

Board of Finance
Regular Meeting Minutes

Wednesday, April 13, 2016

Present: Chairman Ronald Fedor, John W. Sheehan, Cheryl Larder, James Reid
Norman Glidden, Anthony Jessuck Jr., Elizabeth Sabilia (7:11 p.m.)

Elected: Daniel M. Steward, First Selectman
Robert Bruile, Selectman

RTM: Thomas Dembek, Moderator

Staff: Maryanna Stevens, Director of Finance
Gail R. Miller, Secretary
Abby Piersall, Planning Director

Others: Bruce Kruszewski, Chairman, Municipal Complex Building Committee
Glen Patterson, Member, Municipal Complex Building Committee

1. Establishment of a quorum and call to order

A quorum was established and the Regular Meeting was called to order at 7:00 p.m.

2. Public Comment – There was no comment from the public.

3. Approval and acceptance of minutes of:

Budget Hearing on March 7, 2016

Budget Hearing on March 9, 2016

Budget Hearing on March 14, 2015

-with correction to the date on page 1, should read: Monday, March 14, 2016

Regular Meeting on March 14, 2016

-with correction to the date on page 1, should read: Monday, March 14, 2016

Budget Hearing on March 16, 2016

Budget Hearing on March 21, 2016

Budget Hearing on March 23, 2016

Public Hearing/Special Meeting on FY 2016/2017 Budgets –March 28, 2016

-with correction to Page 1 Staff Section, add: Abby Piersall, Planning Director

-with correction to Page 9 Recreation & Parks Commission (10537):

Add note: The \$20,000 reduction to Line Item 10537-52380 Programs is offset by the \$20,000 increase in the Contingency Budget (10121).

Motion by Mr. Sheehan and **seconded** by Mr. Reid to approve the minutes as presented with the noted corrections.

Vote: Unanimous

Motion passed.

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TOWN CLERK

4. Consider and act upon a request from the Board of Selectmen on behalf of Abby Piersall, Planning Director, for an appropriation in the amount of \$2,380 from Capital and Non Recurring Designated Line Item # 20511-57767 Nevins Cottage Structural Repairs for payment of hazardous materials testing at the Nevins Cottage, based upon its consistency with the Capital Improvement Plan and forward to the Representative Town Meeting as required.

Motion by Mr. Jessuck and **seconded** by Mr. Sheehan to approve the request as stated and forward to the Representative Town Meeting.

Vote Unanimous Motion passed.

5. Consider and act upon a request from the Board of Selectmen on behalf of Abby Piersall, Planning Director, for a transfer in the amount \$8,530 from Capital and Non Recurring Line Item #20501-57608 Town Hall/YSB Windows, Doors to Capital and Non Recurring Line Item #20501-57609 Town Hall Structural Repair.

Motion by Mr. Jessuck and **seconded** by Mr. Sheehan to approve the request as stated.

Vote Unanimous Motion passed.

6. Consider and act upon a request from the Board of Selectmen on behalf of the Municipal Complex Building Committee for an appropriation in the amount of \$40,000 from Capital and Non-Recurring Designated Line Item #20530-57695 Municipal Complex Renovations, based upon its consistency with the Capital Improvement Plan and contingent upon approval of the Board of Selectmen at a Special meeting to be held on Tuesday, April 12, 2016.

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

At the Special Meeting held on 04/12/16, the Board of Selectmen voted to approve the request in the amount of \$38,500 which reflects the amount of the quote submitted.

Friendly Amendment to the **Motion** by Mr. Jessuck and **seconded** Mr. Reid to approve the reduced amount of \$38,500 as approved by the Board of Selectmen on April 12, 2016 and forward to the Representative Town Meeting.

Vote Unanimous Motion passed.

Ms. Sabilia arrived at 7:11 p.m.

7. Reappointment of Auditors
Current auditors: RSM US, LLP (formerly McGladrey, LLP), One Church Street, New Haven, CT 06510

Motion by Mr. Sheehan and **seconded** by Mr. Reid to reappoint RSM US, LLP (formerly McGladrey, LLP), One Church Street, New Haven, CT 06510

Mr. Sheehan noted this should be the last year for these auditors and the Town should go out to bid for the FY17 audit.

Vote: Unanimous Motion passed.

8. Review of Board of Finance Policies

The following Policies were reviewed for possible changes:

- Capital Project Review Policy
- Expenditure of Funds for Services or Items Not Disclosed in Annual Budgets
- Submission of Agenda Items

The following Policies were reviewed for possible removal/deletion:

- Financial Planning Committee
- Guidance to the Financial Planning Committee for Term 2007-2009

Motion by Mr. Sheehan and **seconded** by Ms. Sabilia to update all Board of Finance Policies and submit the completed revisions for final approval at the Regular Meeting in May.

Vote: Unanimous Motion passed.

9. Old Business

a) Informational Presentation of the Municipal Complex Project

*Based on a meeting of the Municipal Complex Building Committee, held on March 22, 2016, a presentation will not be ready until, at least, June 2016.

10. New Business

Mr. Jessuck posed questions to Mr. Steward regarding the Fleet Plan.

- Why are some Department Heads assigned vehicles (ex. Recreation & Parks)?
- Why did the Fire Services Director get a new vehicle when the old vehicle only had 80,000+ miles on it?

Mr. Steward responded:

- There were agreements in place for some department heads at the time of hire.
- The Fire Services Director's vehicle was up for replacement in the Plan and had been pushed out a few years by the time it was replaced this year. The SUV was approved by the Fleet Ad Hoc Committee as the Director needed the room to carry equipment for testing and other job related activities.

11. Liaison Reports

Mr. Sheehan reported on: Retirement Commission, Board of Selectmen and Fleet Management Ad Hoc Committee – See report attached to these minutes.

Ms. Sabilia reported on: Senior Citizens Commission – 3 appointments to Commission (two people were reappointed and one was newly appointed).

12. Correspondence

a) 03/09/16 Letter from Kristin Zawacki, Public Works Director, regarding potential over budget line items in 51000 Series.

b) 03/22/16 Letter from Kristin Zawacki, Public Works Director, regarding potential over budget line item 10330-53030 Operational Supplies.

c) 03/10/16 Letter from First Selectmen, Daniel Steward, Legal line for Probate Services will be over budget.

d) 3/14/16 Periodic Financial Statements (02/29/16) from Town Accountant

e) 3/14/16 Status of General Fund Unassigned Balance (02/29/16) from Town Accountant

f) 3/16/16 Status of Contingency Fiscal Year 2016 (03/14/16) from Town Accountant

g) Waterford BOE Regular Meeting Agenda for 03/17/16

h) 04/07/16 State Budget Update

** A lengthy discussion ensued regarding the FY17 State Budget cuts and how these cuts will affect the Town's Mill Rate.

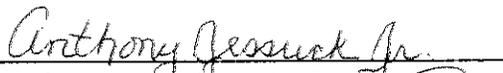
13. Adjournment

Motion by Mr. Glidden and **seconded** by Mr. Sheehan to adjourn the Regular Meeting of the Board of Finance at 8:03 p.m.

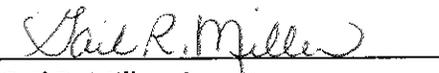
Vote: Unanimous

Motion passed.

Respectfully submitted,



Anthony Jessuck Jr., Clerk



Gail R. Miller, Secretary

Liaison Reports April 13, 2016

Retirement Commission

03/24/2016 – Commission interviewed three candidates for Investment Advisor. There had been four responses to the RFP but one responder was ruled ineligible before the interview process. Fiduciary Investment Advisors was the unanimous choice of the commission

Board of Selectmen

04/05/2016 -- Attending the meeting due to a Retirement Commission matter on the agenda. The BOS voted to appeal the pay raise denial by the BOF to the RTM. A representative of the BOF is required by the Charter to explain the reason for the denial to the RTM during their review of the appeal. The BOS awarded the Investment Advisor Services to Fiduciary Investment Advisors as recommended by the Retirement Commission. The BOS declared two items from the Police Department and a boat from the Harbor Management Commission as surplus with disposal by the Purchasing Agent per Town Ordinance. The Board appointed Michael Buscetto III to the Board of Assessment Appeals to fill a vacancy just before the BOAA starts hearings on Assessment appeals. The BOS also appointed Bob DeRosa to the Harbor Management Commission

Fleet Management Ad Hoc Committee

04/04/2016 – At a special meeting the FMP Ad Hoc Committee approved the following modifications to the plan -

1. Replacement of Boat Trailer for Goshen Fire Company in the amount of \$8,749 in FY2016 instead of the planned FY2027 due to high repair costs, especially to the breaks on the trailer (multiple repairs have not been successful).
2. Approving the purchase of a Chevrolet 3500HDS Utility Vehicle in the amount of \$53,748.65 (\$7,987.65 over the listed price in the plan) instead of a Chevrolet 2500HD.
3. Added the old S20-a 2007 Automatic Waste Pick up truck to the plan is a do not replace category as a ready spare for the trash pickup fleet.
4. Approved the purchase of an Infield machine in the amount of \$19,572.25 (\$4,112.25 over replacement cost in the plan). The machine is necessary to maintain the fields. Request was approved even though a representative of Rec and Parks was not in attendance at the meeting

At the conclusion of the agenda there was a general discussion regarding the approximately \$50,000 deficit in plan funds on June 30, 2016; the misunderstanding of the 15% variance requirement for an Ad Hoc Committee decision. Some DHs are taking that to mean that they may start at the 15% variance figure as the target price of any equipment purchased under the plan. The need for the Fire Service to have a standard specification for the various fire apparatus was also discussed. It was thought by some members that this issue had been resolved in the past but apparently not.