



TOWN OF OLD SAYBROOK  
Board of Finance

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302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE MEETING MINUTES

APRIL 21, 2020

**Dial In Access Number: 646-307-1479   Guest Passcode: 807700**

**Mobile Quick Dial: : tel://16463071479,\*,,807700#**

Virtual Meeting FAQ: <https://www.oldsaybrookct.gov/information-technology/pages/globalmeeting-hintssuggestions>

BOF Attendant Members

David LaMay, Chairman  
Carol Rzasa, V. Chairwoman  
Tom Stevenson  
Barry O'Neill  
Paul Carver  
Rick Swan  
Donna Nucci

Absent Members

In Attendance

Carl Fortuna, First Selectman  
Matt Pugliese, Selectman  
Lee Ann Palladino, Finance Director  
Bob Fish, Treasurer  
Chief Michael Spera, Department of Police Services  
Jan Perruccio, Superintendent of Schools  
Julie Pendleton, Director of Finance & Operations  
Chris Costa, Zoning Enforcement Officer  
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 minutes of the special meeting of March 31, 2020 was made by Ms. Nucci, seconded by Ms. Rzasa and was so VOTED 7-0-0.

5. **Emergency Management Report**

Chief Spera reported on the State of Emergency in Old Saybrook.

He noted that in March, the Public Safety Leadership Team started meeting weekly. This team consists of IT; Superintendent of Schools; Social Services; Y&F Services who provide briefings of their responsibilities and issues.

Chief Spera noted that we MUST maintain SOCIAL DISTANCING efforts to STOP Community Spread of the virus.

In addition to his report, Chief Spera noted:

- Working on outreach programs;
- We are already approved for FEMA reimbursement and working on FEMA reimbursement grant;
- Virtual meetings sponsored by the Old Saybrook Chamber with Chief Spera, First Selection and CRAD (Health District) once per week which is open to the public on Saturdays;
- Deploy signs for merchants upon request for social distancing;

Chief Spera noted that his greatest concern is the public trying to return to normal too soon.

He commended the first selectman for a job well done and then opened it up for questions.

Hearing none, Chairman LaMay thanked the Chief.

5. **Treasurer Report:**

Treasurer Fish noted that we are 75% into the current budget. On the revenue side, the Grand List is reduced. He noted that this was discussed at the previous

meeting. Selectman Fortuna noted that regard to the revenues, we have received \$108K from the State of Connecticut and will be getting an additional \$293k. He reported that the town is financially okay.

Chairman LaMay thanked Treasurer Fish.

## **6. Finance Director Report:**

Ms. Palladino reported as follows:

### **Budget for Fiscal Year 2020**

#### **Budget Fiscal Year 2020**

The general government budget for Fiscal Year (“FY”) 2020 presently stands at \$16,766,338, along with the Town’s Debt Service budget of \$3,238,104, total General Government Expense equate to \$20,004,442, which includes an appropriation of \$5,000. The Board of Education budget of \$26,520,747 brings the Town-wide budget to \$46,525,189. The budget was approved at the May 2019 budget referendum.

***Budget Appropriations*** - During FY20 the following budget appropriation have been made.

- An appropriation in the amount of \$5,000 for the purpose of reseeding the oyster beds in Oyster River was approved at the December 17, 2019 Board of Finance meeting. The Funds were transferred from the General Fund to the off budget Shellfish Fund

***Municipal Reserve Fund Appropriations*** - During FY20 the following appropriations against the municipal reserve fund (“MRF”) have been made.

- An appropriation for \$111,870 from the capital non-recurring account (CNR) was approved by the Board of Finance (BoF) on September 17, 2019 and moved to Town meeting to be held on October 1, 2019. The funds will be moved to an off budget account “Kavanagh Park Tennis Court Repair”
- An appropriation for \$30,025 from the CNR was approved by the BoF on September 17, 2019 and moved to Town meeting to be held on October 1, 2019. The funds will be moved to an off budget account entitled “Town Hall Roof Repairs”.

- An appropriation of \$478,187 from the Fire Department Reserve account for the purchase of SCBA for the Fire Department was approved by the Board of Finance on November 19, 2019 with a caveat that not more than \$450 thousand would be financed.
- An appropriation in the amount of \$49,000 for the purpose of hiring a strategic planning consultant for the Park and Recreation committee was approved at the January 6, 2020 Special Board of Finance meeting and further moved to Town meeting. The funds have been moved to an off budget account entitled “P&R Strategic Plan”.
- An appropriation in an amount \$380,000 for the purpose of purchasing a municipal dump truck, a mason dump truck with plow and a roll off truck was approved at the February 25, 2020 Special Board of Finance meeting and further moved to a Town meeting. The motion included the ability to borrow an amount not to exceed \$380,000 over a term not to exceed five years; said loan would be paid from the department of public works reserve fund 3353.

### **Budgeted Capital Outlays FY20**

The Municipal Reserve Fund, which includes capital non-recurring, fire apparatus, public work/transfer station, and Board of Education sinking funds, totals \$1,693,259 as of March 31, 2020.

<b>Municipal Reserve Fund</b>	<b>FY 2020 Transfers</b>	<b>Balance 3/31/20</b>
Capital Non- Recurring Budget 3350	\$192,533	\$520,165
Fire Apparatus -3351	169,591	528,583
Public Works – 3353		144,511
Board of Education – 3354	75,000	500,000
Catastrophic Illness – 7219	70,000	164,515
Post-employment Payout – 7220	40,000	153,053
Revaluation – 7222	50,000	9,640
Contingency – 7224	30,000	51,906
Roof Repair - 3020	25,000	27,185
Old Post Road Culvert Replacement (3050)	49,100	\$1,010
Leap Year (490000)	24,667	\$0
Fire Panel (490000)	8,700	\$0
<b>Total</b>	<b>734,591</b>	<b>\$2,100,568</b>

**Capital Expenditures FY 2020** budgeted amount as noted below. To date, 85% has been utilized.

<b>Department</b>	<b>Amount Budgeted/Transferred</b>	<b>Amount Used</b>
Fire Department (4203)	\$60,000	\$56,387
Police Department (4201)	\$99,804	\$89,804
IT – Town (4143)	\$25,000	\$9,395
Highway & Streets (4303)	\$375,000	\$318,222
Library Heat Pumps (4501)	\$15,000	\$13,476
Park & Recreation (450301)	\$10,000	\$9,835
<b>Total</b>	<b>\$584,804</b>	<b>\$497,119</b>

**Authorized Transfers –**

- A transfer in the amount of \$183,845 was approved by the BoF on November 19, 2019 to cover the increased debt service for FY20 as a result of the debt refunding of October 2019. Funds in the amount of \$115,955 will come from the WPCA debt service fund 3004 and funds in the amount of \$67,890 will come from the WPCA debt service fund 3005

**Fiscal Year 20 Budget Performance**

Through March 31, 2020, 8 months or 75% of the general government budget equates to \$12,574,753. Actual expenditures of \$11,691,361 are \$883 thousand below straight level 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 below, there are no unusual or unexpected expenses at this time.

**March 31, 2020 - General Fund Budget Overview**

<b>SUB DEP T</b>	<b>----- TITLE -- ---</b>	<b>BUDGET</b>	<b>YEAR TO DATE EXP</b>	<b>YTD/ Budge t</b>	<b>Comments</b>
450503	Saybrook point	11,000	11,660	106.0%	
48010	Debt service	3,238,104	3,238,104	100.0	All debt payments for FY20

0	principal			%	have been made
421500	Animal control	25,000	25,000	100.0%	Appropriation transferred during July 2020
441900	Youth services - YFS	406,728	406,728	100.0%	Appropriation transferred during July 2020
490000	Capital outlay	739,591	739,553	100.0%	Appropriation transferred during July 2020
450505	Other parks	59,280	58,377	98.5%	Seasonal
417700	Political sub divisions	181,103	170,573	94.2%	Most requests for funds are made in July 2020
451100	The KHCAC	64,500	58,820	91.2%	Repairs on emergency lights
415700	Property insurance	388,000	348,981	89.9%	Fourth quarter payment has been made

### **Fiscal Year 2020 vs. Fiscal Year 2019**

The general government budget for FY19 was \$16,339,829 or \$412,509 less than FY20. The Town's General Government budget was 69.6% expended vs. 69.9% compared to this period last year.

At this time, Mr. O'Neill inquired about the previously approved purchase of equipment for Public Works. Selectman Fortuna addressed this issue for the board.

Mr. O'Neill suggested that it was a good time to go ahead with that purchase so as not to lose out on any discounts. Mr. Stevenson inquired about the interest rate and also thought it was a good move at this time. Mr. Swan spoke favorably as well. It was noted that this purchase was already approved by the board of finance.

Mr. Stevenson also inquired about paving. Selectman Fortuna replied that he would check with the Public Works Director to see what money was left in that budget. Mr. Stevenson asked if there was any money in the salt & sand budget.

Ms. Palladino gave a brief update on the transition to Webster Bank. At a Board of Selectmen meeting, a Resolution was passed to move to Webster Bank and a contract was signed. Ms. Palladino noted that we are moving ahead with the transition team. We will implement credit cards. Also lockbox services will be investigated by the Tax Collector and other departments.

Chairman LaMay thanked Ms. Palladino.

## 7. Selectman Report

Selectman Fortuna reported on the following:

- Selectman in office everyday; 50% of employees working from home;
- Option of not collecting cash at the transfer station;
- BOS met. Governor's Executive Order 7S Section 6; Municipality Program Election; OS chose the Low Interest Rate Program; late tax payer can pay later at a lower interest rate of 3% versus 18%;
- Economic Development has \$2,000 in budget to give to local businesses;
- Bus contract being looked at; Dattco and M&J bus; return of funds due to diminished bus usage;

Superintendent Perruccio commented that she has been communicating with her colleagues across the state. She reported that Ms. Pendleton has been communicating directly with M&J, noting that the Executive Order says that schools have to honor their contracts, but it doesn't say anything about when and if there is no usage.

- Memorial Day Parade unlikely; will do something for veterans;
- Tax Collector will enclose an envelope in the tax bills going forward;
- Plexiglas at stations at town hall;
- Layoffs at Acton Library; Parks & Recreation; Y&FS;

Ms. Nucci thanked Chief Spera and Selectman Fortuna.

Ms. Nucci inquired about the plans going forward regarding zoning regulations for businesses and their capacities; dining and the like. Selectman Fortuna noted that this hasn't been discussed as yet.

At this time, Ms. Costa joined the meeting. She noted that she and the building official have been issuing administrative permits and building permits. Violations have increased. Expecting permits to come in and there are no back logs. Zoning hasn't met up to now. There was no business. However, permits are expected for a storage facility; wine bar; convenience store and a restaurant. Hanford Commons has begun clearing land.

At this time, Ms. Nucci inquired about any plans going forward for zoning regulation changes due to the pandemic. Ms. Costa noted that this is all new and the commission is open minded and willing to listen. She noted that things are

changing every day. This is not a normal circumstance but zoning will make it work.

Ms. Nucci noted that she was going to reach out to the Chamber as well.

Chairman LaMay thanked Ms. Costa.

#### **8. Comments from the Chair**

Chairman LaMay thanked everyone and noted that the next virtual meeting is on May 5, 2020 at 7:00 p.m.

#### **9. Public Comment**

None

#### **10. Adjournment**

A motion to adjourn was made by Mr. O'Neill, seconded by Chairman LaMay and was so VOTED unanimously at 8:13 p.m.

Submitted:  
Gerri Lewis, Clerk