

**April 7, 2020**  
**Board of Finance and Finance Committee**  
**#3 Department Hearings**  
**2020-2021**

**CALL TO ORDER**

Chairman Lainie McHugh called the meeting to order at 9:00 a.m. via zoom virtual on-line conference.

Members present / absent from the Board of Finance:

**PRESENT**

Michael Barker  
Elaine Hammers  
Marty Isaac  
Lainie McHugh  
Steve Choi  
Paul Timpanelli  
Vincent DeGennaro – Alternate  
Marc Mascola – Alternate  
Christine El Eris – Alternate (entered meeting at 9:43 am)

The Finance Committee did not have a quorum; however, Mary Isaac attended.

**Also present:**

First Selectman Vicki Tesoro; Maria Pires, Finance Director; Kathleen McGannon, Chief Administrative Officer; Cynthia Katske, Chief Administrative Officer; Therese Keegan, Auditor; Daniel Schopick, Esq., Town Attorney.

**01022600 - EMS**

**Leigh Goodman**

- 5000 ambulance calls made
- New revenue collection agency implemented,
- Increase in number of volunteers
- 581888 – Fleet capital outlay reduced by First Selectman from \$147,734 to \$62,434, as savings of \$85,300: new fly car; striker/power loader system (it is in the cap plan); Lucas device – rent instead; remove 6 radios and 2 controlled substance boxes. The Chief is okay with this,
- 501101 – Salaries were reduced \$20,000 through replacing Office Manager.
- Currently using Vintech Service for staffing; renew at the end of the year; option to renew for an additional year.
- 501888 – Uniform Allowance - increase to accommodate new volunteers.

Mr. Barker moved, seconded by Ms. Hammers to move into executive session at 9:36 a.m.

Vote: 6-0-0

The following were asked to attend: Board of Finance and Alternates; Maria Pires, Finance Director; Vicki Tesoro, First Selectman; Leigh Goodman, Chief of EMS; Dawn Cantafio, Finance Committee; Mary Isaac, Finance Committee; Daniel Schopick, Esq., Town Counsel; Kathleen McGannon, Chief Administrative Officer; Therese Keegan, Auditor.

Mr. Isaac moved, seconded by Mr. Barker, to come out of Executive Session at 10:30 a.m.

Vote 6-0-0

**01050000 - Social Services**

**Michele Jakab**

- Small budget
- Providing the same services as before.
- Received a Grant for a caregiver support group.
- We found 25-30 individuals over 80 that could use services that did not know we had program.
- Food Services – take grocery orders for what we have in pantry; we have 25 meals delivered everyday and we have 2 teams that deliver groceries and meals.
- Deliver grocery bags of staples; order on Wednesday and we deliver on the following Monday. This is sponsored by outside businesses.
- The food pantry does not have an income restriction since they are alone and we are servicing them since they cannot leave home. We are targeting those over 80.

**01050600 – Senior Services**

**Michele Jakab**

- Very active; we are implementing new programs.
- Cameras have been installed.
- Addressed building issues; needs are being addressed for what they have.
- National Aging Mastery Program / kinesiology students interim at the senior center and participate in their exercise classes.
- Nursing students come in to help them with their balancing.

**01040400 - Nursing / Senior** for more ways to take on her role.

- The senior nurse is actively working on helping seniors to take care of themselves.
- Engaging with seniors at the Center.
- Self-care and wellness is done mostly out of the Senior Center
- Only goes to Stern Village on regularly scheduled times; otherwise, she works out of the Senior Center.

**01060200 - Nursing / School Nurses**

**Lynn Steinbrick**

- Large turnover this year. Hired 4 new nurses, 1 substitute nurse and 1 part time nurse.
- They are all transitioning very well.
- Budget request is the same as last year; nothing new or different. Salaries less due to new hires.
- Nurses are currently divided into 2 teams, each working on a policy related to the corona19 virus and the children.

**01060400 – Non Public School Nurses**

**Lynn Steinbrick**

- Same as above

**01050200 - Mary J. Sherlach Counseling Ctr.**

**Lynn Steinbrick**

- Currently 3 full-time and 1 part-time counselors.
- Doing telephone sessions during the virus.
- There is a high level of anxiety in the community due to the virus.

**21100000 - Tashua Knolls Golf**

**Don Espach / Joe Gaudiano**

- 501103 – Salaries seasonal have increased due to minimum wage increase.
- 578801 – Maintenance Service - We need to add \$20,000 to replace the batteries in the golf carts; it is less expensive to purchase batteries than to take out a new lease instead of seeing it through the 5 years. The batteries are only guaranteed for 4 years.
- 522204 – Services Contractual – Need to reduce expenses by \$85,000 and \$27,000 and replace batteries adding \$20,000 to 578801.
- Personnel issues – starters and rangers have been told that they need to report to the golf commission.

Mr. Isaac moved, seconded by Ms. Hammers, to go into executive session at 11:45 a.m. The following were asked to attend: Board of Finance and Alternates; Maria Pires, Finance Director; Vicki Tesoro, First Selectman; Dawn Cantafio, Finance Committee; Mary Isaac, Finance Committee; Daniel Schopick, Esq., Town Counsel; Kathleen McGannon, Chief Administrative Officer; Therese Keegan, Auditor; Don Espach, Golf Commission; Joe Gaudio, Golf Commission.

Vote: 6-0-0

Mr. Isaac moved, seconded by Ms. Hammers, to come out of executive session at 12:10 p.m.

Vote: 6-0-0

Mr. Barker and Mr. Gaudio left the meeting.

### **Revenues**

**Maria Pires, Finance Director**

**Anthony Musto, Treasurer**

- The Revenues were presented as outlined on page 6/6 of Tab 1.
- Projected Interest: \$1,294,000; estimated budget interest income \$1,250,000.
- We still have several months, and if the stimulus works possibly 3.5% – 4%.
- We determine the property tax.
- Special Education is reduced from last year.
- Small Grant for senior transportation.
- No casino revenues for the last 3 years.
- Permits and Fees; may go down, depending.
- If we stay closed the following will be affected: recreation and park programs; senior center programs; Town Clerk fees; health department fees.
- Not looking to sell anything unless absolutely necessary

### **01090000 - Debt Service**

**Maria Pires, Finance Director**

- The Debt Service was presented; there was no discussion.
- WPCA absorbs 25% of the debt service.

### **Contingency and Employee Benefits**

**Maria Pires, Finance Director**

- Contract settled for a lower amount than we budgeted \$568,391.
- Mate and Mathis was already settled at the time of budget.
- Since then only one contract is still outstanding and it may go into arbitration.

By unanimous consent the meeting was adjourned at 12:41 p.m.

Respectfully submitted,

---

Phyllis C. Collier – Board of Finance Clerk