

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

Absent: Joe Filippetti; Kevin Petchark

Elected: Robert Brule, First Selectman; Abbas Danesh, Treasurer

Staff: Kimberly Allen, Finance Director

1. Establishment of a quorum and call to order:

A quorum and a call to order was established at 7:00 pm, June 8, 2022

2. Public comment: No public comment.
3. Approval and acceptance of minutes from May 18, 2022.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the minutes of May 18, 2022 as amended.

Vote: 5-0-0

Motion: Passed

4. Board review and possible action on DRAFT BOF Policies: Requesting New Capital Project Approval Outside the Budget Cycle Policy and Post-Issuance Compliance Procedures Policy

Motion by John Sheehan and **seconded** by Baird Welch-Collins to open discussion and review on draft policies.

Vote: 5-0-0

Motion: Passed

Discussion ensued regarding the need for the policies. Recommended changes to the policies from Board members were reviewed and the draft policies were amended. A revised draft will be distributed at the Board of Finance's July 2022 meeting for a final review.

No action was taken to approve of the two draft policies.

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5. Annual Review of Capital Projects and possible action.

Motion by John Sheehan and **seconded** by Ron Fedor to open discussion and review list of open capital projects as presented.

Vote: 5-0-0

Motion: Passed

Board members reviewed all Capital Improvement Plan (CIP) projects and Capital Non-Recurring Projects (CNR). Discussions ensued on all project statuses and Board members requested additional information be provided at the next meeting on these projects: Town Hall Bathroom project, Community Center HVAC Control Separation, and Town Hall Emergency Egress.

Discussion also included the possibility of the First Selectman contracting with Project Management firms to augment town staff in overseeing town projects to completion. Board members also noted that departments can exercise the option of requesting additional funding for approved projects rather than continually deferring projects to the next fiscal year.

A list of questions on the projects was submitted by member John Sheehan and were responded to by the Director of Finance. Copies of all responses were distributed to Board members and a copy of same will be attached to the minutes of the meeting.

Motion by John Sheehan and **seconded** by Baird Welch-Collins to approve the return of \$19,709.17 from CIP to the undesignated fund balance; the return of \$3.46 from CNR to the undesignated fund balance; and the return of \$86,700 from CNR designated to the undesignated fund balance.

Vote: 5-0-0

Motion: Passed

6. Old Business: No old business discussed

7. New Business

a. Discussion on the FY22 Budget Hearing Process

Board members discussed the overall process of the FY22 budget process. Member John Sheehan commented that the reorganization of the Seniors Services and Youth Service departments was not transparent during the process and the changes were not able to be reflected in the approved budgets for each department.

Member Baird Welch-Collins commented that the smaller boards and commissions should send a representative to the budget hearings to support their budget requests.

Member Bob Tuneski commented that the town is moving in the right direction in the budget process noting there is increasing uniformity in the department budget requests.

b. Discussion of FY23 Audit and possible distribution of an Auditing Services RFP
Board members discussed the documented procedure to bid out town auditing services every 5 years.

Motion by John Sheehan and **seconded** by Ron Fedor to direct the Director of Finance to distribute a RFP for FY23 auditing services.

Vote: 5-0-0

Motion: Passed

8. Liaison Reports

- a. Municipal Complex Building Committee – Glenn Patterson reported that there are a few remaining invoices to approve and then the committee will forward a final report to the RTM.
- b. First Selectman Report – Rob Brule reported that 2 long-term employees would be retiring and that Waterford Day events are scheduled for August 12-13, 2022.

- c. Treasurer Report – Abbas Danesh reported that the draft revision to the Investment Policy will be submitted for the July BOF meeting. He advised that his next quarterly report will include a revised investment interest projection for FY23.

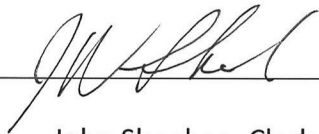
9. Adjournment:

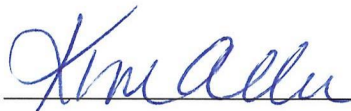
Motion by Bob Tuneski and **seconded** by John Sheehan to adjourn the Meeting of the Board of Finance at 9:40 p.m.

Vote: 5-0-0

Motion: Passed

Respectfully submitted,



John Sheehan, Clerk

Kim Allen, Recording Secretary

Comments and Questions for BOF meeting 06082022

Capital Project Approval Outside the Budget Cycle Policy

1. Why not require the use of the Capital Plan request form? **We will, but I think additional justification should be required.**

Compliance Procedures for Bonds, Notes, etc.

1. Why is this policy necessary? **It is not required but was a recommendation from our new bonding counsel.**
2. Why does the policy specifically mention the advisor and the bond attorney firms? **My recommendation would be to remove the firm names and replace with the service (i.e. bond counsel).**
3. Please explain paragraph 3.a.i on bond expenditures. **Basically it refers to any bond funds that are invested to earn interest while the project is ongoing. We need to ensure we spend 85% of the bond proceeds within the allotted time.**
4. The Procedure mentions “the Code” in a number of places (4.a. for example). What is “the Code” – is it federal law, a regulation of the IRS, a State Statute?? **Federal IRS codes.**
5. The Procedure is “a sure cure for insomnia”.

Capital Project Review

1. Why is the \$227.75 that is left in the Marina Removal Project noted in the Monthly reports not included in this review? **This project was requested to be closed already but has not been updated on the monthly report. I will advise Ginny to update.**
2. Why is it taking so long to upgrade the Finance Software? **First, COVID delayed the update. We were debating which version to move to because of issues with the newest version. We also just determined that we need new servers, as well. The servers now need to be moved to the newest SQL version to support the new MUNIS software version.**
3. Why are we waiting until FY24 to do the Town Hall Bathroom projects? **This would need to be responded to by the Dept of Public Works/Facilities Director.**
4. I thought the Civic Triangle money that was approved is only for the dredging of the Duck Pond, not any accessible paths. Did I misread the backup provided to us when we approved the funds during the budget process? **Project status was included for the project; noting that some funds are in the CNR and some are in ARPA.**
5. Cyber Crime Task Force Equipment Project – if the project is complete why isn't the \$1547.49 remaining included in the “Amt to Return to Fund Balance (In this case, the General Fund unassigned balance). **There is still an outstanding invoice to pay. Once the invoice is paid, the project will be closed and the funds returned.**
6. Sidewalk Projects – Looking for LOCIP funds to complete. What is the likely hood of such an approval? **Generally, it is a projected that should be approved. I should know within the next 6 weeks.**
7. Cross Road Asphalt – If all of the funding is in the LOTCIP project, why is it not cancelled and the funds returned to the General Fund Unassigned Fund Balance? Cross

- Road project started on Monday. **If the new LOTCIP project is not approved, there will be funds in CNR to complete the project. If approved, all the funds would be returned.**
8. Roof and Siding Replacement (WUC) - It work has begun on the Village PS, why is there no completion date estimated? **My understanding is that the supply chain for some materials is causing a delay in completing the work and it is hard to estimate a completion date.**
 9. Why are the following CIF projects not in the report?
 - a. 30117-55797 – ADA Compliance **Project is Closed.**
 - b. 30122-55738-Fleet Management Plan **Only a transfer project.**
 - c. 31120-55853 – Auditorium Seating Upgrades **Project is Closed.**
 - d. 32322-55847- Cohanzie Roof Replacement **Project is Closed.**
 - e. 32921-55837- Police Infrared Cameras in Cars **Project is Closed.**
 - f. 32921-55864- Police Body Cameras Closed **Project is Closed.**
 - g. 32922-55880-License Plate Readers DLo **Project is Closed.**
 - h. 33021-55866- Bloomingdale South Mill & Pave **Project is Closed.**
 - i. 33021-55868-Gallows Lane Reclaim/Pave **Project is Closed.**
 - j. 33022-55887- Rope Ferry Road (to CNR?) **Transferred to CNR acct 20511-57856 (Jordan Village Sidewalks)**
 - k. 33120-55821-Richard Grove P.S. Emergency Generator **Project is Closed.**
 - l. 34720-55844-Backup System for IT **Project is Closed.**
 - m. 34720-55845- FD Network Computer Phone WIFI **Project is Closed.**
 - n. 34721-55862-Pure Array-IT **Project is Closed.**

CNR Projects

1. Does Revaluation need a transfer from Undesignated Fund Balance or will it be absorbed EOY? **Historically, any year-end deficit was covered by the new fiscal year deposit.**
2. Is the Oswatchie Fire House status really being reviewed by the RTM Ad-Hoc Committee on the Fire Service? What about the statement of the First Selectman regarding the OSW Fire House on line? **Conversations with the Fire Administrator is that it is a topic to be discussed. He has requested some historical data and the current account balances to present to the committee.**
3. Nevins Cottage – I thought that the Town did not get that grant. **They did not but I believe that Bob Nye is applying for another. If not received, the town will need to make a decision moving forward.**
4. Community Center HVAC Control Separation – I thought that was a high priority when it came to the BOF for Approval. Why is it now OK to wait for FY24? **This would need to be answered by the DPW Director.**
5. Town Hall Emergency Egress- Why the wait until FY24 since it is “an Emergency Egress”? **This would need to be answered by the DPW Director.**
6. Why is the Plan of Conservation and Development listed under Building Maintenance when it is a Planning Department and P&Z project. BTW – Who is the consultant hired to assist in developing the Plan? **It was originally funded under maintenance when the planning director oversaw maintenance; however, the planning director is still managing the project. FHI Studio is the consultant.**

7. Jordan Village Sidewalks – What is the current status? I thought it was complete. **I've requested more information from the DPW Director.**
8. Civic Triangle Upgrades – My reading of the backup material led me to believe the appropriation was only for Dredging the Duck Pond. I did not see that the accessible path construction was included. **The update provided includes the entire project and sources of funding.**
9. Town Hall Front Door – Why wait. It is a security risk and should be repaired in the upcoming FY, not FY24 (IMHO). **This needs to be answered by the DPW Director.**
10. Elevators for Y&FSB and Town Hall – I thought these were a high priority and should be competed ASAP **This needs to be answered by the DPW Director.**
11. Cross Road – Didn't the work start this week? **Yes.**
12. Gardiners Wood Road- Is this the permanent fix project that is estimated in over \$1 Million? **Yes. The project will now only include repaving and fixing some of the water issues. The DPW Director can provide more details.**
13. LED street light – Why the delay in final payments? **One of the lights was damaged and we were waiting for an insurance payment. It's received and now are waiting for final invoice from vendor.**
14. Mitigation and Control – This is a never ending project. **Yes. The WUC does a specific amount each year.**
15. Various Pump Station Rehabs – Any idea of when material will be available and on site? **Tali's most recent update is the end of June for delivery.**
16. Waste Water PS Flood Protection – is the available balance really just \$30.10. Due to delay, I hope we don't get a major storm this summer. **This is the correct balance.**
17. UPS for Communications – When is completion expected or has it already occurred? **Partially completed. Expect to complete within next 6 weeks.**
18. Fiber upgrade – Any guess on completion? **Bid documents being prepared. Will not have completion date until project/work is awarded after bidding.**
19. Switches – Same Question – Any guesses on completion? Is there an impact due to the delays? **Supply chain delays. Vendor doesn't expect to be able to ship for over 6 months.**
20. IT Learning Boards – Should FY33 really be FY23? **Yes.**
21. School Security – Has this moved up in priority due to recent events? **Rob Brule has met with the Superintendent to work together to prepare a town-wide security plan.**
22. Jordan Traffic Light Upgrade- Why the delay? **The Fire Administrator would need to respond.**
23. Hydraulic Equipment – How can project complete in June 2022 if funds are not appropriated? **Some funds are appropriated and a portion is not. These funds can be returned to the undersigned line.**
24. Fire Services Carpet – Looking forward to the additional information regarding replacement and asbestos removal.
25. Force Main Air Valves – Since there is less than a month in FY22 I doubt funds will be appropriated in FY22.
26. Alewife Cove Dredging – Do you really expect NLON to come up with the matching funds in FY23? **Per the planning director, they have agreed to match Waterford and work together if the grant is received.**

27. UPS System for Communications – What does the discussion of Fiber installation have to do with UPS Systems?
28. IT Learning Boards – FY33?? **FY23**
29. The following CNR Projects are not listed in the Updates
- Fiber Install Municipal Complex – I assume complete so why are the funds listed for recovery? **This is complete. Project has been closed and \$14,808.85 already transferred back to undesignated line.**
 - WIFI Town Wide Wiring – Is this complete? **Yes. \$80.32 was returned.**
 - Thames River Marina Dock Removal -I believe this is complete. Why is it not listed for recovering the funds? **Yes. This project was already closed and \$227.75 already returned to undesignated line.**
 - Crystal Mall Feasibility Study – I know the Town did not get the matching grant. What is status? Should the funds be moved to Undesignated Fund Balance? **Yes. There was discussion by the planning director to use the funds for something else; however, I advised that this could not happen without formal approval to reallocate the funds to another project.**
 - YSB Flooring – Is this complete or was asbestos found there as well? **Completed and closed. \$45,611.44 unused balance was returned to undesignated line.**
 - Braman Road Reconstruction – I believe this is complete, should the funds be recovered? **Project complete and \$22,596.67 already moved into undesignated line when closed.**
 - SCADA System – My memory says this is a forever project. What is current status? **Complete and closed.**

Discussion of FY23 Budget Hearings

- I am concerned that the Y&FSB and Senior Services Merger was not discussed during the budget hearings and the FY23 budget changed to reflect the new positions in both departments.
- I made my comments on the presentation of the Current Year Capital and the CNR budgets at the start of the budget hearings. There needs to be a major revision of the presentation of the actual budgets as well as the Capital Plan since they are really separate documents.
- The board did not get an annual report or an audit report from seCTer when discussing the Economic Development Commission Budget. I also noticed that in the backup of the June RTM Meeting there is a letter from the EDC that basically states it wants to dissolve itself since it is being ignored by the Planning Boards and the First Selectman. The Chair of the EDC did not cc. the BOF.
- I am looking forward to the comments from the other Board members, especially the newcomers to the budget process.

Discussion of the FY23 Audit and Possible distribution of Auditing Services RFP

1. Since the name of the current auditing firm has changed twice, I have lost count as to the number of years they have been doing the Town Audits. **We've been with the same firm for 5 years.**
2. How many firms are still doing municipal audits in CT? **There are too many to count. There are large and small firms throughout the state that provide municipal audits.**