

BOARD OF FINANCE
JULY 16, 2018
MINUTES

Present: J. Olsen, M. Smith, J. Scully Welch, D. Onofrio, D. Traynor, O. Nejdil and K. Carr

Absent: L. Santos

John Olsen called the meeting to order at 7:00 PM. Everyone stood for the pledge of allegiance.

APPROVE MINUTES

Traynor made a motion, seconded by Smith to approve the minutes from May 23, May 29, May 30, June 6, June 11, June 13 and June 20, 2018. The motion was unanimously approved with the following abstentions. Nejdil abstained from approving the minutes from May 29 and May 30. Onofrio abstained from approving the minutes from June 11 and June 13.

CORRESPONDENCE

J. Olsen received a letter from the CT River Coastal Conservation District regarding the allocation for services for fiscal year 2018-19.

VISITOR AND PUBLIC COMMENTS

K. Carr spoke in reference to Chapter VI, Section 6-1 C. of the Town Charter where it states *"First Selectman, or such other Selectman as he may appoint shall be an ex-officio member of all Boards, Commissions, Agencies, Committees and Authorities including the Board of Education and the Board of Finance, but without the power to vote."*

UPDATED REPORT ON BONDING PROJECTS

Pete Neff, Director of Public Works, reviewed each of the bonding projects with the board. The Morgan Sidewalk Project budget was set at \$765,036.00. Due to changes in state regulations the estimated project completion costs is \$1,050,000. \$348,583.80 is needed in order to complete the project. Neff reported that there is \$877,506.50 left in Small Bridge Repairs. Traynor made a motion, seconded by Onofrio to move \$348,583.80 from Small Bridge Repair to the Morgan Sidewalk project. The motion was unanimously approved.

ACCEPT THE EMERGENCY MANAGEMENT PERFORMANCE GRANT IN THE AMOUNT OF \$4,500

Onofrio made a motion, seconded by Scully Welch to accept the Emergency Management Performance Grant in the amount of \$4,500 of which \$2,250 is federal funding and \$2,250 is sub-grantee match. The motion was unanimously approved.

ACCEPT THE WORKFORCE ALLIANCE STATE GENERAL FUND GRANT IN THE AMOUNT OF \$10,000

Traynor made a motion, seconded by Scully Welch to accept the Workforce Alliance State General Fund Grant in the amount of \$10,000. The motion was unanimously approved. The money will be used for youth employment during the summer months. The board asked for a progress report at the end of the program.

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CAPITAL CARRY OVER REQUESTS FOR TOWN AND BOARD OF EDUCATION

Traynor made a motion, seconded by NejdI to approve the following capital carry over requests. The motion was unanimously approved.

Selectmen

- WSAM Paint/Furniture
- Document Management System
- GIS Implementation

Water Pollution Control Commission

- Amendment 7B
- 13 Amendment 7A

Fire Department

- Personal Protection Gear
- Water Supply Implementation
- Replacement Hose

Public Works

- Bridge Engineering Fees
- DPW Diesel Farm Eng

Park & Recreation

- Field Refurbishment Plan
- Replace Fencing

Education

- Pierson Slate Roof
- LCD Mounting/Replacement
- Floor Covering
- Furniture Replacement
- Seal/Paint Ext Walls
- Repair/Seal/Stripe
- HVAC Replacement
- Electric Upgrades

FINANCE DIRECTOR'S REPORT AND LINE ITEM TRANSFERS

Update on Finance Director Position

First Selectman Goupil reviewed some of the changes that have occurred within the finance office. Dawn Norton is going to continue to support the town but in a part time role and will be working remotely. Norton will continue to compile reports, set up new accounts, assist Auditors and year end

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close. Some of the roles in the finance office have been restructured on a temporary basis until a new finance director is hired. At this point the transition is cost neutral

Goupil presented the board with 2 contracts from Linda Savitsky, a financial consultant to help review the responses from the RFP for Retirement Plan Investment Manager Services for the Police Pension Plan. The cost of the contract will not exceed \$3,800. The second contract is to provide consulting services for the recruitment of a new Finance Director. The cost of that contract will not exceed \$1,710. Scully Welch made a motion, seconded by Onofrio to approve the consultant contract for Linda Savitsky to review responses from the RFP for Retirement Plan Investment Manager Services not to exceed \$3,800. After some discussion Scully Welch withdrew her motion. Scully Welch made a motion to add to the agenda the approval of contracts for Linda Savitsky to assist with the recruitment of a Finance Director as well as Financial Consulting Services. The motion was approved with a vote of 4 in favor (Scully Welch, Onofrio, Smith and NejdI) and 1 opposed (Traynor). Smith made a motion, seconded by Scully Welch to approve the consultant contract for Linda Savitsky to review responses from the RFP for Retirement Plan Investment Manager Services not to exceed \$3,800 from contingency. The motion was approved with a vote of 4 in favor (Scully Welch, Onofrio, Smith and NejdI) and 1 opposed (Traynor). Onofrio made a motion, seconded by Smith to approve the contract for Linda Savitsky to assist with the recruitment of a finance director not to exceed \$1,710 from contingency. The motion was approved with a vote of 4 in favor (Scully Welch, Onofrio, Smith and NejdI) and 1 opposed (Traynor).

YEAR END LINE ITEM TRANSFERS

Finance Department

- NejdI made a motion, seconded by Smith and unanimously approved to decrease General Supplies by \$1,164 and increase Elected Official Salary by \$884.00 and IT/Tech Maintenance by \$280.00.

Police Department

- NejdI made a motion, seconded by Scully Welch and unanimously approved to decrease Communication Devices by \$857.00 and increase Recruitment by \$857.00.

Fire Department

- Scully Welch made a motion, seconded by Smith and unanimously approved to decrease Stationary & Supply by \$2,000 and increase Other Operating by \$2,000.
- Scully Welch made a motion, seconded by Onofrio and unanimously approved to decrease Repairs & Maintenance by \$2,000 and increase Utility Services by \$2,000.

Technology Department

- Smith made a motion, seconded by Scully Welch and unanimously approved to decrease Salaries by \$6,050 and increase IT/Software by \$6,050.

WPC

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- Nejdl made a motion, seconded by Onofrio and unanimously approved to decrease Dues & Fees by \$140.16 and increase General Supplies by \$140.16.

The board asked for the town treasurer to attend next month's meeting.

COMMITTEE/LIAISON REPORTS

Several board members provided updates on various boards/commission.

OLD BUSINESS/NEW BUSINESS

Nejdl asked for the status of the LED sign.

ADJOURN

Scully Welch made a motion, seconded by Smith and unanimously adjourned the meeting at 8:25 PM.

Respectfully submitted,

Mary Schettino