

FIFTEEN ROPE FERRY ROAD  
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2023 JUL 27 P 12:19

ATTEST: *David L. Cannon*  
TOWN CLERK

**REVISED MINUTES (#10 motion 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
					<b>TOTAL</b>	<b>7,068.00</b>	<b>(7,068.00)</b>	

**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
					<b>TOTAL</b>	<b>2,871.00</b>	<b>(2,871.00)</b>	

**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
					<b>TOTAL</b>	<b>24,830.00</b>	<b>(24,830.00)</b>	

**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
					<b>TOTAL</b>	<b>2,398.00</b>	<b>(2,398.00)</b>	

**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
					<b>TOTAL</b>	<b>5,899.00</b>	<b>(5,899.00)</b>	

**Motion** by John Sheehan and **seconded** by Robert Tuneski to approve the Out of Series transfer in the amount of \$5,899.00.00.

**Vote:** 0-0-0

**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)
					<b>TOTAL</b>	<b>104,495.00</b>	<b>(104,495.00)</b>	

**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
					<b>TOTAL</b>	<b>135.00</b>	<b>(135.00)</b>	

**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
					<b>TOTAL</b>	<b>771.00</b>	<b>(771.00)</b>	

**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
					<b>TOTAL</b>	<b>27,033.00</b>	<b>(27,033.00)</b>	

**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