



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE
REGULAR MEETING MINUTES
NOVEMBER 20, 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
Donna Nucci

Absent Members

In Attendance

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

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: All present

4. Minutes:

A motion to approve the October 2, 2018 minutes by Mr. O’Neill was seconded by Mr. Carver. Discussion: Mr. O’Neill asked that his name be removed from the policy proposal discussion with selectman Fortuna. Motion was so voted unanimously.

5. Youth & Family Services Budget Discussion

Ms. McNeil introduced her Administrative Assistant Angela and the Chairman of the Y&FS Commission Jennifer Welsh. Ms. Welsh thanked the Board of Finance for the opportunity to come before them for discussion.

It was recommended that Youth and Family budget be brought fully into the General Fund as part of the FY2020 budget cycle. Selectman Fortuna explained that this would mean the transfer of all youth and family grants to general fund revenues (for FY18 that amount was \$60K) and YFS client fee income for a total of approximately \$152K. Off budget expenses that are associated with this revenue will be transferred to the Youth & Family Services (“YFS”) budget. The largest expense is related to salaries and benefits of YFS staff, which will total about \$130 thousand, and other expenses such as supplies will also be transferred. The only revenues that will not be transferred to the GF will be associated with donations – these will be maintained in separate off budget accounts.

By way of background the YFS department has been funded by GF annual budget appropriations, grants, and non-grant funding (client fees) to carry out the mission of the department. Grant and non-grant funds were placed in off budget accounts and costs associated with each program were allocated toward the appropriate grant.

The reason for the request to move all revenues and expenses to the GF is for the purpose of streamlining the operation and bringing efficiency to the oversight of YFS operations. YFS resources would then be focused on its community missions.

Chairman LaMay thanked Ms. McNeil.

6. Policy Proposal

For discussion purposes, Mr. O'Brien made some suggestions going forward that there be job specs, cost, completion dates & details necessary for each job. Other issues were presented for discussion and it was noted whether or not it was necessary to have an official form. Selectman Fortuna noted that he sent out a memo of instructions to department heads with regard to if they have a project.

Chairman LaMay thanked Mr. O'Brien.

7. 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 October, 2018. Treasurer Fish noted that tax revenues were coming in well.

Chairman LaMay thanked Treasurer Fish.

8. 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 chase 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

Municipal Reserve Fund	FY18	FY 2019 Transfers	Balance 11/30/2018
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.

Ms. Palladino noted that she would be asking the board to consider an appropriation for a Time & Attendance software at the next meeting. An RFP was sent out and it is down to 2 candidates.

Chairman LaMay thanked Ms. Palladino.

9. **Selectman Report:**

Selectman Fortuna touched on the following:

- Ash trees will be dying off; may be asking for an appropriation for trees;
- The Kate estimate came in very high;
- Evaluation of supervisors and self evaluations will be done by the end of the month.
- 6 new trees were planted

Chairman LaMay thanked Selectman Fortuna.

10. **Liaison Reports**

Mr. Stevenson is looking forward to seeing the Public Works new back hoe.

Mr. O'Neill noted that WPCA is done with all conventional systems.

11. **Comments from the Chair:** Chairman LaMay noted that there will be a joint meeting with Board of Education at the Central Office 1 hour before the next finance meeting.

12. **Public Comment:** None

Adjournment: A motion to adjourn at 8:06 by Ms. Rzasa, seconded by Mr. O'Brien was so voted unanimously.

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

Submitted:

Gerri Lewis, Clerk