Board of Finance
Regular Meeting Minutes

Wednesday, December 9, 2015
Town Hall Auditorium

Present: Chairman Ronald Fedor, John W, Sheehan, Cheryl Larder, Norman Glidden, James Reid

Absent: Anthony Jessuck Jr., Elizabeth Sabilia

Elected: Daniel M. Steward, First Selectman

RTM: Thomas Dembek, Moderator
Richard Muckle, Majority Leader

Staff: Maryanna Stevens, Director of Finance / Gail Miller, Secretary
Brett Mahoney, Chief of Police
Roslyn Rubinstein, Library Director
Sally Ritchie, Senior Services Director
Bruce Miller, Fire Services Director
Abby Piersall, Planning Director
Neftali Soto, Chief Engineer, Utility Commission
Dani Gorman, Youth Services Director
Thomas Giard, Superintendent of Schools
Ed Crane, Information Technology Director, Board of Education
Julie Watson Jones and Patti Waters, Registrars of Voters
Mike Bekech, Assessor

1. Establishment of a quorum and call to order
A quorum was established and the Regular Meeting was called to order at 7:01 p.m.

2. Public Comment - None

3. Approval and acceptance of minutes of:
Regular Meeting on November 18, 2015 with a correction to RTM Member's Name: Correct David Goldstein to Paul Goldstein

Motion by Mr. Glidden and **seconded** by Mr. Sheehan to approve the minutes of November 18, 2015 with the change stated.
Vote: Unanimous **Motion Passed.**

4. Informational Presentation on the status of the Town's Information Technology with Maryanna Stevens, IT Committee Chair and Chief Mahoney along with Ed Crane, IT Director

Ms. Larder made opening comments regarding the informational presentation. A handout of the Power Point presentation was given to the Board members. Chief Mahoney presented a Power Point on the current status of the Town's Information Technology. Ed Crane and Maryanna Stevens provided additional information on the different aspects of the presentation.

A discussion ensued. The Board thanked the IT Committee for the presentation.

5. Discussion of the Board of Education stipend to Youth Services for Counseling Services

Maryanna Stevens, Director of Finance, clarified the information provided on the Board of Education Childcare Account.

No action was necessary and none was taken.

6. Consider and act upon a request from the Board of Selectmen on behalf of the Registrars of Voters, for an additional appropriation in the amount of $4,476, due to State mandated training and election cost overages, to be disbursed as follows:

$1,890	To Line Item # 10102-52050 Dues, Conferences & Education
$ 134	To Line Item # 10102-52070 Reimbursable Expense
$2,452	To Line Item # 10102-53020 Other Supplies

Motion by Mr. Glidden and **seconded** by Mr. Sheehan to approve the request as stated from Contingency Line Item # 10121-59010.
Vote: Unanimous **Motion Passed.**

Motion by Ms. Larder and **seconded** by Mr. Sheehan to move Item 16 up on the agenda.
Vote: Unanimous **Motion Passed.**

16. Consider and act upon a request from Thomas Giard, Superintendent of Schools, to allow the Board of Education to submit its Fiscal Year 2017 budget by February 26, 2016.

It was the consensus of the Board to allow the Board of Education to submit their FY2017 Budget no later than February 26, 2016.

Mr. Giard thanked the Board for their consideration.

7. Review and approval of Board of Finance Budget for FY 2016/17

Motion by Mr. Sheehan and **seconded** by Mr. Glidden to approve the Board of Finance Budget.

Friendly amendment to the motion **by** Mr. Sheehan and **seconded** by Mr. Glidden to approve the Board of Finance Budget in the amount of $53,544 for FY 2016/17.
Vote: Unanimous **Motion Passed.**

8. Review and approval of Contingency Budget for FY 2016/17

Motion by Mr. Sheehan and **seconded** by Mr. Glidden to approve the Contingency Budget in the amount of $245,000 for FY 2016/17.
Vote: Unanimous **Motion Passed.**

9. Selection of Board of Finance liaisons to Town of Waterford Boards and Commissions:

The liaison assignments are as follows:

Board of Education – Cheryl Larder
Board of Selectmen – James Reid
Utility Commission – James Reid
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 – Elizabeth Sabilia
Mago Point Redevelopment Ad-Hoc Committee (STEAP) – Ronald Fedor
Representative Town Meeting – Ronald Fedor
Municipal Complex Building Committee – Cheryl Larder

Motion by Mr. Glidden and **seconded** by Mr. Sheehan to approve the liaison appointments as above.
Vote: Unanimous **Motion Passed.**

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

Motion by Mr. Sheehan and **seconded** by Mr. Glidden to appoint Cheryl Larder to serve on the Information Technology Committee.
Vote: Unanimous **Motion Passed.**

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

Motion by Mr. Fedor and **seconded** by Mr. Glidden to appoint John Sheehan to serve on the Ad Hoc Committee to Screen Social Service Grant budgets.
Vote: Unanimous **Motion Passed.**

12. Appointment of Board of Finance Representative to the Fleet Management Ad Hoc Committee for a term of one year – December 10, 2015 – December 11, 2016

Mr. Fedor designated Mr. Sheehan to serve on the Fleet Management Ad Hoc Committee.

Motion by Ms. Larder and **seconded** by Mr. Glidden to appoint John Sheehan to serve on the Fleet Management Ad Hoc Committee for a term of one year – December 11, 2015 – December 12, 2016
Vote: Unanimous **Motion Passed.**

13. Appointment of Board of Finance Representative to the Retirement Commission for a term of two years; January 1, 2016 – December 31, 2017

Motion by Ms. Larder and **seconded** by Mr. Glidden to appoint John Sheehan to serve on the Retirement Commission for a term of two years; January 1, 2016 - December 31, 2017.
Vote: Unanimous **Motion Passed.**

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

Motion by Mr. Sheehan and **seconded** by Mr. Glidden to appoint Ronald Fedor & James Reid to serve on the RTM Long Range Fiscal Planning Committee.
Vote: Unanimous **Motion Passed.**

15. Old Business

a) Informational Presentation of the Municipal Complex Project
Presentation is not ready. No Action Taken.

b) **Tabled 11/18/2015:** Consider and act upon a request from the Board of Selectmen on behalf of Bruce Miller, Director of Fire Services for an appropriation in the amount of $240,300 from Capital and Non-Recurring Line Item #20500-31520 Undesignated Fund Balance to Designated Capital and Non Recurring Line Item #20523-57733 Oswegatchie Firehouse Building Improvements which represents the funding for Design Development in the replacing of the Oswegatchie Fire Station, based upon its consistency with the Capital Improvement Program and contingent upon approval of the Board of Selectmen at the Regular Meeting scheduled for Tuesday, November 17, 2015.

At their meeting held on Tuesday, December 1, 2015, the Board of Selectmen voted to postpone this project. No action taken by the Board of Finance.

16. New Business – This item was moved up on the agenda; after Item 6.

17. Liaison Reports

Mr. Sheehan reported on the Board of Selectmen, RTM and Retirement Commission. See attached report.

Ms. Larder reported on the Utility Commission: They are reviewing Asset Management. They have been dealing with a water main break.

18. Correspondence
a) 11/19/15 Status of Contingency FY16 from Town Accountant
b) 11/17/15 Letter from Town Clerk regarding Overage in Election Materials
Handed out at the meeting:
c) Amended Standard Operating Procedures and Technology Support Agreement between the Town and Board of Education (2007)

19. Adjournment
Motion by Mr. Glidden and **seconded** by Mr. Sheehan to adjourn the Regular Meeting of the Board of Finance at 8:43 p.m.

Respectfully submitted,

Gail R. Miller

Gail R. Miller, Secretary

Liaison Reports
December 9, 2015

Board of Selectmen
12/01/2015 – The BOS again postponed action on the Oswegatchie Building Committee appropriation request due to lack of response from the Building Committee. The BOS also postponed action on a proposed uniform purchasing system proposed by the Purchasing Agent due to her unavailability at the time of the BOS meeting. The Board approved entering into the boundary line agreement on the land owned by the Town on the south shore of Miller's Pond as recommended by the Town Attorney. The Board approved a bid waiver for the proposal process for the Oil Mill Road Culvert Replacement Design and accepted the recommendation of the Public Works Director to retain the current on call engineering consultant, Kleinfelder. The BOS suggested to the PWD that it may be time to request new proposals for the on call engineering consultant. First Selectman Dan Steward was appointed to represent the BOS on the Retirement Commission. The First Selectman called the Board's attention to a letter he sent to the RTM Moderator requesting the reconstitution of the Oswegatchie Fire House and the Municipal Complex Building Committees.

Representative Town Meeting
12/07/2015 - Tom Dembek was elected to another term as RTM Moderator. After an Executive Session the RTM approved the expenditure of funds necessary to implement the agreement between the Town of Waterford and Local 1303-037 effective from July 1, 2015 through June 30, 2017.. Wage increase was 2.5% each year of the contact. Raises will increase budget by $82,579 in Year one and an additional $84,644 in Year 2. The Step increases will be an additional $33,553 in year one and an additional $24,952 in Year 2. Changes to the health plan are projected to save the town from $89,251 to $109,260 per year. The Town is permitted to offer a High Deductable Plan with an HSA account as an alternative to the regular health plan. The RTM did disestablish the Stabilization Fund as requested by the BOF. The RTM formed new committees for the current term and appointed Brian Lynch and Jeremy Grabel to the Retirement Commission. The RTM approved a FY2017 budget request of $20,306. The increase is in the advertising and postage lines of the budget. The action on a proposed uniform purchasing system and operating rules was postponed due to lack of recommendation from the BOS.

Retirement Commission
12/09/2015 – The Retirement Commission approved the sending of an RFP for an Investment Advisor for the Retirement and OPEB Plans and reviewed the investments of the Retirement Plan for the past three quarters. The last two quarters were not kind to the plan investments showing a loss of $16,655 for the year to date (10/31/2015). The Commission approved a $4,904,047 proposed budget for FY2017 including $3,115,614 for MERF contribution and $1,160,000 for the OPEB trust fund.