

FIFTEEN ROPE FERRY ROAD
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TOWN CLERK

2nd REVISED MINUTES (#8 vote corrected)

Board of Finance

Wednesday, July 19, 2023

Regular Meeting

Waterford Town Hall – 7:00 pm

- Present:** Chairman Glenn Patterson, John Sheehan, Kevin Petchark, Robert Tuneski, Joe Filippetti, and David Peabody
- Elected:** Robert J. Brule, First Selectman
Abbas Danesh, Treasurer
- Absent:** Ronald Fedor
- Staff:** Ryan McNamara, Director of Recreation and Parks; Christine Johnson, Library Director; Mike Howley, Fire Services Administrator; Jeff Robillard, IT Director; Gary Schneider, Public Works Director; James Bartelli, Director Waterford Utility Commission; 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 July 19, 2023.

2. Public Comment: none.

3. Approval and acceptance of minutes:

Motion by Joe Filippetti and **seconded** by John Sheehan to approve the minutes of the Board of Finance Meeting on June 14, 2023.

Vote: 5-1-0

Abstain: David Peabody

Motion: Passed

4. To consider and act on a request from Kim Allen, Director of Finance, on behalf of Fire 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	10123	53111	FF Protective Clothing	38,100.00	16.00	7,068.00		7,084.00
2	10123	54218	Firefighter Equipment	21,000.00	4,947.00		(4,945.00)	2.00
3	10123	52376	Hydraulic Testing	2,500.00	2,500.00		(2,123.00)	377.00
					TOTAL	7,068.00	(7,068.00)	

Motion by John Sheehan and **seconded** by Tuneski to approve the Out of Series transfer in the amount of \$7,068.00.

Vote: 6-0-0

Motion: Passed

5. To consider and act on a request from Kim Allen, Director of Finance, on behalf of Fire 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	10123	51410	Firefighting	1,043,458.00	(65,182.00)	2,871.00		(62,311.00)
2	10123	52290	Public Safety Awareness	5,000.00	1,471.00		(1,471.00)	0
3	10123	52320	Hydrants	457,200.00	6,250.00		(1,400.00)	4,850.00
					TOTAL	2,871.00	(2,871.00)	

Motion by John Sheehan and **seconded** by Robert Tuneski to approve the Out of Series transfer in the amount of \$2,871.00.

Vote: 6-0-0

Motion: Passed

6. To consider and act on a request from Kim Allen, Finance Director, on behalf of Fire 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	10123	51810	Overtime	238,250.00	(24,696.00)	24,830.00		134.00
2	10123	51411	Incentive Program Stipends	40,000.00	15,501.00		(5,000.00)	10,501.00
3	10123	52040	Service Contracts & Repairs	13,530.00	2,923		(1,400.00)	1,523.00
4	10123	52320	Rental of Hydrants	457,200.00	6,250.00		(4,850.00)	1,400.00
5	10123	52376	Hydraulic Testing	3,500.00	2,500.00		(377.00)	2,123.00
6	10123	52378	Building Maintenance	87,000.00	8,034.00		(8,033.00)	1.00
7	10123	52379	Hose Testing & Repairs	9,825.00	423.00		(420.00)	3.00
8	10123	52387	Pump Testing Services	4,000.00	2,000.00		(2,000.00)	0
9	10123	52310	Examinations	10,000.00	1,203.00		(650.00)	553.00
10	10123	53113	Volunteer Responder Awards	5,000.00	1,108.00		(1,100.00)	8.00
11	10123	52392	Generator Maintenance	9,500.00	1,671.00		(1,000.00)	671.00
					TOTAL	24,830.00	(24,830.00)	

Motion by John Sheehan and **seconded** by Joe Filippetti to approve the Out of Series transfer in the amount of \$24,830.00

Vote: 6-0-0

Motion: Passed

7. To consider and act on a request from Kim Allen, Finance Director, on behalf of Public Works 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	10111	51140	Facilities Coordinator	76,500.00	8,177.00		(440.00)	7,737.00
2	10111	55030	Public Improvements	5,000.00	1,958.00		(1,958.00)	3,916.00
3	10111	53020	Other Supplies	4,000.00	(2,393.00)	2,398.00		5.00
					TOTAL	2,398.00	(2,398.00)	

Motion by John Sheehan and **seconded** by Robert Tuneski to approve the Out of Series Transfer in the amount of \$2,398.00

Vote: 6-0-0

Motion: Passed

8. To consider and act on a request from Kim Allen, Finance Director, on behalf of the Public Works 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	10130	53100	Tires	35,000.00	(5,898.45)	5,899.00		1.00
2	10130	51540	Snow Overtime	35,594.00	9,015.83		(5,899.00)	3,117.00
					TOTAL	5,899.00	(5,899.00)	

Motion by John Sheehan and **seconded** by Robert Tuneski to approve the Out of Series transfer in the amount of \$5,899.00.

Vote: 6-0-0

Motion: Passed

9. To consider and act on a request from Kim Allen, Director of Finance, on behalf of Public Works 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	10130	51130	Engineering	5,558.00	4,058.00		4,058.00	0
2	10130	51510	Equipment Maintenance	363,810.00	19,096.00		9,331.00	9,765.00
3	10130	51520	Highway Maintenance	871,476.00	83,203.00		28,969.00	54,234.00
4	10130	51530	Sanitation Maintenance	453,567.00	43,632.00		24,806.00	18,826.00
5	10130	51540	Snow Overtime	56,000.00	3,116.00		3,116.00	0
6	10130	51920	FICA	176,263.00	25,607.00		15,000.00	10,607.00
7	10130	52400	Meals	2,300.00	1,515.00		1,415.00	100.00
8	10130	52450	Site Work	800.00	800.00		800.00	0
9	10130	52460	Streetlights	95,500.00	22,134.00		17,000.00	5,134.00
10	10130	53090	Fuels & Lubricants	200,000.00	(184,124.00)	104,495.00		(79,629.00)
					TOTAL	104,495.00	(104,495.00)	

Motion by John Sheehan and **seconded** by Joe Filippetti to approve the Out of Series Transfer in the amount of \$104,495.00

Vote: 6-0-0

Motion: Passed

10. To consider and act on a request from Kim Allen, Director of Finance, on behalf of the Library 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	10136	52020	Postage	325.00	38.83	19.00		58.00
2	10136	52070	Reimbursable Expenses	690.00	113.50	116.00		230.00
3	10136	51210	Clerical/Technical	697,010.00	89,817.49		(135.00)	89,682.00
					TOTAL	135.00	(135.00)	

Motion by John Sheehan and **seconded** by Joe Filippetti to approve the Out of Series transfer the amount of \$135.00.

Vote: 6-0-0

Motion: Passed

11. To consider and act on a request from Kim Allen, Director of Finance, on behalf of the First Selectman 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	51020	Elected Officials	3,780.00	(129.00)	600.00		471.00
2	10101	52040	Service Contracts & Repairs	1,200.00	(22.92)	30.00		7.00
3	10101	53020	Other Supplies	1,133.00	(140.12)	141.00		1.00
4	10101	51110	Administration	72,665.00	3,544.19	0	(771.00)	2,773.00
					TOTAL	771.00	(771.00)	

Motion by John Sheehan and **seconded** by Robert Tuneski to approve the Out of Series Transfer in the amount of \$771.00

Vote: 6-0-0

Motion: Passed

12. To consider and act on a request from Kim Allen, Director of Finance, 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	10102	51010	(ROV) Elected Officials	47,848.00	(2,957.48)	3,000.00		43.00
2	10102	51920	(ROV) FICA	5,233.00	(195.92)	200.00		4.00
3	10104	51110	(Assessor) Admin	108,736.00	(16,733.28)	21,000.00		4,267.00
4	10104	53020	(Assessor) Other Supplies	150.00	(52.30)	55.00		3.00
5	10105	51210	(BAA) Clerical Technical	1,464.00	(36.69)	37.00		0
6	10105	52010	(BAA) Advertising	350.00	(36.20)	37.00		1.00
7	10105	52020	(BAA) Postage	154.00	(33.80)	34.00		0
8	10106	52020	(Tax) Postage	6,294.00	(999.62)	1,000.00		0
9	10106	52030	(Tax) Professional Fees	21,199.00	(1,669.49)	1,670.00		1.00
10	10112	52200	(Insurance) Worker's Comp	698,805.00	187,173.77		(27,033.00)	160,141.00
					TOTAL	27,033.00	(27,033.00)	

Motion by John Sheehan and **seconded** by Kevin Petchark to approve the Out of Series Transfer in the amount of \$27,033.00.

Vote: 6-0-0

Motion: Passed

13. To consider and act on a request from Jeff Robillard, IT Manager, for an appropriation in the amount of \$1,126 from Capital and Non-recurring designated line #20547-57846 (Fiber Upgrade) and forward onto the RTM as required.

Motion by John Sheehan and **seconded** by Robert Tuneski for an appropriation in the amount of \$1,126 from Capital and Non-recurring designated line #20547-57846 (Fiber Upgrade) and forward onto the RTM as required.

Vote: 6-0-0

Motion: Passed

14. To consider and act on a request from Gary Schneider, Director of Public Works, for an additional appropriation in the amount of \$180,000 to capital project #20511-57879 (Town Hall Bathroom Renovations) and forward onto the RTM as required.

Motion by John Sheehan and **seconded** by Robert Tuneski for an additional appropriation in the amount of \$180,000 from Capital and Non-recurring undesignated account 205-31520 to line #20511-57879 (Town Hall Bathroom Renovations) and forward onto the RTM as required.

Vote: 6-0-0

Motion: Passed

15. To consider and act on a request from Jeff Robillard, IT Manager, for an appropriation in the amount of \$84,914 from Capital and Non-recurring designated line #20547-57847 (Town-wide Camera System) and forward onto the RTM as required.

Motion by John Sheehan and **seconded** by Kevin Petchark for an appropriation in the amount of \$84,914 from Capital and Non-recurring designated line #20547-57847 (Town-wide Camera System) and forward onto the RTM as required.

Vote: 6-0-0

Motion: Passed

16. To consider and act on a request from Gary Schneider, Director of Public Works, for an additional appropriation in the amount of \$100,000 to designated line #33023-55901 (Curb Replacement/Sandy Hollow Road) and forward onto the RTM as required.

Motion by Robert Tuneski and **seconded** by John Sheehan for an additional appropriation in the amount of \$100,000 from the Unassigned General Fund Balance to line #33023-55901 (Curb Replacement/Sandy Hollow) and forward onto the RTM as required.

Vote: 6-0-0

Motion: Passed

17. To consider and act on a request from Gary Schneider, Director of Public Works, for an appropriation in the amount of \$300,000 for a new capital project (New Community Center HVAC System) and forward onto the RTM as required.

Motion by Robert Tuneski and **seconded** by John Sheehan for an appropriation in the amount of \$300,000 for a new capital project (New Community Center Building Management System) from the Unassigned General Fund Balance and forward onto the RTM as required.

Vote: 6-0-0

Motion: Passed

18. To consider and act on a request from Gary Schneider, Director of Public Works, for an appropriation in the amount of \$1,053,000 for a new capital project (Paving, Old Norwich Road) and to forward onto the RTM as required.

Motion by John Sheehan and **seconded** by Robert Tuneski for a new CIP in the amount of \$1,053,000 for a new capital project (Paving, Old Norwich Road) from the unassigned General Fund Balance and forward onto the RTM as required.

Vote: 6-0-0

Motion: Passed

19. To consider and act on a request from James Bartelli, Director of Utilities, for an additional appropriation in the amount of \$181,300 as part of the cooperative effort between DPW and WUC for approved project #20531-57881 (Plastic Water Service Connection) and forward onto the RTM as required.

Motion by John Sheehan and **seconded** by Filippetti for an additional appropriation in the amount of \$181,300 from Capital and Non-recurring undesignated account 205-31520 to line #20531-57881 (Plastic Water Service Connection) and forward onto the RTM as required.

Vote: 6-0-0

Motion: Passed

20. To consider and act on a request from Kim Allen, Director of Finance, for an additional appropriation in the amount of \$581,700 for capital project #20547-57860 (Telephone System Upgrade) and forward onto the RTM as required.

Motion by John Sheehan and **seconded** by Kevin Petchark for an additional appropriation in the amount of \$581,700 from Capital and Non-recurring undesignated account 205-31520 to line #20547-57860 (Telephone System Upgrade) and forward onto the RTM as required.

Vote: 6-0-0

Motion: Passed

21. To consider and act on a request from Tom Girard, Superintendent of Schools, for a Board of Finance representative to be available for the Board of Education's negotiations with the Waterford Federation of Classroom Teachers.

Motion by John Sheehan and **seconded** by Joe Filippetti to table this until the next Board of Finance meeting in August.

Vote: 6-0-0

Motion: Passed

22. New Business:
a. Review of Recording Secretary Job Description

John Sheehan mentioned that we should note in the description that helping with the budget binders will be a requirement of the position. Glenn Patterson noted that he has a different idea and that would be to carry on with the current administrator to keep doing the minutes. The Board took no further action toward creating a BOF recording secretary position.

23. Old Business:
- A. Review of the Fund Balance Policy 1.03 Draft Revision.
 - B. Continue Discussion around revising BOF Policy 1.01, Board of Finance Budget guidelines to include Performance Metrics.
 - C. Continue discussion of potential BOF Policy governing the use of the Unassigned Fund Balance of the General Fund to adjust the Mill Rate.

24. Liaison Reports: None.

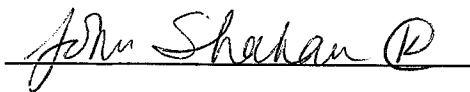
25. Correspondence:

- a. Virginia Bielucki, Town Accountant, Status of General Fund Unassigned Balance dated June 13, 2022.
- b. Virginia Bielucki, Town Accountant, Status of Contingency Fund dated June 22, 2023.
- c. May 2023 Special Revenue Reports
- d. FY23 Year-End Contingency Report
- e. FY23 Year-End Additional Appropriation Report
- f. FY23 Year-End Grant Report
- g. Quarterly Capital Project Status Report
- h. Quarterly ARPA Project Status Report
- i. FY23 Annual Audit Governance Letter from Auditors
- j. Superintendent of Schools letter regarding Teacher's Contract negotiations
- k. Correspondence from Ted Olynciew (re town owned properties)

26. Adjournment:

Motion by John Sheehan and seconded by David Peabody to adjourn the regular meeting of the Board of Finance at 8:59 pm.

Respectfully submitted,



John Sheehan, Clerk



Maryellen McConnell, Recording Secretary