



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE VIRTUAL MEETING MINUTES

OCTOBER 6, 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
Rick Swan
Donna Nucci
Paul Carver

Absent Members

In Attendance

Carl Fortuna, First Selectman
Lee Ann Palladino, Finance Director
Julie Pendleton, Director of Finance and Operations
Michael Spera, Chief of Police
Gerri Lewis, Clerk

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

2. Pledge of Allegiance:

Chairman LaMay led the pledge.

3. Roll Call: All members present.

4. Minutes:

A motion to approve the minutes was made by Ms. Rzasa, seconded by Mr. O’Neill. Motion passed 6-0-1.

5. Treasurer Report

Ms. Palladino gave the Treasurer's Report. She discussed the expenditures and revenues and gave an overview of the general fund budget, which she went over with the board of finance. This overview included department, budget, encumbrance outstanding and year to date expenditures.

Ms. Palladino noted that with regard to local revenue, interest rates have fallen due to the Covid impact. In addition, she suggested that *Inland/Wetland, Planning Commission, ZBA and Zoning/Land Use* be lumped together as one line item under local revenue and be called *LAND USE*. This would just be the revenue side. She told the board that a decision didn't have to be made tonight. Chairman LaMay asked the board if they had any issue with this suggestion and the board agreed to consolidate those items to read *LAND USE*.

Chairman LaMay thanked Ms. Palladino.

6. Finance Report

Ms. Palladino discussed the budget as follows:

Budget for Fiscal Year 2021

Budget Fiscal Year 2021

The general government budget for Fiscal Year ("FY") 2021 presently stands at \$17,101,708, along with the Town's Debt Service budget of \$3,212,695, total General Government Expense equate to \$20,314,403. The Board of Education budget of \$26,706,023 brings the Town-wide budget to \$47,020,426. The budget was approved at the March 31, 2020 Board of Finance meeting in compliance with Governor Lamont's Executive Orders 7c and 7i, which allowed the Board of Finance to vote on the budget and set the mill rate.

Budget Appropriations - During FY21 no budget appropriation have been made.

Municipal Reserve Fund Appropriations - During FY21 no appropriations against the municipal reserve fund ("MRF") have been made.

- An appropriation for \$200,000 from the capital non-recurring account (CNR) was approved by the Board of Selectmen on August 25, 2020 pursuant to Governor Ned Lamont's Executive Order 7S. The funds were moved to an off budget account "Town Pension Plan" to be used toward the Actuarial Determined Contribution for FY21.

Budgeted Capital Outlays FY21

The Municipal Reserve Fund, which includes capital non-recurring, fire apparatus, public work/transfer station, and Board of Education sinking funds, totals \$2,102,633 as of September 30, 2020.

Municipal Reserve Fund	FY 2021 Transfers	Balance
Capital Non- Recurring Budget 3350	\$184,425	\$613,532
Fire Apparatus -3351	170,000	343,455
Public Works – 3353	75,000	145,646
Board of Education – 3354		1,000,000
Catastrophic Illness – 7219	70,000	214,089
Post-employment Payout – 7220	40,000	195,809

Municipal Reserve Fund	FY 2021 Transfers	Balance
Revaluation – 7222	50,000	92,622
Debt Service Stabilization Fund - 4005		451,248
Contingency – 7224	30,000	81,906
Roof Repair - 3020	25,000	42,759
P&R Sinking Fund – 3027 450331	10,000	10,000
Stone work EDC 3028 417326	4,000	4,000
Signage (P&R and DPW) – 3029 450334	29,000	23,597
P&R Mini Golf Carpets – 3030 450332	6,800	6,800
P&R Pavilion Carpet - 3031 450333	9,025	9,025
Gutter Guards (Library) – 3032 450130	5,600	5,600
NEA Grant Live in Old Saybrook – 2915 417327	10,000	10,000
Total	718,850	\$3,250,088

Capital Expenditures FY 2021 budgeted amount as noted below. To date, 25% has been utilized.

Department	Amount Budgeted/Transferred	Amount Used
Fire Department (4203)	60,000	\$0
Police Department (4201)	99,804	\$89,804
IT – Town (4143)	25,000	\$221
Highway & Streets (4303)	390,000	\$60,335
Library Heat Pumps (4501)	15,000	\$0
Total	\$589,804	\$150,360

Fiscal Year 21 Budget Performance

Through September 30, 2020, 25% of the general government budget equates to \$4,275,427. Actual expenditures of \$4,785,705 are \$510 thousand above 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

Account	Department	Budget	YTD Expense	YTD/ Budget	Comment
421500	Animal control	25,000	25,000	100.0%	Yearly appropriation
441900	Youth services - YFS	408,517	408,517	100.0%	Yearly appropriation
490000	Capital outlay	718,850	718,850	100.0%	Yearly appropriation
417700	Political sub division	182,223	151,875	83.3%	Funds request at beginning FY
450302	Mini golf	70,457	35,357	50.2%	Seasonal
450505	Other parks	63,280	30,962	48.9%	Seasonal
415700	Property insurance	366,000	175,580	48.0%	Quarterly payment
440100	Public health admin	162,000	71,130	43.9%	Semi-annual payment
420300	Fire	601,419	262,690	43.7%	\$183k pension contribution

420103	PD general exp.	541,287	182,453	33.7%	\$89k debt service payment
414900	Registrar of voters	72,686	24,408	33.6%	Election related expenses
431700	Waste collection	24,990	8,097	32.4%	Increased waste cost

Ms. Palladino noted that during the transition to Webster Bank she worked on the deposits (revenue). Now she is working on credit cards. Ms. Palladino noted that the transition is moving along extremely well. She reported that the Board of Education still has to transition to Webster.

Selectman Fortuna noted that going forward for next year we may use lock box for tax payments.

A discussion and Q & A followed.

Chairman LaMay thanked Ms. Palladino and Selectman Fortuna.

7. **Selectman's Report**

Selectman Fortuna discussed the following:

- Re Webster Bank Conversion: had to do it remotely; Kudos to Lee Ann and her team;
- E-pay; checks electronically;
- Leasing of fire trucks details;
- The Kate virtual gala success; raised \$100k;
- Route 1 sidewalk project; Boston Post Rd. – Lynde Street;
- Great Hammock bridge work– closure 10/5 – 10/24; 11 weeks next spring & 11 weeks next fall;
- MIRA tipping fees; waste collection over budget; Katie Dykes, commissioner at DEEP will have sub-committees; Mr. O'Neill and Selectman Fortuna and others will sit on sub-committee;
- MIRA will shut down in 2 years;
- Working on Town Annual Report; town meeting 4th Monday in November;
- Tax Deferment Program ended September 30, 2020;
- Library dormers project begins in 2 – 3 weeks;
- After Christine Nelson's resignation, there will be a reorganization of the Land Use department;
- The trial between Zoning v. ZBA was last week; will get legal bills to BOF;

Mr. Stevenson inquired about an update on mowing Ingham Hill Rd., upgraded sign at the Transfer Station and Park & Recreation report survey. Selectman Fortuna reported that P&R are doing stakeholder interviews. He wasn't sure about the mowing. Mr. O'Neill noted there was mowing around town. Signs at Transfer Station are being worked on.

Chairman LaMay thanked Selectman Fortuna.

8. **Public Comment:** None

9. **Comments from the Chair**

Chairman LaMay reported that he heard from Mr. Swan who will be a liaison to Public Works and Fire Department. He encouraged the board members to think about what department meetings they wish to attend as liaison. If they wish to make phone calls to commission chairs or department heads, that is acceptable.

Chairman LaMay noted that BOE requested that BOF have a joint meeting with them on November 17th, 2020 at 6:00 p.m. before our regular meeting.

He then called upon Ms. Nucci.

Ms. Nucci again noted that everyone should get a flu shot early and people over 60 should get the pneumonia shot. The hot spots for uptick on Covid is in New London county at the moment. Ms. Nucci noted that she speaks with Ledge Light Health District. Ms. Nucci noted that Backus is pretty full.

Chairman LaMay thanked Ms. Nucci.

Chairman LaMay was reminded of the regular meeting on November 3rd, election day. Meeting will be canceled.

This meeting was recorded on the Town's YouTube video website. It is always posted in the Town Clerk's Office.

10. Adjournment

A motion to adjourn was made by Mr. Swan, seconded by Mr. Stevenson at 8:00 p.m. and was so VOTED unanimously.

Submitted:

Gerri Lewis