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ATTEST: *David L. Conroy*
TOWN CLERK

Board of Finance

Wednesday, June 14, 2023

Regular Meeting

Waterford Town Hall – 7:00 pm

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

Absent: Robert J. Brule, David Peabody

Staff: Ryan McNamara, Director of Recreation and Parks; Dani Gorman, Human Services Administrator; Maureen Fitzgerald, Environmental Planner; Jonathan Mullen, Planning Director; Abbas Danesh, Treasurer; Joe Mancini, Board of Education Finance Director; Kim Allen, Director of Finance; Maryellen McConnell, Recording Secretary.

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 pm on June 14, 2023.

2. Public Comment: none.

3. Approval and acceptance of minutes:

Motion by John Sheehan and **seconded** by Ronald Fedor to approve the minutes of the Board of Finance Meeting on May 17, 2023.

Vote: 4-0-2 **Abstain:** Glenn Patterson and Joe Filippetti **Motion:** Passed

4. To consider and act on a request from Kim Allen, Director of Finance, on behalf of Youth and Family Services for an FY23 Out of Series Transfer as follows:

Line No.	Org. Code	Object Code	Object Description	Approved Budget Amount	Current Budget Amount	Amount Increase	Amount Decrease	Revised Budget Amount
1	10119	51210	Clerical	73,253.00	25067.00		(4,025.00)	21,042.00
2	10119	52050	Dues, Conferences & Education	550.00	(24.75)	25.00		0.25
3	10119	52380	Programs	4,000.00	(1,180.00)	4,000.00		2,820.00
					TOTAL	4,025.00	(4,025.00)	

Motion by John Sheehan and **seconded** by Ronald Fedor to approve the Out of Series transfer in the amount of \$4,025.00.

Vote: 6-0-0

Motion: Passed

5. To consider and act on a request from Kim Allen, Director of Finance, on behalf of Senior Services for an FY23 Out of Series Transfer as follows:

Line No.	Org. Code	Object Code	Object Description	Approved Budget Amount	Current Budget Amount	Amount Increase	Amount Decrease	Revised Budget Amount
1	10135	51110	Administration	159,774.00	45,933.00		(6,070.00)	39,863.00
2	10135	52040	Service Contracts	36,330.00	(2,507.00)	3,500.00		993.00
3	10135	52380	Programs	150.00	(424.00)	2,500.00		2,076.00
4	10135	54050	Auto Equipment	897.00	(70.00)	70.00		0.00
					TOTAL	6,070.00	(6,070.00)	

Motion by John Sheehan and **seconded** by Joe Filippetti to approve the Out of Series transfer in the amount of \$6,070.00.

Vote: 6-0-0

Motion: Passed

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

Line No.	Org. Code	Object Code	Object Description	Approved Budget Amount	Current Budget Amount	Amount Increase	Amount Decrease	Revised Budget Amount
1	10107	51910	Fringe Benefits	2,372.00	715.17		(700.00)	15.17
2	10107	51810	Overtime	2,650.00	907.23		(156)	751.23
3	10107	54010	Furniture	2,113.00	(286.05)	287		0.95
4	10107	52070	Reimbursable Expenses	100.00	(178.35)	179		0.65
5	10107	52020	Postage	3,700.00	(389.81)	390.00		0.19
					TOTAL	856.00	(856.00)	

Motion by John Sheehan and **seconded** by Ronald Fedor to approve the Out of Series transfer in the amount of \$856.00.

Vote: 6-0-0

Motion: Passed

7. To consider and act on a request from Kimberly Allen, Finance Director, on behalf of Information Technology for an Out of Series Transfer as follows:

Line No.	Org. Code	Object Code	Object Description	Approved Budget Amount	Current Budget Amount	Amount Increase	Amount Decrease	Revised Budget Amount
1	10147	51210	Clerical and Technical	125,787.00	6,535.43	4,387.00		10,922.43
2	10147	52050	Dues, Conferences	15,080.00	12,223.76		(4,387.00)	7,836.76
					TOTAL	4,387.00	(4,387.00)	

Motion by John Sheehan and **seconded** by Joe Filippetti to approve the Out of Series Transfer in the amount of \$4,387.00

Vote: 6-0-0

Motion: Passed

8. To consider and act on a request from Kimberly Allen, Finance Director, on behalf of the Board of Selectmen for an FY23 Out of Series Transfer as follows:

Line No.	Org. Code	Object Code	Object Description	Approved Budget Amount	Current Budget Amount	Amount Increase	Amount Decrease	Revised Budget Amount
1	10101	51210	Professional Fees	2,300.00	2,091.42		(1,683.00)	408.42
2	10101	53020	Other Supplies	150.00	(982.11)	983.00		.089
3	10101	53090	Fuels & Lubricants	1,000.00	(459.26)	700.00		240.74
					TOTAL	1,683.00	(1,683.00)	

Motion by Robert Tuneski and **seconded** by Ronald Fedor to approve the Out of Series transfer in the amount of \$1,683.00.

Vote: 6-0-0

Motion: Passed

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

Line No.	Org. Code	Object Code	Object Description	Approved Budget Amount	Amount Increase	Amount Decrease	Revised Budget Amount
1	10104	51110	Administration	169,295.00	12,441.00		181,736.00
2	10104	52030	Professional Fees	250.00		12,441.00	12,691.00
				TOTAL	12,441.00	12,441.00	

Motion by John Sheehan and **seconded** by Ronald Fedor to approve the Out of Series Transfer in the amount of \$12,441.00

Vote: 6-0-0

Motion: Passed

10. To consider and act on a request from Chief Marc Balestracci for an additional appropriation in the amount of \$65,343 for operating line 10129-51110 for an employee retirement payout per the negotiated union contract

Motion by John Sheehan and **seconded** by Ronald Fedor to approve and transfer the amount of \$65,343 from Contingency to line #10129-51110.

Vote: 6-0-0

Motion: Passed

11. To consider and act on a request from Jonathan Mullen, Planning Director, to request an additional appropriation in the amount of \$766,181 to designated line #31123-57857 (Civic Triangle Upgrades/Dredging) and forward onto the RTM as required.

Motion by Joe Filippetti and **seconded** by Ronald Fedor to approve and transfer the amount of \$766,181 from the Unassigned General Fund Balance to line 31123-7857 Civic Triangle.

Jonathan Mullen and Mim Wagner both made statements requesting funding to complete the dredging of the pond. Run off from Route 1 has polluted the pond along with algae that have over run the pond and is killing off the fish. Along with dredging the pond there will be a boardwalk, which will be ADA compliant, making it accessible for all residents of the Town of Waterford. ARPA funding is in place for the walkways. There will also be pickle ball courts, relocation of the score board, removal of the fence and expanded parking at the library. Once the material from the pond has dried, it will be shipped to a facility in either New York or New Hampshire to be processed. While it is not hazardous, it can't be used again.

Statement from John Sheehan: I will not be supporting this project. We need to fund street and building repairs first before we dredge the pond.

Vote: 5-1-0

No: John Sheehan

Motion: Passed

12. To consider and act on a request from Tom Girard, Superintendent of Schools on behalf of the Board of Education, for an additional appropriation in the amount of \$483,672 to fund the following:
- a. \$243,335 – Eversource on-bill financing charge for energy efficiency project equipment
 - b. \$142,800 – Chromebook replacement cycle for 2023-2024 school year
 - c. \$38,050 – iPad replacement cycle for the 2023-2024 school year
 - d. \$59,487 – HVAC inspection of all 5 schools as newly required by the State of CT

Motion by John Sheehan and Ronald Fedor to hold for consideration.

Amended Motion by John Sheehan and Joe Filippetti to reduce the request by \$59,487 for the HVAC Inspection for a new amount of \$424,185.

Vote: 5-0-1

Opposed: Ronald Fedor

Motion: Passed

Motion by John Sheehan and **seconded** by Joe Filippetti to approve and transfer the amount of \$180,850 for Chromebook and iPad replacements to appropriate from the CNR undesignated fund balance line 205-31520 to a new CNR project number to be determined.

Motion by John Sheehan and **seconded** by Joe Filippetti to appropriate \$243,335 from the Eversource financing charge to appropriate from the from the CNR undesignated fund balance line 205-31520 to a new CNR project number to be determined.

Vote: 6-0-0

Motion: Passed

13. Annual Capital Review per Board of Finance Policy 3.01. The Board reviewed the Capital Project Status Report dated June 1, 2023. Discussion items included:

- Town Hall Bathroom projects, there are two capital projects going on at the same time.
- Control Panel Retro Fit – they are using ARPA funds first, as they do expire on June 30, 2023.
- Purchase Orders – can we put a date of when the items will arrive? We can put that it will arrive in the Fall of 2024.
- Cross Road Traffic Study – this is on hold pending future development of the old airport property.
- Nevins Cottage – possibly they may tear down the cottage, if that happens all donations will have to be returned to everyone who donated.

14. Old Business:

- a. Continue discussion around revising BOF Policy 1.01, Board of Finance Budget Guidelines to include Performance Metric's. Discussion will resume when the BOF Budget Guidelines for FY25 are submitted for review/approval later this year.
- b. Continue discussion of a potential BOF policy governing the use of the Unassigned Fund Balance of General Fund to adjust the Mill Rate. The Finance director provided a draft revision of BOF Policy 1.03 for the Board's consideration. Chairman Patterson also provided a document discussing a process to determine circumstances where the Unassigned General Fund balance could be used to mitigate an increase in the Mill rate. Discussion of both documents will continue at the next BOF meeting.

15. New Business:

1. John Sheehan brought up going back to having a secretary just for the Board of Finance. This was and would be a part time position, about 19 hours per week and this would alleviate the stress on the Administrative Assistant from this Finance Department. This will have to be before the Personnel Review Board to be approved. Discussion of this item will be continued at the next BOF meeting.
2. Abbas Danesh, Treasurer, spoke with the board about fraudulent checks that scammers tried to cash. This started in 2021, again in 2022 and again in 2023. Thanks to the process we have with the bank, these checks were not processed. He will keep the board advised if this does happen again.

16. Liaison Reports: None

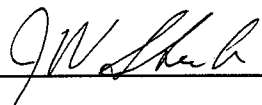
17. Correspondence:

- a. Virginia Bielucki, Town Accountant, Status of Contingency FY23 dated May 23, 2023.
- b. April 2023 Special Revenue Reports.

18. Adjournment:

Motion by Ronald Fedor and seconded by John Sheehan to adjourn the regular meeting of the Board of Finance at 9:02 pm.

Respectfully submitted,



John Sheehan, Clerk



Maryellen McConnell, Recording Secretary