



**APPROVED MINUTES  
BOARD OF FINANCE MEETING  
November 16, 2023**

**CALL TO ORDER**

Chairman Lainie McHugh 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, Chairman  
Justin Scheuble  
Michael Barker  
Vincent DeGennaro – Alternate  
Paul Timpanelli  
Scott Zimov  
Christine El Eris – Alternate

**Absent**

Marc Mascola – Alternate

**Also present:**

Vicki Tesoro, First Selectman; Maria Pires, Director of Finance; Daniel Schopick, Esquire, Town Attorney; Tom McCarthy, Human Resources Director; Stephen Librandi, Human Resources Manager; Joe Gaudiano, Golf Commission Chairman; Nate Moyer, Golf Commission Vice Chairman and Green Committee

**AUDITOR'S REPORT – Rebeca Lopez**

Ms. Lopez reviewed the Project Management Report she prepared indicating the reports that are in progress, completed, or not yet started, along with any comments and outstanding items for each.

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

The Chairman indicated she would reach out to Mr. Musto regarding the report for this month.

Mr. Barker moved, seconded by Mr. Zimov, to take item 11-23-02 out of order.

Vote: 6-0-0 motion carries

Mr. Timpanelli moved, seconded by Mr. Zimov, to transfer \$15,000 from account 01013000-501102 Salaries PT/Permanent to account 01013000-501103 Salaries - Seasonal/Temp \$5,000 and to account 01013000-522202 Services & Fees - Professional \$10,000 to provide funding for digital and social marketing efforts and temporary administrative assistance in the police hiring process.

Mr. McCarthy indicated that a request for \$20,000 was approved in the budget for a full-time hire to help with police recruitment. It was then decided to have Mr. Librandi do the recruiting based upon his extensive experience with police recruitment and have an experienced part-time employee provide

assistance, to free-up some of his time to change our way of recruiting and hiring police officers. We are now focusing on using the digital services of **Police App** for hiring. This software assists in targeting the right people to apply and costs \$3,500 a cycle.

Mr. Librandi indicated that he has been working with the Chief Lombardi and Lt. Brian Falkenstein to make procedural changes. They now give the prospective candidate the date the test is going to be offered, as opposed to setting the date later and notifying candidates. In this way, the turn-out is higher with less no shows.

By using the software, we are notified of an applicant and Officer Falkenstein makes the first contact. If that goes well, he will forward the information to Mr. Librandi and he will reach out with the test date and the paperwork. This has apparently been quite effective – 14 were invited; 13 accepted; 12 attended and 10 passed. In addition, Lt. Falkenstein and Mr. Librandi visited the University of Bridgeport and will visit additional college campuses and use the marketing services provided by Police App.

Vote: 6-0-0 motion carries

Mr. Timpanelli moved, seconded by Mr. Zimov, to appropriate \$167,114 from account 21-315200 Retained Earnings to account 21100000–518888 Capital Outlay \$167,114 to cover the cost of the equipment approved in the 2022-2023 budget that was on back-order and to cover additional equipment, improvements and expenses related to repairs.

Mr. Moyer spoke to the Board, indicating the funds set aside in the budget last year needed to be reopened due to supply back-orders, a brush cutter is needed, paving needed for the 11<sup>th</sup> hole, the cart barn needs maintenance, we need a range cover to protect golfers, and netting for the range.

Vote: 6-0-0 motion carries

#### **Discussion Items:**

- **BOE year-end 2023 Surplus**  
The Board of Education will be coming next month to our meeting for discussion of their-year end and what they are looking for going forward. We also need a new person to attend the 12/21 Board of Education Finance meeting and moving forward, since Mr. Barker is leaving the Board.
- Mr. Zimov and Mr. Isaac met with the Recreation Department with respect to increasing programs. They asked the following: Which classes could be added and at what cost. What are the class constraints and capacities and how can we serve more people and give more value to the town people by increasing their offerings. The Recreation Department is working on this.

First Selectman Tesoro thanked both Mr. Barker and Mr. Scheuble for their time volunteering on the Board of Finance.

- **Program Expenses & Emergency Services – Tree Warden**  
The Tree Warden report will be reviewed next month. A copy will be forwarded to you after the meeting.
- **Budget to Actual Report**  
Salaries should be at 32%. Some overtime accounts are over, and we will need to transfer funds. Police FT is at 30% so they have 2% to reallocate to overtime, which is 48% expended. The Tax Assessor is still incurring overtime and there are funds in part-time to cover the seasonal overage.
- **Revenues**  
Revenues are close to what they were last year. If things continue as they are, EMS will be overbudget as well as the Building Department that may be due to the Mall Apartments. Recycling and Parks are also overbudget.

- **Fund Balance**

The Fund Balance is \$30+ million so discussion followed regarding how funds could be used for a one-time payment without causing a funding cliff. Could we make a one-time payment to the roads and the Pension or possibly reduce a Bond request and use funds from the Fund Balance. We have many options to consider, and we will revisit during the budget.

**APPROVAL OF MINUTES – October 12, 2023**

Mr. Barker moved, seconded by Mr. Scheuble to accept the minutes of the October 12, 2023 meeting, as presented.

Vote: 6-0-0 motion carries

By unanimous consent, the meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Phyllis C. Collier

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Board of Finance Clerk