



**SUBJECT TO MODIFICATION AND APPROVAL  
BOARD OF FINANCE MEETING  
August 10, 2023  
Unapproved Minutes**

**CALL TO ORDER**

The Chairman called the meeting to order at 7:03 p.m. in the Council Chambers. All joined in the Pledge of Allegiance followed by a moment of silence.

**PUBLIC COMMENT**

There was no Public Comment

**ATTENDANCE**

Present

Marty Isaac  
Lainie McHugh  
Justin Scheuble  
Scott Zimov  
Vincent DeGennaro – Alternate  
Christine El Eris – Alternate

Absent

Michael Barker  
Paul Timpanelli  
Marc Mascola-Alternate

**Also present:**

Maria Pires, Director of Finance; Daniel Schopick, Esquire, Town Attorney; Anthony Musto, Esquire, Town Treasurer

The Chair indicated that Mr. DeGennaro will be voting for Mr. Timpanelli and Ms. El Eris will be voting for Mr. Barker.

**TOWN TREASURER'S REPORT** – Anthony Musto

Mr. Musto presented his report indicating that we are moving in the right direction. He noted that we do keep high balances in the account since we do have large payouts during the month.

**08-23- 01 Supplemental Appropriations FY 2022-202**

Mr. DeGennaro moved, seconded by Mr. Zimov, to appropriate \$33,525 from the fund balance to the accounts listed on the attached **Schedule A** totaling \$33,525 for the year end closing.

Ms. Pires indicated these funds were being used for salary overtime in Purchasing and Building Departments and compensation time payout in the Finance Department.

By unanimous consent the motion was approved.

**08-23- 02 Contingency Appropriations FY 2022-2023**

Mr. DeGennaro moved, seconded by Ms. El Eris, to appropriate \$19,249 from the Contingency account to the accounts listed on the attached **Schedule B** totaling \$19,249 for the year end closing.

Ms. Pires indicated the expense was for increases due to contractual contingencies and a retirement payout.

By unanimous consent the motion was approved.

### **8-23-03 thru 8-23-17 Fiscal Year End 2022-2023 Transfers**

Mr. DeGennaro moved, seconded by Ms. El Eirs, to transfer \$152,930 from the accounts listed on the attached **Schedule C** to the accounts listed on the attached Schedule C totaling \$152,930 for the year end closing.

Ms. Pires indicated these transfers were primarily made to offset the salary overages experienced due to vacant positions and overtime.

By unanimous consent the motion was approved.

### **DISCUSSION ITEMS**

- **Budget to Actual expenditures FY 2024**

Ms. Pires indicated the highlights were included in the transfers made this month. She indicated that she would most likely be coming to the Board with transfers for the Assessor's office and most likely a supplemental due to the use of consultants to fill vacancies including the Tax Assessor's position. The Police department will need to make transfers and will not need any supplements. The Building Maintenance department will be coming for a supplemental. We did not budget for a vehicle this year, which was not received last year, and that oversight will need a supplemental to cover them yearly. We also need to transfer funds in Worker's Compensation and there is a contingency of \$2.3 million for workers compensation settlements.

- **Revenues FY 2024**

No discussion

- **Town Permits, Fees and Fines FY 2024**

No discussion

### **APPROVAL OF MINUTES – July 13, 2023**

Mr. Scheuble moved, seconded by Mr. Zimov, to approve the minutes of the July 13, 2023 meeting, as presented.

By unanimous consent the motion was approved.

### **INTERNAL AUDITOR – Rebeca Lopez**

Discussion followed regarding the recreation programs being offered, and the effect it would have if the number was increased. They also discussed if we are charging the appropriate amount and what effect an increase might have on the programs. The Board decided that this discussion should be put off for a time to be determined after speaking with the Program Director.

### **INTERNAL AUDITOR REVIEW – Executive Session**

Ms. El Eris moved, seconded by Mr. Zimov, to go into executive session at 7:35 p.m. The following individuals were asked to enter in the executive session: The Board of Finance and all alternate members and Rebeca Lopez.

By unanimous consent the motion was approved.

Ms. El Eris moved seconded by Mr. Zimov to come out of executive session at 8:05 p.m.

By unanimous consent the motion was approved.

### **ADJOURNMENT**

By unanimous consent the meeting was adjourned at 8:07 p.m.

Respectfully submitted,

*Phyllis C. Collier*

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Board of Finance Clerk