

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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MINUTES (*Amended)
Board of Finance
Regular Meeting Minutes - REVISION

Wednesday, September 13, 2023
Town Hall Auditorium – 7:00 p.m.

Present: Chairman Glenn Patterson, John W. Sheehan, Ronald Fedor, Kevin Petchark,
Robert Tuneski, Joseph Filippetti, David Peabody

Absent: Rob Brule, First Selectman

Elected: RTM Member: Cheryl Larder, Abbas Danesh, Treasurer

Staff: Kimberly Allen, Director of Finance; Rebecca Hall, Admin Assistant Finance
Office/BOF Recording Secretary; Jim Bartelli, Utility Commission; Marc
Balestracci, Chief of Police; Steve Sinagra, Emergency Management Director; Jeff
Robillard, IT Manager; Tom Giard, Superintendent of Schools; Joe Mancini, Dir of
Finance/Operations, BOE, Mark Geer, Dir Information Technology, BOE

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 7:00 p.m. September 13, 2023.

2. Public Comment

None

3. Approval and acceptance of minutes:

Regular Meeting on August 9, 2023

Motion by John Sheehan and **seconded** by Robert Tuneski to approve the minutes of the August 9, 2023 Regular Meeting as presented.

Vote: 6-0-1

Abstain: Glenn Patterson

Motion Passed.

4. Discussion to consider and act on a request from Paige Walton, Assessor, for a FY23 additional appropriation in the amount of \$6,547.47 for line 20501-57639 (Revaluation) to cover a FY23 deficit to complete the 2022 revaluation project.

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*A revision was offered by Chairman Glenn Patterson for Item #6. Item #8 was corrected for balance to be extracted from correct line item. Layout and presentation amendments offered by John Sheehan.

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WATERFORD, CT
2023 OCT 13 A 9:06
TOWN CLERK

Motion by John Sheehan and **seconded** by Ron Fedor to approve the request for additional appropriation for **Line Item # 20501-57639** in the amount of **\$6,547.47** from Undesignated Fund Balance of the Capital Nonrecurring Expenditure Fund (CNR) **Line Item # 205-31520** and forward to the RTM as required.

Vote: 7-0-0

Motion Passed.

5. Glenn Patterson requested to reorder agenda items due to Executive Session item. Request to move items #6 & #7 ahead of #5.

Motion by John Sheehan and **seconded** by Joseph Filippetti to approve the reorder of agenda items.

VOTE: 7-0-0

Motion passed.

6. Discussion to consider and act on a request from Jim Bartelli, Utility Director, for a FY24 additional appropriation in the amount of \$755,369 for a Capital Non-Recurring Project 20531-57816 (Old Norwich Rd Pump Station).

*Glenn Patterson expressed frustration about the public nature of project estimates and funding designations setting a floor for bids and raising the likelihood of bids greater than the designation/appropriation. John Sheehan noted that this frustration isn't new and that all municipalities deal with this issue. He also requested board members help mitigate this issue. John Sheehan mentioned that written estimates given to departments pre-bid omits that potential bidder from bidding on the project. Discussion on cost differential. Kim Allen noted that several projects were bid on pre-Covid so costs changed from initial bids.

Discussion between Ron Fedor, Robert Tuneski, and Jim Bartelli regarding rating of bidders in order to prove experience and qualifications. Jim Bartelli clarified that the chosen bidder was vetted and a vendor's past experience with jobs is heavily weighted in the review of bids. Jim Bartelli also stated that a vendor is rated on how closely they follow the contract details in their bids.

Motion by John Sheehan and **seconded** by Robert Tuneski to approve a FY24 additional appropriation for **Line Item # 20531-57816** in the amount of **\$755,369** from Undesignated Fund Balance of the Capital Nonrecurring Expenditure Fund (CNR) **Line Item # 205-31520** and forward to the RTM as required.

VOTE: 7-0-0

Motion passed.

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

				APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
Line No.	Org. Code	Object Code	Object Description					
1	10107	53010	(FINANCE) OFFICE SUPPLIES	33,400.00	(7.19)	8.00		0.81
2	10107	51920	FICA	38,039.00	45.76		(8.00)	37.76
				TOTAL		8.00	(8.00)	

Motion by John Sheehan and **seconded** by Robert Tuneski to approve the decrease of FICA Line Item # 10107-51920 in the amount of **\$8.00** and increase (Finance) Office Supplies Line Item # 10107-53010 by **\$8.00**.

VOTE: 7-0-0

Motion passed.

- 8.** **Motion** by John Sheehan and **seconded** by Robert Tuneski to move to enter Executive Session at 7:20pm with the following persons attending the Executive Session: - Cheryl Larder, RTM Member; Abbas Danesh, Treasurer; Jeff Robillard, IT Manager; Marc Balestracci, Chief of Police; Steve Sinagra, Emergency Management Director; Tom Giard, Superintendent of Schools, Mark Geer, Director IT, BOE; BOF Members Glenn Patterson, John W. Sheehan, Ronald Fedor, Kevin Petchark, Robert Tuneski, Joseph Filippetti, David Peabody; Kimberly Allen, Director of Finance; Rebecca Hall, Admin Assistant Finance Office/BOF Recording Secretary

Discussion to consider and act on a request from Jeff Robillard, IT Manager; Marc Balestracci, Chief of Police; Michael Howley, Fire Services Director; Steve Sinagra, Emergency Management Director and Tom Giard, Superintendent of Schools for a FY24 additional appropriation in the amount of \$1,982,900 for a new Capital Non-Recurring Project – Town-wide Security.

Motion by John Sheehan and **seconded** by Ron Fedor to move to leave Executive Session at 8:26pm. No Action was taken while in Executive Session

Motion by John Sheehan and **seconded** by Joseph Filippetti to approve additional appropriation in the amount of **\$1,982,900** to be transferred to Account **20560-57842** from ***Unassigned Balance of General Fund** and forward to the RTM as required.

VOTE: 7-0-0

Motion passed.

9. Glenn Patterson requested to reorder agenda items #9 New Business to move before #8 Approval of FY25 Budget Guidelines.

Motion by Dave Peabody and **seconded** by John Sheehan to approve the reorder of agenda items.

VOTE: 7-0-0

Motion passed.

10. New Business:
Request for additional appropriation by Steven Sinagra, Director of Emergency Management for new project related to the WUC project to rehabilitate the water tank at 45R Fargo Road, Waterford, CT. The project requires the temporary relocation of the radio antennas mounted on the tank that are a part of the Town of Waterford emergency radio communications system for police/fire and EMS. The system must be kept operational during the utility work, and the antennas must be moved before the utility work may begin. The antennas would then be reinstalled on the tank following the completion of the project. The request for additional appropriation is \$48,998 to relocate the antennas as a new Emergency Management Capital Project.

Discussion between Glenn Patterson, Steve Sinagra, Robert Tuneski, and Ron Fedor regarding process of temporary movement of antennas as opposed to permanent relocation of the antennas at a higher point as well as discussion of original bid total vs. current cost. Steve Sinagra explained scope of work was modified since original bid so cost changed. Steve Sinagra also explained that the structural integrity of the antennas was reason for temporary relocation as opposed to a permanent relocation. Duration of project should be a few months.

Glenn Patterson asked Kim Allen if there was any ARPA money that can be used and Kim Allen replied no.

John Sheehan asked Kim Allen to clarify if this project falls under CIP or CNR. Kim Allen responded this project is in conjunction with another CNR project.

Motion by John Sheehan and **seconded** by Ron Fedor to approve the additional appropriation of **\$48,998** for a new Capital Project (Fargo Water Tank Antennas) number to be determined from Undesignated Fund Balance of the Capital Nonrecurring Expenditure Fund (CNR) **Line Item # 205-31520** and forward to the RTM as required.

Kevin Petchark reconfirmed total is \$48,998

VOTE: 7-0-0

Motion passed.

- 10.** Discussion to Approve FY25 Budget Guidelines (BOF Policy 1.01)
Kim Allen began stating that the department heads attended two (2) meetings regarding budgeting and she feels that they have a much better understanding of what they need to present in their upcoming budget proposals.

Dave Peabody presented an idea of possibly obtaining a summary of what each department foresees as a potential large ticket item in the near future (1-5 years) so that the BOF isn't revisited after budget approval so often for more funds to be appropriated to department. It was noted that these revisits to the BOF typically revolved around capital project requests outside the budget cycle.

Discussion between Dave Peabody, John Sheehan, Robert Tuneski, and Kim Allen about the process of budgeting, what the capital plan reads, how additional money for staffing can be utilized. It was also noted that each department head could be asked the following three (3) questions for Dave Peabody to obtain the information he may be looking for:

1. What is your list of ongoing projects?
2. What is in your current year's budget?
3. What is in the "Capital Snapshot"?

Robert Tuneski believes Dave Peabody's idea would offer good information to the BOF in a summary format.

John Sheehan remarked the new Guidelines document was perfect and flawless.

Motion by John Sheehan and **seconded** by Joseph Filippetti to approve BOF Guidelines (BOF Policy 1.01)

VOTE: 7-0-0

Motion passed.

- 11.** Old Business:

Glenn Patterson deferred the following items a. and b. to be added to the agenda for the October meeting:

- a. Review of the Fund Balance Policy 1.03 Draft Revision

- b. Discussion of a potential BOF Policy governing the use of the Unassigned Fund Balance of the General Fund to adjust the Mill Rate.
- c. Appointment of BOF liaison to BOE teacher negotiations
No volunteers.

Motion by Glenn Patterson and **seconded** by Kevin Petchark to appoint John Sheehan as BOF Liaison to BOE teacher negotiations.

VOTE: 7-0-0

Motion passed.

- 12. Liaison Reports:**
John Sheehan reported back from BOE union negotiations with their staff. He believes that whoever is the volunteer from BOF to attend these meetings would benefit from the experience of listening to the bargaining and discussions between the two entities. Meetings are as follows:

September 18 & 27

October 16, 23, & 30

All meetings held at Waterford High School in the Library at 5pm.

Robert Tuneski reported that Waterford Utilities Commission is looking at a new facilities management software that can be used across multiple departments for Town of Waterford.

Robert Tuneski reported updates on the new Oswegatchie Fire Station. They are working closely with Michael Howley, Fire Services Administrator, volunteers, and the public to obtain the wishes and needs of each group regarding the new building.

- 13. Correspondence**
a) Board of Education Regular Meeting Agenda for 09/20/18
b) June 2018 Interim Financial Reports (emailed 9/17/18)
c) Periodic Financial Statements through 08/31/18 (emailed 9/19/18)
d) Status of Contingency as of 9/12/18 (emailed 9/19/18)
No comments regarding correspondence.

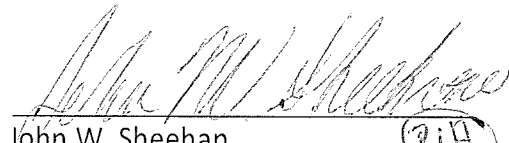
- 14. Adjournment**

Motion by Ron Fedor and **seconded** by Kevin Petchark to adjourn the Regular Meeting of the Board of Finance at 9:02 p.m.

Vote: 7-0-0

Motion passed.

Respectfully submitted,


John W. Sheehan,
Clerk of the Board of Finance 


Rebecca L. Hall,
Board of Finance Recording Secretary

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