

Board of Finance
Regular Meeting Minutes

Wednesday, July 20, 2016
Town Hall Auditorium

Present: Acting Chair Anthony Jessuck Jr., John W. Sheehan, Cheryl Larder,
Norman Glidden, James Reid, Elizabeth Sabilia (7:04pm)

Absent: Chairman Ronald Fedor

Elected: Daniel M. Steward, First Selectman

RTM: Richard Muckle, Majority Leader

Staff: Maryanna Stevens, Director of Finance
Gail Miller, Secretary
Kristin Zawacki, Public Works Director
Lt. Stephen Bellos, Emergency Management Director
Joseph Mancini, Board of Education, Director of Finance
Patricia Waters & Julie Watson Jones, Registrars of Voters
David Campo, Town Clerk
Abby Piersall, Planning Director
Bruce Miller, Fire Services Director
Sally Ritchie, Senior Services Director

Media: Martha Shanahan, The Day

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.
2. Public Comment - None
3. Approval and acceptance of minutes of:
Regular Meeting on June 8, 2016
Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the minutes as presented.
Vote: Unanimous Motion passed.
4. Consider and act upon a request from the Board of Selectmen on behalf of Ed Crane, Information Technology Director, for an FY17 appropriation in the amount of **\$149,294** from Capital and Non-Recurring Designated Line Item **#20555-57807 Virtual Main Server**, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

Motion by Ms. Larder and **seconded** by Mr. Sheehan to approve the **FY17** appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.
Vote: 5 – 0 – 1 (Sabilia – Abstained) Motion passed.

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TOWN CLERK

5. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters**, to approve the following Out of Series Transfer in **FY16**:

From: Line Item # 10102-54180 Voting Machines \$ 87

To: Line Item # 10102-52070 Reimbursable Expenses \$ 87

Motion by Mr. Sheehan and **seconded** by Ms. Larder to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

6. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters**, to approve the following Out of Series Transfer in **FY16**:

From: Line Item # 10102-51320 Election Activities \$ 10

From: Line Item # 10102-54180 Voting Machines \$ 36

From: Line Item # 10102-53020 Other Supplies \$ 33

To: Line Item # 10102-52050 Dues Conferences & Education \$ 79

Motion by Mr. Sheehan and **seconded** by Mr. Reid to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

7. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters** to approve the following additional appropriation in **FY16**:

To: Line Item # 10102-52020 Postage \$ 368

Motion by Mr. Sheehan and **seconded** by Ms. Sabilia to approve the **FY16** Additional appropriation from Contingency 10121-59010 to 10102-52020 Postage in the amount of **\$ 368**.

Vote: Unanimous Motion passed.

8. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters** to approve the following additional appropriation in **FY16**:

To: Line Item # 10102-52050 Dues, Conferences & Education \$ 191

Motion by Mr. Sheehan and **seconded** by Mr. Reid to approve the **FY16** Additional appropriation from Contingency 10121-59010 to 10102-52050 Dues, Conferences & Education in the amount of **\$ 191**.

Vote: Unanimous **Motion passed.**

9. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters** to approve the following additional appropriation in **FY17**:

To: Line Item # 10102-51010 Elected Officials \$ 8,302

Motion by Ms. Larder and **seconded** by Mr. Sheehan to approve the **FY17** Additional appropriation from Contingency 10121-59010 to 10102-51010 Elected Officials in the amount of **\$ 8,302**.

Vote: Unanimous **Motion passed.**

10. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Registrars of Voters** to approve the following additional appropriation in **FY17**:

To: Line Item # 10102-51920 FICA \$ 635

Motion by Mr. Sheehan and **seconded** by Mr. Reid to approve the **FY17** Additional appropriation from Contingency 10121-59010 to 10102-51920 FICA in the amount of **\$ 635**.

Vote: Unanimous **Motion passed.**

11. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of the **Board of Finance**, to approve the following Out of Series Transfer in **FY16**:

From: Line Item # 10107-52080 Finance Telephone \$ 605

To: Line Item # 10103-52010 BOF Advertising \$ 605

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

12. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Alan Wilensky, **Tax Collector** to approve the following Out of Series Transfer in **FY16**:

From: Line Item # 10106-53010 Office Supplies \$ 236

To: Line Item # 10106-52030 Professional Fees \$ 236

Motion by Mr. Sheehan and **seconded** by Mr. Reid to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

13. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Alan Wilensky, **Tax Collector** to approve the following Out of Series Transfer in **FY16**:

From: Line Item # 10106-52020 Postage \$ 689

To: Line Item # 10106-51210 Clerical/Technical \$ 689

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

14. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer in FY16:

From: Line Item # 10107-52080 Telephone \$ 8,739

To: Line Item # 10107-51210 Clerical/Technical \$ 8,739

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

15. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer in FY16:

From: Line Item # 10107-52043 Service Contract/Repair Inform Tech \$ 6,055

To: Line Item # 10107-54130 Computer Support System \$ 6,055

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

16. Consider and act upon a request from the Board of Selectmen on behalf of Maryanna Stevens, Director of Finance, for an FY17 additional appropriation in the amount of \$10,666.18 from Capital and Non-Recurring Line #20500-31520 Undesignated Fund Balance to Capital Non-Recurring Line Item #20507-57771 New Town Wide Telephone System for installation of new phones at the EOC, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY17 additional appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

Vote: Unanimous Motion passed.

17. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer from the Retirement Commission Budget to the Legal Budget in FY16:

From: Line Item # 10116-51930 RC-Heart & Hypertension \$ 3,916

To: Line Item # 10108-52030 Legal-Professional Fees \$ 3,916

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Out of Series Transfer request as stated.

Vote: 5 – 1 (Glidden = No) Motion passed.

18. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer from the Retirement Commission Budget to the Legal Budget in FY16:

From: Line Item # 10116-51930 RC-Heart & Hypertension \$1,908

To: Line Item # 10108-52540 Legal – Probate Court \$1,908

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Out of Series Transfer request as stated.

Vote: 5 – 1 (Glidden = No) Motion passed.

19. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of David Campo, Town Clerk, to approve the following Out of Series Transfer in FY16:

From: Line Item # 10109-52010 Advertising \$ 574

To: Line Item # 10109-51210 Clerical/Technical \$ 574

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

20. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of David Campo, Town Clerk, to approve the following additional appropriation in FY16:

To: Line Item # 10109-52510 Rental of Equipment \$ 3,859

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Additional appropriation from Contingency 10121-59010 to 10109-52510 Rental of Equipment in the amount of **\$ 3,859**.

Vote: Unanimous Motion passed.

21. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Wayne Fraser, Facilities Coordinator, for the **Building Maintenance Department**, to approve the following Out of Series Transfers in FY16:

From: Line Item # 10111-52100 Electricity \$ 9,000

To: Line Item # 10111-55030 Building Improvements \$ 9,000

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

22. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer from the Retirement Commission Budget to the Insurance Budget in FY16:

From: Line Item # 10116-51940 RC-Pension Contributions \$12,637

To: Line Item # 10112-52240 Ins–Unemployment Comp \$12,637

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

23. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Maryanna Stevens, Director of Finance, to approve the following Out of Series Transfer from the Retirement Commission Budget to the Insurance Budget in FY16:

From: Line Item # 10116-51945 RC-Retiree Health Benefit \$19,304
To: Line Item # 10112-52250 Ins-Deductible Coverage \$19,304

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

24. Consider and act upon a request from the Board of Selectmen on behalf Joyce A. Sauchuk, Human Resources Director, to approve the following Out of Series Transfer in FY16:

From: Line Item # 10145-52030 Professional Fees \$1,200
To: Line Item # 10145-51210 Clerical/Technical \$1,200

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

25. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Lt. Stephen Bellos, Emergency Management Director, to approve the following Out of Series Transfers in FY16:

From: Line Item # 10222-52100 Electricity \$ 357
Line Item # 10222-52080 Telephone \$5,840
Line Item # 10222-53090 Fuels & Lubricants \$1,470
Line Item # 10222-52300 Emergencies, Training & Education \$ 540
To: Line Item # 10222-51810 Dispatch Overtime \$8,207

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

29. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, Fire Services Director, to approve the following Out of Series Transfers in FY16:

From:	Line Item # 10223-54060 Office Equipment	\$ 39
	Line Item # 10223-54222 Rescue Truck Equipment	\$ 967
To:	Line Item # 10223-53111 FF-Protective Clothing	\$1,006

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Out of Series Transfer request as stated.

Vote: Unanimous **Motion passed.**

30. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, Fire Services Director, to approve the following additional appropriation in FY16:

To:	Line Item # 10223-52030 Professional Fees	\$5,663
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Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Additional appropriation from Contingency 10121-59010 to 10223-52030 Professional Fees in the amount of \$ 5,663.

Vote: Unanimous **Motion passed.**

31. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, Fire Services Director, to approve the following additional appropriation in FY16:

To:	Line Item # 10223-52372 Insurance	\$10,601
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Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Additional appropriation from Contingency 10121-59010 to 10223-52372 Insurance in the amount of \$ 10,601.

Vote: Unanimous **Motion passed.**

32. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Bruce Miller, Fire Services Director, to approve the following additional appropriation in FY16:

To: Line Item # 10223-53111 FF-Protective Clothing \$5,558

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Additional appropriation from Contingency 10121-59010 to 10223-53111 FF-Protective Clothing in the amount of \$ 5,558.

Vote: Unanimous Motion passed.

33. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the Board of Police Commissioners, to approve the following Out of Series Transfers in FY16:

From:	Line Item # 10229-52010 Advertising	\$ 597
	Line Item # 10229-52020 Postage	\$ 472
	Line Item # 10229-52040 Service Contracts & Repairs	\$6,600
	Line Item # 10229-52080 Telephone	\$1,600

To: Line Item # 10229-51830 Training & Education \$9,269

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

34. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the Board of Police Commissioners, to approve the following Out of Series Transfers in FY16:

From:	Line Item # 10229-52080 Telephone	\$2,274
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To: Line Item # 10229-51435 Community Service Officer \$2,274

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the FY16 Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

35. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the **Board of Police Commissioners**, to approve the following Out of Series Transfers in **FY16**:

From:	Line Item # 10229-52080 Telephone	\$ 5,477
	Line Item # 10229-52100 Electricity	\$ 7,480
	Line Item # 10229-52060 Printing	\$ 150
	Line Item # 10229-52090 Fuel Oil	\$ 3,122
	Line Item # 10229-52115 Water & Sewer	\$ 1,400
	Line Item # 10229-52300 Training & Education	\$ 2,450
	Line Item # 10229-52305 OSHA	\$ 490
	Line Item # 10229-52370 Uniform Allowance	\$ 345
	Line Item # 10229-53090 Gasoline	\$44,974
	Line Item # 10229-53100 Tires	\$ 140
	Line Item # 10229-53150 Building Maintenance	\$ 385

To: Line Item # 10229-51420 Patrol \$66,413

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

Mr. Glidden went on a break at 8:25 p.m.

36. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the **Board of Police Commissioners**, to approve the following additional appropriation in **FY16**:

To: Line Item # 10229-51420 Patrol \$99,530

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Additional appropriation from Contingency 10121-59010 to 10229-51420 Patrol in the amount of \$ 99,530.

Vote: 5 – 0 – 1 (Glidden – Abstained) Motion passed.

37. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Brett Mahoney, Chief of Police, for the **Board of Police Commissioners**, to approve the following additional appropriation in **FY16**:

To: Line Item # 10229-51820 Replacement Overtime \$20,077

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Additional appropriation from Contingency 10121-59010 in the amount of \$ **15,820** and a transfer from 10116-51945 Retiree Health Benefits in the amount of \$ **4,257** to 10229-51820 Replacement Overtime.

Vote: 5 – 0 – 1 (Glidden – Abstained)

Motion passed.

Mr. Glidden returned from break at 8:30 p.m.

38. Consider and act upon a request from the Board of Selectmen on behalf of Brett Mahoney, Chief of Police, for an **FY17** appropriation in the amount of **\$52,000** from Capital and Non-Recurring Designated Line Item **#20529-57793 Building Furniture**, for Phase I of the Police Department's office furniture replacement project, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY17** appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

Vote: Unanimous

Motion passed.

Ms. Sabilia went on a break at 8:31 p.m.

39. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Kristin Zawacki, **Public Works Director**, to approve the following Out of Series Transfers in **FY16**:

From: Line Item # 10330-51520 Highway Maintenance	\$21,700
Line Item # 10330-51540 Snow Overtime	\$41,300
To: Line Item # 10330-52470 Solid Waste	\$63,000

Motion by Mr. Reid and **seconded** by Ms. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: 5 – 0 – 1 (Sabilla – Abstained) Motion passed.

40. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Kristin Zawacki, **Public Works Director**, to approve the following Out of Series Transfers in **FY16**:

From: Line Item # 10330-53300 Materials	\$19,200
To: Line Item # 10330-52460 Street Lighting	\$19,200

Motion by Mr. Reid and **seconded** by Ms. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: 5 – 0 – 1 (Sabilla – Abstained) Motion passed.

41. Consider and act upon a request from the Board of Selectmen on behalf of Kristin Zawacki, Public Works Director, for an **FY17** appropriation in the amount of **\$330,000** from Capital and Non-Recurring Designated Line Item **#20530-57799 UST Replacement**, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY17** appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

Vote: 5 – 0 – 1 (Sabilla – Abstained) Motion passed,

Ms. Sabilla returned from break at 8:36 p.m.

42. Consider and act upon a request from the Board of Selectmen on behalf of Kristin Zawacki, Public Works Director, for an **FY17** appropriation in the amount of **\$440,950** from Capital and Non-Recurring Designated Line Item **#20530-57800 Gallup Lane Reclaim/Repave**, based upon its consistency with the Capital Improvement Plan, and contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting and forward to the Representative Town Meeting as required.

Motion by Ms. Larder and **seconded** by Mr. Reid to approve the **FY17** appropriation request as stated, based upon its consistency with the Capital Improvement Plan, and forward on to the Representative Town Meeting.

Vote: Unanimous Motion passed.

43. Consider and act upon a request, contingent upon approval of the Board of Selectmen at their July 14, 2016 Special meeting, on behalf of Sally Ritchie, Senior Services Director, to approve the following Out of Series Transfers in **FY16**:

From: Line Item # 10435-52380 Programs \$2,750

To: Line Item # 10435-51110 Administration \$2,750

Motion by Mr. Reid and **seconded** by Mr. Sheehan to approve the **FY16** Out of Series Transfer request as stated.

Vote: Unanimous Motion passed.

44. Old Business

a) Informational Presentation of the Municipal Complex Project – No Update

45. New Business

Mr. Sheehan inquired about the article in the paper regarding the Board of Education possibly withdrawing from the Friendship School. He noted, if the Town will end up paying back a large amount to the State, perhaps the Board of Education should reconsider their withdrawal.

Mr. Steward noted the Town will only have to pay the State in the event the building is no longer used as a school.

46. Liaison Reports

Ms. Larder reported on the Personnel Review Board:

- Accepted Job Descriptions for Instructors used by Senior Services and Recreation & Parks. They also approved a wage schedule which will go to the RTM on August 1st. These items resolve the issue of Vendor (1099) vs. Employee (W2).
- The Library Assistant Director will be retiring in August. The job description has been restructured and will save money in the budget.

Mr. Reid reported the Board of Selectmen approved all items at the July 14th Special Meeting.

47. Correspondence

- a) 6/7/16 Tax Collector - Budget Line Item Overages
- b) Moody's Annual Comment on Waterford
- c) 7/19/16 Letter to RTM regarding Refunding of Bonds (disbursed at the meeting)

48. Adjournment

Motion by Mr. Sheehan and **seconded** by Mr. Reid to adjourn the Regular Meeting of the Board of Finance at 8:50 p.m.

Vote: Unanimous

Motion passed.

Respectfully submitted,



Anthony Jessuck Jr., Acting Chairman/Clerk



Gail R. Miller, Secretary