fund of $38,500 to CIP Project Remove UST Tank at Cohanzie Fire House, line item 33021-55867.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the appropriation in the amount of $38,500 from the unassigned fund balance of the General Fund to CIP Project Remove UST Tank at Cohanzie Fire House, line item 33021-55867 and forward onto the RTM as required.

There was a discussion on why the 10% contingency. Director Gary Schneider estimates what the well driller will encounter as far as materials. They have to drill as far as they can to extract the groundwater and need to spend what is required.

VOTE: 5-1-0 **Motion passed.**

6. To consider and act on request from Marc Balestracci, Chief of Police, for an additional appropriation of $2,496 for the Cell Bench Safety Overlay, due to increased cost of materials.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve an additional appropriation to read as follows:

To decrease 10121-59010, Contingency by $2,496 and increase CIP Project Cell Bench Safety Overlay, project 32923-55897, due to increased cost of materials.

VOTE: Unanimous **Motion passed.**

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

Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT Increase	ACCOUNT Decrease	REVISED Available Budget
10104	51110	ADMINISTRATION	169,295.00	167,519.57	0	(25,000)	142,520
10104	52030	PREFESSIONAL FEES	250.00	0.00	25,000	0	25,000
							0
							0
							0
							0
							0
							0
							0
							0
							0
				TOTAL	25,000	(25,000)	

Motion by John Sheehan and **seconded** by Ronald Fedor to approve the decrease of Assessor budget line 10104-51110 Administration by $25,000 and increase the Assessor budget line 10104-52030, Professional fees by $25,000.

VOTE: Unanimous **Motion passed.**

8. To consider and act on a request from Kim Allen, Director of Finance, for an FY23 Inter-Department Out of Series Transfer as follows:

Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT Increase	ACCOUNT Decrease	REVISED Available Budget
10111	52040	SERVICE CONTRACTS	185,178.00	185,178.00	46,392		231,570
10135	52040	SERVICE CONTRACTS	36,330.00	36,330.00		(23,196)	13,134
10137	52040	SERVICE CONTRACTS	37,436.00	37,561.00		(23,196)	14,365
							0
							0
							0
							0
							0
							0
							0
							0
							0
				TOTAL	46,392	(46,392)	

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve that Senior Citizens Commission line 10135-52040 Service Contract be decreased by $23,196 and Recreation & Parks line 10137-52040 Service Contracts be decreased by $23,196 and Building Maintenance line 10111-52040 be increased by $46,392.

Director Kim Allen commented that she is not aware of any other maintenance "contracts that will require transfer of funds."

VOTE: Unanimous **Motion passed.**

9. Pending BOS approval, to consider and act on a request from Brian Flaherty, Director of Recreation & Parks, for a new capital project in the amount of $21,236 from Capital and Non-recurring line #205-31520 Undesignated Fund balance to a new account number to be determined.

Motion by John Sheehan and **seconded** by Ronald Fedor to approve an Additional Appropriation from the Undesignated Fund Balance line 205-31520 of the Capital and Non-recurring Expenditure Fund of $21,236 to fund New Project (Account Number to be assigned) Repair of Pleasure Beach Sidewalk/Pathway and forward to the RTM as required.

Approved at BOS on September 6, 2022 for the amount of $22,766.

Baird Welch-Collins commented about better signage apart from the repair of the sign on Shore road for the parking lot.

Director Brian Flaherty explained that he worked with the First Selectmen, Robert Brule to include this in the operating budget but equipment repairs consumed the funding. He also noted that there have been more concerns about the area wash out and with the ADA "project at Waterford Beach" being complete. Residents had inquired about Pleasure Beach being done as well.

VOTE: Unanimous **Motion passed.**

10. Pending BOS approval, to consider and act on a request from Gary Schneider, Director of Public Works, for an additional appropriation in the amount of $11,775.56 from Capital and Non-recurring line #205-31520 Undesignated Fund balance to account 20530-57743 (Jordan Cove Bridge Replacement).

Motion by John Sheehan and **seconded** by Ronald Fedor that an Additional Appropriation from the Undesignated Fund Balance line 205-31520 of the Capital and Non-recurring Expenditure Fund of $11,776 to Account 20530-57743 Jordan Cove Bridge Replacement and forward to the RTM as required.

Approved by BOS on September 6, 2022.

Director Gary Schneider informed the Board that most projects are 80 % Federal and 20% local funding. The State estimates the cost for managing the project and the money is normally paid upfront to the State. Gary commented that this is the last project with a demand deposit.

VOTE: Unanimous **Motion passed.**

11. Old Business

a. Discussion of the letter from the Town Attorney to the BOF regarding the Human Services reorganization

b. Pending Board review and possible action on DRAFT BOF Investment Policy.

Motion by John Sheehan and **seconded** by Ronald Fedor to postpone the approval of this policy until the October meeting of the Board of Finance pending further edits and verbiage from Abbas Danesh, Treasurer.

Discussion and suggestions from the members on how to clean up the document were discussed. It was agreed that the Treasurer is responsible to establish an "internal controls structure" and that the Director of Finance shall oversee the internal control structure and establish a process for an external audit.

Vote: Unanimous **Motion Passed.**

12. New Business

a. Discuss proposed BOF Policy Manual formatting and numbering.

Motion by John Sheehan and **seconded** by Robert Tuneski to discuss and approve the BOF Policy Manual.

John Sheehan commented that the Finance Director should renumber the Policy The Board of Finance Budget Guidelines as 1.01, and renumber the rest follow in the numbering system. Also the policies and procedures should be named the exact title that they have been given. There is was also a comment on the Board of Education Policies should say BOE-Non-Lapsing Account.

Robert Tuneski commented that the name should be changed BOF Policy Manual to "BOF Policies and Procedures Manual".

VOTE: Unanimous **Motion passed.**

b. John Sheehan also commented on the new requirements for the Utility Commission department. John Sheehan commented that we should have at least 2 certified Engineers within the department.

c. John Sheehan also made a comment regarding the performance index decrease of Waterford Schools during Covid-19 and Remote Learning. The performance index rate for the school year 2018/19 compared to 2021/22 was as follows:

2018/19 The ELA performance rate 73.1
2018/19 The Math performance rate 70.2
Vs.
2021/22 The ELA performance rate 69.3
2021/22 The Math performance rate 64.9

13. Liaison Reports: None

14. Correspondence

a. Clifton Larson Allen LLP (CLA), letter to the Board of Finance regarding the audit for the Town of Waterford dated August 16, 2022.
b. Virginia Bielucki, Town Accountant, Revised Periodic Financial Statements FY22 dated August 17, 2022.

John Sheehan commented on that the in the CNR Fund, Jordan Village Sidewalks should not be undesignated it should be in designated funds as it inflates the undesignated fund balance and it is funded by grants.

John Sheehan also commented on the Capital Project Funds, that we need to find a way to close out the balance (erase the debt owed) of the Early Childhood Learning Center and Waterford High School.

Finance Director to update BOF at October's meeting.

c. Virginia Bielucki, Town Accountant, Status of Contingency FY22 dated July 22, 2022.
d. Virginia Bielucki, Town Accountant, Status of Contingency FY23 dated July 22, 2022.
e. Treasurer's Quarterly Report dated July 29, 2022.

15. Adjournment

Motion by John Sheehan and **seconded** by Baird Welch-Collins to adjourn the Regular Meeting.

Vote: Unanimous **Motion passed.**

Meeting adjourned at 8:18 p.m.

Respectfully submitted,

John Sheehan, Clerk

Shea Moses, Office Coordinator