



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE
REGULAR MEETING MINUTES
JULY 17, 2018 7:00 P.M.
FIRST FLOOR CONFERENCE ROOM

BOF Attendant Members

David LaMay, Chairman
Carol Rzasa, V. Chairwoman
Tom Stevenson
Barry O'Neill
John O'Brien
Paul Carver

Absent Members

Donna Nucci

In Attendance

Carl Fortuna, First Selectman
Bob Fish, Treasurer
Lee Ann Palladino, Finance Director
Tom Makowicki, Building Inspector
Larry Hayden, Director of IT
Norman Wood, Tax Assessor
Peter Terenzi, Fire Marshal

1. Call to order:

Chairman LaMay called the meeting to order at 7:00 P.M.

2. Pledge of Allegiance:

Chairman LaMay led the pledge.

3. Roll Call: Ms. Nucci absent

4. Minutes:

A motion to approve the June 19, 2018 minutes by Mr. Carver was seconded by Ms. Rzasa. Motion was so voted with 2 abstentions.

5. Tax Assessor Report

Selectman Fortuna introduced Tax Assessor Norman Wood. He noted that the tax assessor generates all property information. It was noted that the work flow in that office is pretty steady even in the non-reval years. Mr. Wood gave a report on the duties of the tax assessors office.

Chairman LaMay thanked Mr. Wood.

6. Fire Marshal:

Fire Marshal Terenzi handed out information on reports created in “Municipity” which Selectman Fortuna noted that software is being used the way it is supposed to. Mr. Terenzi passed out a 6 month review of work to the board. After several questions/answers, Chairman LaMay thanked Mr. Terenzi.

7. Building Inspector Report:

Tom explained permitting in Municipity and the generation of reports. He reported on inspections requested from banks. He also noted a 10 year look back on beach area properties and in the flood zones. After questions/answers, Chairman LaMay thanked Mr. Makowicki.

8. IT Director Report

Larry Hayden reported that he was working with Land Use department on Municipity re permits, Certificate of Zoning Compliance, etc. in Municipity. The board asked a few questions.

Chairman LaMay thanked Mr. Hayden.

9. Treasurer Report

Treasurer Fish noted that this was an interim report as it was for last two weeks of 17-18. He reported that expenditures were still being accounted for for Board of Education. He noted that the revenues were pretty much done. Property taxes did extremely well.

Chairman LaMay thanked Treasurer Fish.

10. Finance Director Report

Budget performance through June 2018

Budget Fiscal Year 2018

The general government budget for Fiscal Year (“FY”) 2018 presently stands at \$16,414,736, up \$164,330 from the \$ 16,250,406 which was approved at the May 2017 budget referendum.

Budget Appropriations

The following budget appropriation was made:

- At the September 5, 2017 meeting, \$7,330 was appropriated to the contingency fund for collective bargaining salary adjustments. This amount was for the difference between the projected salary increase of 2.00% and the actual amount of 2.35%.
- At the December 5, 2017 meeting, \$7,000 was appropriated to the Katherine Hepburn Cultural Arts Center budget for the purpose of performing a column integrity study.
- At the June 19, 2018 meeting, \$150,000 was appropriated to the capital account to be transferred to the sidewalk construction account. This was approved at Town meeting on 7/2/2018.

***Unassigned Surplus Fund Appropriations* - During FY18 no appropriations against the unassigned surplus fund have been made.**

Municipal Reserve Fund Appropriations

During FY18 appropriations against the municipal reserve fund (“MRF”) capital non-recurring account total \$208,000:

- Youth and Family exterior lead abatement and reconstruction, approved at the Town meeting in July 2017, in the amount of \$123,000.
- A Land Use Hazard Mitigation plan in the amount of \$25 thousand was approved at the June 5, 2018 Board of Finance meeting and moved at the Town meeting held on June 26, 2018.
- Chamber of Commerce roof repair in the amount of \$60 thousand, approved at the June 19, 2018 Board of Finance meeting and the July 2, 2018 Town meeting.

Budgeted Capital Outlays FY18

The balance of the MRF, which includes Fire Department apparatus, Public Works equipment and Capital non-recurring balances stood at \$1,046,399 as of June 30, 2018, please note that not all of the expenses associated with approved appropriations have been paid.

Municipal Reserve Fund	FY 2018 Transfers	Balance 6/30/2018
Capital Non- Recurring Budget 3350	\$154,800	\$397,199
Fire Apparatus -3351	159,200	474,200
Public Works - 3353	75,000	175,000
Catastrophic Illness – 7219	70,000	116,216
Post-employment Payout – 7220	40,000	138,282
Revaluation – 7222	50,000	65,723
Named Projects – 3014	295,200	189,425
Contingency – 7224	30,000	7,091
Contingency Collective Bargaining	52,000	0
Total	\$926,200	\$1,563,136

Capital Expenditures FY 2018 budgeted amount as noted below.

FY18 budgeted capital expenditures totaled \$549,804 with the transfer of \$67,571 to public works, capital expenditure has been increased to \$617,375. Beginning with this fiscal year, these funds have been placed directly in the budgets of the recipient department. To date 89% of these funds have been utilized

Department Used/Encumbered	Amount Budgeted/Transferred	Amount
Fire Department (4203)	\$60,000	\$59,723
Police Department (4201)	\$89,804	\$89,804
IT – Town (4143)	\$25,000	\$28,084
Highway & Streets (4303)	\$442,571	\$372,728
Total	\$617,375	\$550,339

Authorized Transfers –

- A transfer in the amount of \$67,571 was placed in the highway and street budget. The funds were received from Southern Connecticut Gas.
- At the September 5, 2017 meeting, it was approved to transfer \$52,000 plus the newly appropriated \$7,330 from the salary contingency fund to the various departments on a pro-rata basis.

- At a Town meeting held November 27, 2017, it was approved to transfer \$1 million to the Town pension plan and approximately \$231 thousand to the post-employment payout fund from the Retiree Health Care Fund.
- At a Town meeting held on June 26, 2018, it was approved to spend \$35,000 from the 185 Bokum Road Sale Fund for the purpose of engineering the Ingham Hill Road trailhead parking. This was approved at the June 5, 2018 Board of Finance and moved to Town meeting.
- At a Town meeting held on June 26, 2018, it was approved to spend \$24,900 from the 185 Bokum Road Sale Fund for the purpose of engineering the Ingham Hill Road turnaround. This was approved at the June 5, 2018 Board of Finance and moved to Town meeting.
- At the June 5, 2018 Board of Finance meeting, the Board authorized the use of the funds presently in the Public Works Paving Exchange in the amount of \$260 thousand to be used for the purpose of paving Bokum road. The funds were received from the CT Water Co to repair Bokum road after they completed their work.

Fiscal Year 18 Budget Performance – To be updated after finalization of year end close.

Through May 31, 2018, eleven months or 91.7% of the budget equates to \$14,914,764. Actual expenditures of \$13,370,007 which are running at 82.2% are below expectations by \$1,544,757. Capital transfers, quarterly payment, and other one-time annual payments were made near the start of the fiscal year. In addition, pension contributions of \$513 thousand were made fiscal year to date. The pension contribution remaining budget of about \$110 thousand will be made during June 2018. The budget lines that are running ahead of budget are attached, there are no unusual or unexpected expenses at this time.

Fiscal Year 2018 vs. Fiscal Year 2017

The general government budget for FY17 was \$15,654,049, or \$596,357 less than FY18. For the first eleven months of the year, the FY18 budget is performing better than last year at 82.2% expended vs 85.2% expended at the **same time last year**.

Chairman LaMay thanked Ms. Palladino.

10. Selectman Report:

Selectman Fortuna talked about Pickle Ball Courts. He noted that the appropriation requested would be \$45K. It would have to go to Town Meeting as well.

A motion to appropriate \$45,000 from the from the Capital non-recurring account for the purpose of building Pickle Ball Courts was made by Ms. Rzasa, seconded by Mr. Carver. Discussion: Ms. Palladino noted there would be a transfer of money to a separate account for Pickle Ball. Motion passed unanimously.

Chairman LaMay thanked Selectman Fortuna.

Comments from the Chair: Chairman LaMay thanked the board for their participation. He also noted that the Board of Ed invited the BOF to an administrators meeting. Schedule TBD.

Public Comment:

None

A motion to adjourn at 9.14 was so voted unanimously.

This meeting was video-taped and can be viewed on Town Website YouTube.

Submitted:

Gerri Lewis, Clerk