

Present: Chairman Ronald Fedor, John W, Sheehan, Norman Glidden,
Elizabeth Sabilia, Anthony Jessuck Jr., Cheryl Larder, James Reid

Elected: Daniel M. Steward, First Selectman

RTM: Thomas Dembek, Moderator

Staff: Maryanna Stevens, Director of Finance
Gail Miller, Secretary
Sally Ritchie, Senior Services Director
Ellen Fougere, Senior Services Assistant Director
Neftali Soto, Chief Engineer, Utility Commission
Jane Adams, Chair, Waterford Harbor Management Commission
Lt. David Burton, Harbor Master

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TOWN CLERK
STEPH: [Signature]

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** – There was no Public Comment.

3. **Appointment of Chair**

Mr. Reid nominated Mr. Fedor to be the Chair of the Board of Finance, seconded by Mr. Jessuck.

There were no other nominations.

The Board voted unanimously to appoint Mr. Fedor as Chair of the Board of Finance.

4. **Appointment of Clerk**

Mr. Fedor nominated Mr. Jessuck to be the Clerk of the Board of Finance, seconded by Mr. Reid.

There were no other nominations.

The Board voted unanimously to appoint Mr. Jessuck as Clerk of the Board of Finance.

5. **Approval and acceptance of minutes of:**

Regular Meeting on November 9, 2016 with a correction to Liaison Reports; add "Mr. Reid reported he attended the Board of Selectmen meeting and all items were approved."

Motion by Mr. Sheehan and **seconded** by Mr. Jessuck to approve the minutes of the November 9, 2016 Regular Meeting as corrected.

Vote: Unanimous

Motion Passed.

6. Consider and act upon a request from Sally B. Ritchie, **Senior Services** Director, to approve the following **Out of Series** Transfers in **FY17**:

From: Line Item # 10435-52380 Programs \$6,460

To: Line Item # 10435-51635 Senior Program Instructors \$6,000
Line Item # 10435-51920 FICA \$ 460

Mr. Sheehan thanked Sally Ritchie for all she has done for the Town for the past 15 years. He stated Ms. Ritchie was always available to help with any request and always with a smile. He also noted it will be tough to replace her.

Motion by Ms. Larder and **seconded** by Ms. Sabilia to approve the **FY17** Out of Series Transfer request as stated.

Vote: Unanimous Motion Passed.

7. Consider and act upon a request from the Board of Selectmen on behalf of Neftali Soto, Chief Engineer, Utility Commission for an **additional appropriation** in the amount of **\$4,664** to **Line Item #33117-55804** Roof Replacement Main Building, based upon its consistency with the Capital Improvement Program and forward to the Representative Town Meeting as required.

Motion by Mr. Jessuck and **seconded** by Mr. Reid to consider the request.

Mr. Sheehan noted this appropriation does not have to go the RTM. It can be taken from Contingency or another department budget.

Motion by Mr. Sheehan to amend the request to come from Contingency 10121-59010, **seconded** by Ms. Sabilia.

Vote: Unanimous Motion Passed.

Motion by Mr. Jessuck and **seconded** by Mr. Reid to approve the **FY17** Additional appropriation from **Contingency 10121-59010** to **33117-55804** **Roof Replacement Main Building** in the amount of **\$4,664**.

Vote: Unanimous Motion Passed.

8. Consider and act upon a request from Jane B. Adams, Chair, Waterford Harbor Management Commission, to move the proceeds from the sale of the 1998 Parker Boat, engine and trailer to the Waterford Harbor Management Fund.

Motion by Ms. Sabilia and **seconded** by Mr. Reid to consider the request.

Motion by Mr. Sheehan and **seconded** by Mr. Jessuck to transfer \$12,000 from General Fund Line Item #11071-48002 Sale of Equipment to the Harbor Management Fund.

Vote: Unanimous Motion Passed.

9. Review and approval of Board of Finance Budget for FY 2017/18

Motion by Mr. Sheehan and **seconded** by Ms. Sabilia to approve the Board of Finance Budget in the amount of **\$56,945** for FY2017/2018.

Vote: Unanimous Motion Passed.

10. Review and approval of Contingency Budget for FY 2017/18

Motion by Mr. Sheehan and **seconded** by Mr. Reid to approve the Contingency Budget in the amount of **\$245,000** for FY2017/2018.

Vote: Unanimous Motion Passed.

11. Selection of Board of Finance liaisons to Town of Waterford Boards and Commissions (See Current List Attached).

The liaison assignments are as follows:

Board of Education – Elizabeth Sabilia

Board of Selectmen – James Reid

Utility Commission – Cheryl Larder

Recreation and Parks Commission – Norman Glidden

Police Commission – Anthony Jessuck, Jr.

Senior Citizen Commission – Elizabeth Sabilia

Youth Services Advisory Council – Ronald Fedor

Emergency Management Advisory Council – John W. Sheehan

Mago Point Redevelopment Ad-Hoc Committee (STEAP) – Ronald Fedor

Representative Town Meeting – Ronald Fedor

Municipal Complex Improvements Building Committee – Cheryl Larder

Motion by Mr. Sheehan and **seconded** by Mr. Fedor to approve the liaison appointments as listed above.

Vote: Unanimous Motion Passed.

12. Appointment of Board of Finance member to serve on the Information Technology Committee

Motion by Ms. Larder and **seconded** by Mr. Sheehan to appoint James Reid to serve on the Information Technology Committee.

Vote: Unanimous Motion Passed.

13. Appointment of Board of Finance member to serve on the Ad Hoc Committee to Screen Social Service Grant budgets

Motion by Ms. Sabilia and **seconded** by Mr. Fedor to appoint John W. Sheehan to serve on the Ad Hoc Committee to screen Social Service Grant budgets.

Vote: Unanimous Motion Passed.

14. Appointment of Board of Finance Representative to the Fleet Management Ad Hoc Committee for a term of one year – December 11, 2016 – December 12, 2017

Motion by Ms. Sabilia and **seconded** by Mr. Jessuck to appoint John W. Sheehan to serve on the Fleet Management Ad Hoc Committee for a term of one year – December 11, 2016 – December 12, 2017.

Vote: Unanimous Motion Passed.

15. Appointment of two Board of Finance members to serve on the RTM Long Range Fiscal Planning Committee

Motion by Mr. Sheehan and **seconded** by Ms. Sabilia to appoint Anthony Jessuck Jr. & James Reid to serve on the RTM Long Range Fiscal Planning Committee.

Vote: Unanimous Motion Passed.

16. Old Business – There was no Old Business.

17. New Business – There was no New Business.

18. Liaison Reports

Mr. Sheehan reported on the Retirement Commission, see attached report.

Mr. Reid attended the Board of Selectmen meeting on and reported all items were approved. There was a discussion regarding the Municipal Complex Improvements Building Committee which Mr. Reid said he would leave for Ms. Larder to explain in detail.

Ms. Sabilia reported on the Board of Education. The Board of Education meeting is on 12/15/16 and there will be a discussion on Friendship School participation. Also, it appears the Board of Education Budget Meetings will be starting earlier (6:00pm) than last year.

Ms. Larder reported on Municipal Complex Improvements Building Committee. The Committee is at a standstill due to lack of response from Fletcher Thompson regarding the updating and completion of the plans. The Committee submitted a letter requesting a "new charge" from the Board of Selectmen with regard to the Committee's duties and responsibilities. They requested to be on the December 20, 2016 Board of Selectmen agenda. A discussion ensued.

Mr. Jessuck reported the Police Commission FY18 Budget will be coming in at 3.5% increase, 90% of which is contractual.

19. Correspondence

- a) 11/10/16 Status of Contingency FY2017 through 11/09/16
- b) 11/10/16 Periodic Financial Statements – October 2016
- c) 11/15/16 Status of General Fund Unassigned Balance
- d) Board of Education Agenda for 11/15/16
- e) Backup Documentation for BOE Meeting on 11/15/16 from Ms. Sabilia

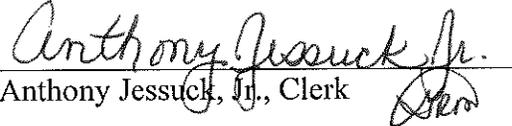
20. Adjournment

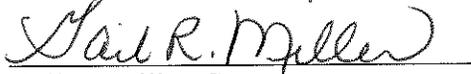
Motion by Mr. Sheehan and **seconded** by Ms. Sabilia to adjourn the Regular Meeting of the Board of Finance at 8:08 p.m.

Vote: Unanimous

Motion Passed.

Respectfully submitted,


Anthony Jessuck, Jr., Clerk


Gail R. Miller, Secretary

Liaison Reports
December 14, 2016

Retirement Commission

11/16/2016 – The Retirement Commission approved changes to the Town of Waterford OPEB Declaration of Trust Document and forwarded to the RTM for approval. (RTM approved at the December 5, 2016 meeting). The Commission also approved the Final Draft of a revised Retirement System Ordinance 2.120 and forwarded to the RTM for further action (The proposed ordinance was placed in committee at the December 5, 2016 RTM meeting). The Commission also approved the Annual Report for FY2016 and the FY2017-2018 Budget and forwarded to the BOF and the BOS as appropriate. The final Hooker & Holcombe Public Employees Retirement Plan Investments for Third Quarter 2016 was also reviewed.