

Board of Finance  
Regular Meeting Minutes  
7:00 pm

Wednesday, April 13, 2022  
Waterford Town Hall

Present: Chairman Glenn Patterson, Ronald Fedor, John Sheehan, Kevin Petchark; and Joe Filippetti

Elected: Robert Brule, First Selectman

Absent: Robert Tuneski and Baird Welch-Collins

Staff: Dani Gorman, Director Youth & Family Services; Kimberly Allen, Finance Director; Maryellen McConnell, Secretary

1. Establishment of a quorum and call to order:

A quorum and a call to order was established at 7:00 pm, April 13, 2022

2. Public comment: No public comment.

3. Approval and acceptance of minutes from March 16, 2022 and March 28, 2022.

**Motion** by John Sheehan and **seconded** by Ronald Fedor to approve the minutes of March 16, 2022 and March 28, 2022.

**Vote: 5-0-0**

**Motion: Passed**

4. To consider and act on a request from Tax Collector, Alan Wilensky, for an Out of Series Transfer as follows:

| Account     | Description        | Approved Budget Amount | Current Available Budget Amount | Account Increase | Account Decrease | Revised Available Budget Amount |
|-------------|--------------------|------------------------|---------------------------------|------------------|------------------|---------------------------------|
| 10106-51210 | Clerical Technical | 82,334                 | 26,955.92                       |                  | (900)            | 26,055.92                       |
| 10106-52020 | Postage            | 6,000                  | 93.08                           | 900              |                  | 993.08                          |
|             | <b>Total</b>       |                        |                                 | <b>900</b>       | <b>(900)</b>     |                                 |

**Motion** by John Sheehan and **seconded** by Ronald Fedor to approve the Out of Series Transfer in the amount of \$900.

**Vote: 5-0-0**

**Motion: Passed**

5. To consider and act on a request from Dani Gorman, Director Youth and Family Services, for an Out of Series Transfer as follows:

| Account     | Description       | Approved Budget Amount | Current Available Budget Amount | Account Increase | Account Decrease | Revised Available Budget Amount |
|-------------|-------------------|------------------------|---------------------------------|------------------|------------------|---------------------------------|
| 10121-59010 | Contingency       | 265,000                | 86,313                          |                  | (5,000)          | 81,313                          |
| 10119-52030 | Professional Fees | 22,000                 | 0                               | 5,000            |                  | 5,000                           |
|             | <b>Total</b>      |                        |                                 | <b>5,000</b>     | <b>(5,000)</b>   |                                 |

**Motion** by Joe Filippetti and **seconded** by John Sheehan to approve the Out of Series transfer in the amount of \$5,000.

**Vote: 5-0-0**

**Motion: Passed**

6. To consider and act on a request from Dani Gorman, Director of Youth and Family Services, for an Out of Series transfer as follows:

| Account     | Description        | Approved Budget Amount | Current Available Budget Amount | Account Increase | Account Decrease | Revised Available Budget Amount |
|-------------|--------------------|------------------------|---------------------------------|------------------|------------------|---------------------------------|
| 10119-51210 | Clerical Technical | 109,034                | 35,532.78                       |                  | (1,728)          | 33,804.78                       |
| 10119-52020 | Postage            | 200                    | 29.65                           | 100              |                  | 129.65                          |
| 10119-52040 | Service Contracts  | 1,060                  | 0                               | 550              |                  | 550                             |
| 10119-52080 | Telephone          | 2,200                  | (116.76)                        | 1,000            |                  | 883.24                          |
| 10119-52380 | Programs           | 3,800                  | 128.76                          | 78               |                  | 206.76                          |
|             | <b>Total</b>       |                        |                                 | <b>1,728</b>     | <b>(1,728)</b>   |                                 |

**Motion** by John Sheehan and **seconded** by Ronald Fedor to approve the Out of Series transfer in the amount of \$1,728.

**Vote: 5-0-0**

**Motion: Passed**

7. Old Business:

- a. Discussion of Tom Dembek letter dated March 29, 2022. John Sheehan – while I agree with the sentiment, I don't agree with how we do it. We did the transfer; we have yet to see the requests from Public Works. If a company gives them an estimate they can't bid on the project due to state law. We do need guidelines on how to get this accomplished. Per Kim Allen, Finance Director; we do go to bid on projects so we know what we need for an appropriation. Glenn Patterson – read a statement addressing the letter noting that the Board of Finance acted in the agenda item as presented and that there was nothing the Board of Finance could do until an appropriation was requested.
- b. Continuation of discussion around a Board of Finance Policy/Guidelines Manual. Abbas Danesh, Treasurer; will be submitting an updated policy on investments. Kimberly Allen, Finance Director; will be submitting an updated policy on bonding. When Capital projects are no longer considered "current year projects" and to go into the CNR a lot of them seem to linger for a long time. The First Selectman is meeting quarterly to make sure departments close those outstanding projects or make sure they complete them. The Board of Finance concurred with the Finance Director that additional Board of Finance policies and direction would help clarify Department Head responsibilities in the following areas:
  - Requirements when current year capital projects are not completed within the current Fiscal Year to expedite project completion.
  - Requirements when submitting capital projects outside of the budget cycle to expedite receiving bids and awarding projects.

Director Allen will be drafting policies on these topics for the Board of Finance to consider. She is also in the process of reviewing the Town's Finance Manual. She expects to report back to the Board of Finance on these topics at the June meeting.

8. New Business: No new business

9. Liaison Reports: The Long Range Fiscal Planning Committee was cancelled for this month due to the fact that so many people said they could not attend and we would not have quorum.

10. Correspondence:

- a. Virginia Bielucki, Town Accountant, Periodic Financial Statements FY22 dated February 8, 2022.
- b. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated February 11, 2022.
- c. Virginia Bielucki, Town Accountant, Status of Contingency FY22 dated February 11, 2022.
- d. Virginia Bielucki, Town Accountant, Periodic Financial Statements FY22 dated March 8, 2022.
- e. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated March 8, 2022.
- f. Virginia Bielucki, Town Accountant, Status of Contingency FY22 dated March 8, 2022.

11. Adjournment:

**Motion** by John Sheehan and **seconded** by Kevin Petchark to adjourn the Meeting of the Board of Finance at 7:46 p.m.

**Vote: 5-0-0**

**Motion: Passed**

Respectfully submitted,



John Sheehan, Clerk



Maryellen McConnell, Secretary