

**BOARD OF FINANCE
APPROVED MINUTES
APRIL 8, 2021**

CALL TO ORDER

The Chairman called the Board of Finance virtual meeting to order at 7:00 p.m. via Zoom. All joined in the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

ATTENDANCE

The clerk called the roll and recorded it as follows:

Present

Michael Barker
Elaine Hammers
Marty Isaac
Steve Cho
Lainie McHugh
Paul Timpanelli
Vincent DeGennaro – Alternate
Christine El Eris – Alternate
Marc Mascola – Alternate

Absent

Also present:

Vicki Tesoro, First Selectman; Maria Pires, Director of Finance; Daniel Schopick, Esq., Town Attorney; Cynthia Katske, Chief Administrative Officer; Kathleen McGannon, Chief Administrative Officer; Joe Gaudiano, Vice Chairman and Finance Chairman, Golf Commission; Don Espach, Chairman, Golf Commission; Lucianne Bango; Health Department Director; James Nugent, Esq., Town Attorney / WPCA; Andrew Palo, WPCA; Christine Kurtz, WPCA Consultant; Frank Regnery, WPCA; George Estrada, Public Works Director/WPCA; Jon Green; WPCA; William Maurer, WPCA; Ray Baldwin, Veterans' Center; Rina Bakalar, Economic and Community Development Director

TOWN TREASURER'S REPORT – Anthony Musto

Mr. Musto was not present; he did not have the most recent statements with which to prepare his report. He will forward it on once completed; however, he did not think much has changed from last month.

AUDITOR'S REPORT – Therese Keegan

The Auditor was unable to attend. Postponed to a later date.

4-21-01 - FY 2020-2021-Transfer

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer from account 21100000-522204 Services Contractual \$5,500 and account 21100000-578801 Maintenance Services \$12,300 to account 21100000-534402 Program Supplies \$7,800 and account 21100000-578802 Equipment Maintenance \$10,000 to repurpose unused project funds for maintenance and program supplies for course maintenance.

Mr. Gaudiano spoke to the Board, indicating that the funds were not used for projects over the winter and were being reallocated where they are needed for equipment maintenance and technology.

The Chair called the roll and the clerk recorded the vote, as follows:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Steve Choi	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

4-21-02 - FY 2020-2021-Transfer

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer from account 20100000-578801 Maintenance / Repair Contract \$2018 to account 20100000-567702 Transportation-Vehicle Repair \$2,018 to cover unexpected vehicle repairs.

Mr. Maurer indicated that one of the vehicles needs major repairs.

The Chair called the roll and the clerk recorded the vote, as follows:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Steve Choi	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

4-21-03 - FY 2020-2021-Transfer

Mr. Timpanelli moved, seconded by Mr. Barker, to transfer from account 01040000-501102 Salaries PT/Permanent \$41,600 to account 01040000-501105 Salaries-OT \$13,500; account 01040000-501888 Uniform Allowance \$2,700; account 01040000-534401 Materials/Office Supplies \$3,200; account 01040000-522205 Program Expenses \$ 3,000; and account 01040000-581888 Capital Outlay \$19,200. The PT Salaries funds were not spent due to the Covid Grant reimbursement so they are being used to cover the various additional costs incurred in connection with the vaccine clinics.

Ms. Banco spoke to the Board indicating that grant funding would cover the cost of the part time salaries; therefore, those funds are being transferred for costs incurred due to the vaccine clinics.

The Chair called the roll and the clerk recorded the vote, as follows:

	AYE	NAY
Paul Timpanelli	x	
Michael Barker	x	
Elaine Hammers	x	
Steve Choi	x	
Marty Isaac	x	
Lainie McHugh	x	

Vote: 6-0-0 motion carries

DISCUSSION ITEMS

YTD Budget to Actual Report

Ms. Pires addressed YTD Budget to Actual items on page 3 of the fund balance report. This report shows the expenses that comprised the net savings of \$1,378,800.

Fund Balance Report

Ms. Pires reviewed the Fund Balance Report:

General Fund Balance audited as of 7-1-2020	24,170.341
Lees appropriations and use of surplus	(2,830,000)
Revenue under budget	(2,033,821)
Expenses projected under budget	<u>1,378,800</u>
Unaudited Fund Balance a/o 6-30-2021	<u>20,685,320</u>

Fund balance as a %age of current year's expenditures 11.59%

She went on to add that the revenue under budget came primarily from the reduced Town Permits, Fees and Fines due to Covid (\$1.9 Million).

Revenue Report

Ms. Pires addressed the Revenues on page 2 of the fund balance report, indicating the items that comprised the \$2,033,821.

WPCA Discussion on Alternate Flows

By unanimous consent, the Board of Finance and alternates, along with the following individuals: Vicki Tesoro, George Estrada, William Maurer; Daniel Schopick, Esq., James Nugent, Esq., Jon Green, Andrew Palo, Christine Kurtz, and Frank Regnery, moved into Executive Session at 7:33 p.m.

Mr. Barker moved, seconded by Mr. Isaac, to come out of Executive Session at 8:53 p.m.

Vote: 6-0-0 motion carries

Veterans' Center Update

Rina Bakalar gave the Board a progress update on the funding for the Veteran's and EMS Center.

- Applied for, received, and awarded grant funding from the small town economic assistance for Phase 1 of the project. It is a shovel ready project.
- We are now in the process of applying for Federal Funds Members Directed Community Project Program. We met with our federal delegation and we are in the process of submitting our application for \$.2.97 million that would cover the complete construction of the project, if approved. We needed letters of recommendation showing community support and needed to highlight the business use. Also needed to demonstrate that it was a shovel ready project.
- We are continuing to look for other grants. We are also moving forward with prepping the site.
- This facility will be available to surrounding towns for training and be available for other departments for training. In addition, the building will be available to rent for private use.
- We are pursuing individual and corporate campaigns for equipment, etc.

APPROVAL OF MINUTES

Mr. Barker moved, seconded by Mr. Timpanelli, to approve the minutes of February 11, 2021 as presented.

Vote: 6-0-0 motion carries

Mr. Barker moved, seconded by Mr. Timpanelli, to approve the minutes of February 12, 2021, the continuation of the February 11, 2021 meeting to a time certain, as presented.

Vote: 6-0-0

ADJOURNMENT

By unanimous consent, the meeting adjourned at 9:15 p.m.

Respectively submitted,

Phyllis C. Collier

Phyllis C. Collier
Board of Finance Clerk