FIFTEEN ROPE FERRY ROAD

Town of Waterford

WATERFORD, CT 06385-2886

Waterford Town Hall
Regular Meeting

July 20, 2022
7:00 p.m.

Present: Chairman Glenn Patterson, John Sheehan, Joe Filippetti, Robert Tuneski

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

Staff: Kimberly Allen, Director of Finance

1. Establishment of a quorum and call to order
   A quorum and a call to order was established at 7:00 pm, on July 20, 2022

2. Public Comment
   No public Comment

3. Approval and acceptance of minutes from June 8, 2022

   Motion by John Sheehan, seconded by Robert Tuneski to approve the minutes of June 8, 2022 as presented.

   Vote 4-0 **Motion Passed**

4. Board review and possible action on DRAFT BOF Policies.

   a. Investment Policy
      Chairman Patterson suggested that any comments on this draft policy could be handed to or emailed to Abbas for review. Discussion and suggestions from the members on how to clean up the document were discussed.
      Town Treasurer Abbas Danesh asked for some clarification from the members on a few areas, specifically the section on maturities.

      Motion by John Sheehan, seconded by Joe Filippetti to postpone the review of this policy until the September meeting of the Board of Finance.

      Vote Unanimous **Motion Passed**

5. 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, seconded by Robert Tuneski to table this action until the August meeting of the Board of Finance.

   Vote – Unanimous **Motion Passed**

6. To consider and act on a request from Michael Howley, Director of Fire Services, for a FY22 *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
10123	51120	Inspection	$ 78,566	$ (11,811)	$ 12,500		$ 689
10123	54218	Firefighter Equipment	$ 35,000	$ 14,897		$ (12,500)	$ 2,397
							$ -
							$ -
							$ -
							$ -
				TOTAL	12,500	(12,500)	

Motion by John Sheehan, seconded by Joe Filippetti to approve the Out of Series transfer as requested in the amount of $12,500

Vote – Unanimous **Motion Passed**

7. To consider and act on a request from Brian Flaherty, Director of Recreation and Parks, for a FY22 Out of Services Transfer as follows:

Org. Code	Object Code	Object Description	APPROVED Budget Amount	Current Budget Amount	ACCOUNT INCREASE	ACCOUNT DECREASE	New Budget Amount
10137	53080	MAINTENANCE OF VEHICLES	20,750.00	(9,943.65)	3,500		(6,443.65)
10137	51620	RECREATION PROGRAMS	342,991.00	36,779.97		(3,500)	33,280
				Total	$3,500	$(3,500)	

Motion by John Sheehan, seconded by Robert Tuneski to approve the Out of Series Transfer as requested in the amount of $3,500.

Vote – Unanimous **Motion Passed**

8. To consider and act on a request from Brian Fla hert y, Director of Recreation and Parks, for a FY22 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
10137	53080	MAINTENANCE OF VEHICLES	20,750.00	(9,943.65)	1,500		(8,444)
10137	51620	RECREATION PROGRAMS	342,991.00	32,480.66		(1,500)	30,981
							0
				TOTAL	1,500	(1,500)	

Motion by John Sheehan, seconded by Joe Filippetti to approve the Out of Series transfer as requested in the amount of $1,500.

Vote – Unanimous **Motion Passed**

9. To consider and act on a request from Kim Allen, Director of Finance for an FY22 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
1010	5111(	ADMINISTRATION	71. 061.00	(1,881.19)	1,882		1
1010	5192(	FICA	14,210.00	(1.44)	2		1
1010	5302(	OTHER SUPPLIES	150.00	(7.13)	8		1
1010	5101(	ELECTED OFFICIALS	110,837.00	1,531.76		(1,530)	2
1010	5203(	PROFESSIONAL FEES	25,260.00	1,031.40		(362)	669
							0
1011	5210(	ELECTRICITY	343, 343.00	(1 7,489.30)	17,490		1
1011	5211(	WATER	12,186.00	(5 ,482.94)	5,483		0
1011	5209(	FUEL OIL	129,061.00	15,994.09		(15,000)	994
1011	5114(	FACILITIES COORDINATOR	76,500.00	4,387.85		(4,000)	388
1011	5212(	SEWER	21,775.00	3,602.53		(3,000)	603
1011	5204(	SERVICE CONTRACTS	169,860.00	2,842.67		(973)	1,870
							0
10129	5402(	EQUIPMENT	9,710.00	(452.43)	453		1
10129	5322(	MARINE PATROL	3. 700.00	1,471.97		(453)	1,019
							0
1013(	5121(	CLERICAL & TECHNICAL	149,076. 00	(567 .17)	568		1
1013(	5204(	SERVICE CONTRACTS	58,000.00	2,536.83		(568)	1, 969
							0
10145	5203(	PROFESSIONAL FEES	91,852.00	(3,591.91)	3,592		0
10145	5192(	FICA	14,243.00	3,469.99		(3,000)	470
10145	5201(	ADVERTISING	4,000.00	1,659.20		(592)	1,067
				TOTAL	29,478	(29,478)	

Motion by Joe Filippetti, seconded by Robert Tuneski to approve the Out of Series transfer as requested in the amount of $29, 478.

Vote – Unanimous **Motion Passed**

10. To consider and act on a request from Kim Allen, Director of Finance, for a FY22 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
				FFII:131			
10102	51320	ELECTION ACTIVI11ES	7,030.00	(4, 874. 24)	4,875		1
10102	51920	FICA	4,437.00	(370.15)	371		1
10102	53020	OTHER SUPPLIES	6,518.00	(366 . 25)	367		1
10112	52200	WORKERS ' COMP INSURANCE	730,766.00	52,587.21		(5,613)	46,974
							0
10103	52030	PROFESSIONAL FEES	59,300.00	(3,2 00.00)	3,200		0
10112	52200	WORKERS ' COMP INSURANCE	730,766.00	46,974.21		(3, 200)	43,774
							0
10104	51110	ADMINISTRATION	153,081.00	(5 , 570. 77)	5,571		0
10104	51210	CLERICAL & TECHNICAL	47,788.00	(13, 580.97)	13,581		0
10104	51910	FRINGE BENEFITS	115.00	(172.00)	172		0
10104	52020	POSTAGE	1,591.00	(36 .86)	37		0
10104	52030	PROFESSIONAL FEES	65,250.00	(28, 603.49)	28,604		1
10104	52050	DUES. CONFERENCES	1,155.00	(253 .62)	254		0
10104	53200	PRICING BOOKS	500.00	(925.00)	925		0
10116	51940	PENSION CONTRIBUTIONS	4,326,467.00	311,315.28		(49,144)	262,171
							0
							0
				TOTAL	57,957	(57,957)	

Motion by John Sheehan, seconded by Robert Tuneski to approve the Out of Series transfer as requested in the amount of $57,957.

Vote – Unanimous **Motion Passed**

11. Pending Board of Selectman approval, consider and act on a request from Kim Allen, Director of Finance, for a FY22 Out of Series Transfer as follows:

Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Availab le Budget
10107	51110	ADMINISTRATION	271,985.00	(18, 256.10)	18,257		1
10107	51210	CLERICAL & TECHNICAL	170,543.00	(6, 965.60)	6, 966		0
10107	51920	FICA	35,325 .00	(995.58)	996		0
10107	52040	SERVICE CONTRACTS	26,383.00	(312.84)	313		0
10107	52080	TELEPHONE	15,629.00	(962.95)	963		0
10112	52201	LIABILI'TY/ AUTO /PROPER 'TY	532,949.00	36,895.00		(27, 495)	9, 400
							0
10109	51110	ADMINISTRATION	76, 269.00	(773.02)	774		1
10109	51920	FICA	15,490 .00	(15.01)	16		1
10109	52020	POSTAGE	2, 722.00	(522.88)	523		0
10109	53280	ELECTION MATERIALS	991.00	(58.03)	59		1
10113	52030	PROFESSIONAL FEES	1,500.00	1,500.00		(1, 372)	128
							0
10119	51110	ADMINISTRATION	142,169 .00	(1,777.36)	1, 778		1
10122	51240	DISPATCH EDUC INCENTIVE	2,300.00	2,300.00		(1,778)	522
							0
							0
							0
				TOTAL	30,645	(30,645)	

Motion by John Sheehan, seconded by Joe Filippetti to approve the Out of Series transfers as requested in the amount of $30,645

Vote – Unanimous **Motion Passed**

12. Pending Board of Selectman approval, consider and act on a request from Kim Allen, Director of Finance, for a FY22 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
10137	51110	ADMINISTRATION	193,599.00	(4,429.95)	4, 430		0
10137	51210	CLERICAL & TECHNICAL	88,197.00	(1,008.30)	1, 009		1
10137	51610	PARKS MAINTENANCE	383, 325.00	(2, 756.48)	2,757		1
10137	51810	OVERTIME	20,376.00	(5,101.75)	5,102		0
10137	52420	MAINT OF PROPER'TY	81, 286.00	(26,051.34)	26,052		1
10137	53020	OTHER SUPPLIES	29,636.00	(2,858.73)	2,859		0
10137	53080	MAINTENANCE VEHICLES	20,750.00	(6,152. 68)	6,153		0
10137	53090	FUELS AND LUBRICANTS	12, 693.00	(1,557.39)	1,558		1
10116	51940	PENSION CONTRIUBUTIONS	4,3 26, 467.00	262,171.28		(49, 920)	212, 251
							0
10147	52043	SERVICE CONTRACTS	678,766.00	(48,803.95	48,804		0
10116	51940	PENSION CONTRIUBUTIONS	4,326,467 .00	212, 251.28		(48,804)	163, 447
				TOTAL	98,724	(98,724)	

Motion by John Sheehan, seconded by Robert Tuneski to approve the Out of Series transfers as requested in the amount of $98,724.

Vote Unanimous **Motion Passed**

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13. Pending Board of Selectmen approval, consider and act on a request for an additional appropriation of $775 for FY23 CIP project 32923-55898 (De-escalation and Communication Technology).

    Motion made by John Sheehan, seconded by Joe Filippetti to transfer $775 from FY23 Contingency 10121-59010 to the CIP project 33923-55898

    Vote – Unanimous **Motion Passed**

14. Old Business:
    a. Board review and possible action on DRAFT BOF Policies.
        i. Requesting New Capital Project Approval Outside the Budget Cycle Policy

            Motion by John Sheehan, seconded by Joe Filippetti to discuss and approve on the draft policy.

            Vote – Unanimous **Motion Passed**

        ii. Post-Issuance Compliance Procedures Policy

            Motion by Joe Filippetti, seconded by John Sheehan to discuss and approve on this policy. Friendly amendment to motion is to agree with the *corrections as discussed.*

            Vote – Unanimous **Motion Passed**

15. New Business:
    a. Board review of the Reorganization with the Youth and Family Services and Senior Services Departments

        The Finance Director provided confirmation of the reorganization providing a forecast savings of $90,255 for FY23.

        The Board asked Dani Gorman, Director, questions about how things were going with combining the two departments. All seems to be going well.

        Members of the Board expressed their concerns that the new set-up is not aligned with the Town's organization as described in the Town Ordinances and the Town Charter. The Board requested follow-up assurances that this circumstance posed no risk to the Town.

b. First Selectman Brule asked the Board if he could ask Police Chief Marc Balestracci and LT. Dave Ferland to discuss with the Board about an upcoming drill that Waterford is having. The Chief explained it would be an active shooting drill at the Quaker Hill Elementary school on August 3. This will include multiple emergency agencies within the Town.

16. Liaison Reports
    None

17. Correspondence

    a. Virginia Bielucki, Town Accountant, Revised Periodic Financial Statements FY22 dated June 13, 2022
    b. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated June 13, 2022
    c. Virginia Bielucki, Town Accountant, Status of Contingency FY22 dated June 13, 2022
    d. Quarterly American Resc;ue Funds Report
       Mr. Sheehan requested information regarding what the consultant was doing concerning the Waterford small Business Grants.
    e. Municipal Complex Building Committee Letter to the RTM

       Mr. Patterson discussed that the committee had decided at their last meeting to write a memo to the RTM to disband the committee, as the project is basically complete. There are a few remaining items to be completed and paid on approved purchase orders.

18. Adjournment

    Motion made by John Sheehan, seconded by Robert Tuneski to adjourn the meeting.

    Vote – Unanimous   Motion Passed

    Meeting adjourned at 8:34 p.m.

Respectfully submitted,

John Sheehan, Clerk

Sandra J Kenniston

Sandra Kenniston