



TOWN OF OLD SAYBROOK  
Board of Finance

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302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE  
REGULAR MEETING MINUTES  
DECEMBER 4, 2018 7:00 P.M.  
FIRST FLOOR CONFERENCE ROOM

BOF Attendant Members

Carol Rzasa, V. Chairwoman  
Tom Stevenson  
Barry O'Neill  
John O'Brien  
Paul Carver  
Donna Nucci

Absent Members

David LaMay, Chairman

In Attendance

Carl Fortuna, First Selectman  
Bob Fish, Treasurer  
Lee Ann Palladino, Finance Director  
Gerri Lewis, Clerk

**1. Call to order:**

V. Chair Rzasa called the meeting to order at 7:00 P.M.

**2. Pledge of Allegiance:**

V. Chair Rzasa led the pledge.

**3. Roll Call:** David LaMay absent

#### **4. Treasurer Report**

Treasurer Fish reported on the general fund operating budgets. He reported on the expenditures including a status report; revenues; and details on revenues ending November, 2018.

V. Chair Rzasa thanked Treasurer Fish.

#### **5. Finance Director Report**

### **Budget for Fiscal Year 2019**

#### Budget Fiscal Year 2019

The general government budget for Fiscal Year (“FY”) 2019 presently stands at \$16,339,829, along with the Town’s Debt Service budget of \$3,455,429, total General Government Expense equate to \$19,795,258. The Board of Education budget of \$25,809,822 brings the Town-wide budget to \$45,605,080, all of which was approved at the May 2018 budget referendum.

#### *Budget Appropriations -*

*Unassigned Surplus Fund Appropriations* - During FY19 no appropriations against the unassigned surplus fund have been made.

*Municipal Reserve Fund Appropriations* - During FY19 the following appropriations against the municipal reserve fund (“MRF”) have been made.

- During the July 17, 2018 Board of Finance meeting, \$45,000 was appropriated from the capital non-recurring account for the purpose of building Pickle Ball Courts. Further, these funds will be moved to the Main Street Connection Park Fund (2842). This was approved at a Town meeting held on August 13, 2018.
- During the September 18, 2018 Board of Finance meeting, it was approved to use funds from the Public Works/Transfer Station

reserve Fund (account 3353) for the purpose of purchasing two vehicles and a plow. The first vehicle at 2018 CAT Backhoe, the second vehicle a 2019 Chevrolet Silverado 3500 HD 4x4 cab and chasse with a flatbed dump and tool boxes, and a snow plow. The aggregate cost not to exceed \$180 thousand

#### Budgeted Capital Outlays FY19

The Municipal Reserve Fund, which includes capital non-recurring, fire apparatus, public work/transfer station, and Board of Education sinking funds, totals \$1,812,098 as of November 30, 2018. During FY19, transfers in the amount of \$728,068 were made to various capital and reserve fund projects.

Municipal Reserve Fund	FY18	FY 2019 Transfers	Balance 11/30/2018
Capital Non- Recurring Budget 3350		\$227,390	\$556,055
Fire Apparatus -3351		163,068	637,268
Public Works – 3353			118,775
Board of Education – 3354		75,000	500,000
Catastrophic Illness – 7219		70,000	143,941
Post-employment Payout – 7220		40,000	156,691
Revaluation – 7222		50,000	69,510
Contingency – 7224		30,000	35,064
Roof Repair - 411140		25,000	2,370
P&R Flooring - 450330		16,610	\$0
Heat Pumps (library) 450128		16,000	\$0
Wayfinding Signage (2884)		10,000	\$14,712
EDC benches (2883)		5,000	\$1,712
Sidewalk reconstruction 430330	250,000		50,940
Fort Saybrook Decking (FY18) 450527	13,500		13,500
Pavilion Stone Work (FY18) 450528	5,000		5,000
Total	268,500	728,068	\$2,305,538

Capital Expenditures FY 2019 budgeted amount as noted below. To date, 20.4% has been utilized.

Department	Amount Budgeted/Transferred	
Amount Used		
Fire Department (4203)	\$60,318	\$0
Police Department (4201)	\$99,804	\$89,804
IT – Town (4143)	\$25,000	\$9,600
Highway & Streets (4303)	\$375,000	\$16,390
Land Use (415101)	\$ 7,000	\$0
Total	\$567,122	\$115,794

Authorized Transfers – None

#### Fiscal Year 19 Budget Performance

Through November 30, 2018, five months or 41.6% of the general government budget equates to \$6,797,369. Actual expenditures of \$6,758,424 are \$39 thousand below budget expectations. Capital transfers, quarterly payment, and other one-time annual payments were made near the start of the fiscal year. The budget lines that are running ahead of budget are attached, there are no unusual or unexpected expenses at this time.

#### Fiscal Year 2019 vs. Fiscal Year 2018

The general government budget for FY18 was \$16,264,737, or \$75,092 less than FY19. The Town's General Government budget was 43.0% expended vs. 41.4% compared to the same this period last year.

### **6. Time and Attendance Proposal**

Ms. Palladino explained that the Town of Old Saybrook has a complicated payroll system as no two departments are alike. For example, the Town has departments that are open 24/7 and those that have weekend, evening, and emergency hours.

The Accounting department manages the payroll process which includes administering various salary and benefits for four collective bargaining agreements as well as for non-union employees. Employees are paid in various ways including salaried, hourly, per-diem, stipend and seasonal. The payroll process includes monthly and bi-weekly payrolls for active employees and a monthly pension payroll.

At present, the Town currently receives hours worked by employees in a variety of manual forms including excel spreadsheets and various paper timecards with each department having its own format. The time is then rekeyed into the payroll system in order to process each payroll.

A Request for Proposal (“RFP”) was developed and put out for proposal on August 6, 2018 with submissions due by September 7, 2018. Five submissions were received: 1) NOVAtime, 2) TimeClock Plus, 3) Kronos, 4) Tyler Technology and 5) Isaana. The submissions were reviewed and all told NOVAtime had a lower cumulative cost for the total contract period of 5 years. They also stated that they would charge the Town based on the actual number of employees that use the system (so that we wouldn’t have to commit to a number of annual licenses). This will be beneficial given the seasonal aspects of Town business. They also gave the Town a one-year, 100% money back guarantee if we are not satisfied with the service.

After a discussion and Q & A, the following motion was made:

A motion by Mr. Carver, seconded by Ms. Nucci to appropriate \$20 thousand dollars from the Capital Non-Recurring Fund (3350), and move said funds to a new fund called “Time and Attendance”, further to move the appropriation of \$20 thousand dollars to Town meeting.

Mr. Stevenson made a motion to table this item. There was no second.

The motion to appropriate \$20 thousand from the Capital Non-Recurring Fund (3350), and move said funds to a new fund called “Time and

Attendance”, further to move the appropriation of \$20 thousand dollars to Town meeting passed with 1 opposed.

## **7. Parks and Recreation Proposal**

The Parks and Recreation board members and Director Ray Allen presented the board with a technical proposal of a Strategic Plan. They presented the department mission; Strategic Planning Benefits to the Community; OSPR Community Survey Observations; what other communities are doing; RFP development & process; proposed plan review and closing remarks. They also noted that this plan was spearheaded by Kevin and Star, board members on Parks & Recreation.

They also presented the background and projects of the firm Fitzgerald and Halliday, which were chosen by the Parks and Recreation board.

The board had several questions and comments.

In closing Park and Recreation board members felt that this plan was needed to meet community needs.

Ms. Rzasa thanked them for their presentation. The board of finance decided not to do anything at this time.

Selectman Fortuna requested that an agenda item be added for a presentation by Mr. Bonin for acquisition of a truck for Parks and Recreation.

A motion by Mr. O’Neill, seconded by Ms. Nucci to add this item to the agenda was so voted unanimously.

Mr. Bonin explained to the board that the truck previously ordered from NW Hills is not available now. They cannot get the truck. The truck found in Webster, MA. is \$34,971 which is \$4,525 more

than the original price. Mr. Bonin asked the board for the additional \$4,525.00. It is a Chevrolet Silverado.

A motion to add \$4,525.00 to the original cost of the truck was made by Mr. Carver, seconded by Mr. O'Neill and was so voted unanimously.

V. Chair Rzasz thanked Mr. Bonin.

## **8. Meeting Calendar**

Selectman Fortuna went through the "budget discussion" calendar of meetings with the board.

## **9. Comments from the Chair**

Ms. Rzasz called upon Mr. O'Brien to talk about the process for Capital Non-recurring or Capital Expense Requests.

Policy Proposal as follows:

1. The board of finance will require all requests for capital expenditures to be specific.
2. All requests must contain the specifications for the capital expenses.
3. The cost of materials and labor must be detailed.
4. Completion dates must be stated on the request.
5. If any of the above is not contained in the request, the request will be rejected by the Board of Finance.
6. All capital requests that are approved by Town Meeting must then conform to the Town Charter Requirements.

Selectman Fortuna noted that he had edits. This will be an action item for the next meeting.

## **10. Selectman Report:**

Selectman Fortuna touched on the following:

- Rebate from Eversource;

- 6 bids on The Kate pillars; bids very high.

Ms. Rzasa thanked Selectman Fortuna.

11. **Liaison Reports**

Mr. O'Neill reported on WPCA; restoration on lawns. The board requested WPCA to come to a meeting. Selectman Fortuna suggested the first meeting in January.

Police Commission: responses to RFP were canned and commission was not especially responsive.

12. **Comments from the Chair:** V. Chair Rzasa thanked everyone for coming.

13. **Public Comment:** None

**Adjournment:** A motion to adjourn at 8:44 by Mr. O'Brien, seconded by Mr. Stevenson was so voted unanimously.

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

Submitted:

Gerri Lewis, Clerk