



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

JOINT MEETING BOARD OF FINANCE/BOARD OF
EDUCATION

VIRTUAL MEETING MINUTES

November 17, 2020

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
Jan Perruccio, Superintendent of Schools
Julie Pendleton, Director of Operations, Facilities and Finance
Board of Education members
Gerri Lewis, Clerk

Chairman Barros and Chairman LaMay called the virtual joint meeting to order at 6:00PM.

I. EDUCATION ISSUES FOR DISCUSSION AND POSSIBLE ACTION

Review of FY 20-21 to date

Ms. Perruccio and Ms. Pendleton reviewed the Board of Education's current budget, specifically highlighting how the COVID pandemic has impacted the entire District budget. Ms. Perruccio and Ms. Pendleton also discussed \$480,951 that the District received in grant funding as part of the Coronavirus Relief Fund. These funds have been spent on the following:

- Building Cleaning, Health, and PPE
- Personnel
 - Custodial staff
 - bus monitors
 - door monitors
- Transportation
 - Monitoring cameras

Ms. Pendleton highlighted the following as possible line items that will operate at a deficit:

- Staffing
- Cleaning and Contracted Services
- Cleaning and Maintenance Supplies and Repairs

Areas of surplus may include:

- Professional Development, Travel, and Conferences
- Transportation

Preliminary plan for FY 21-22 budget

Ms. Perruccio discussed how the pandemic is affecting the budgeting process and the added difficulty of accurately budgeting for a variety of line items given that the pandemic is constantly changing the District's needs. In particular, the Superintendent highlighted staffing issues and social/emotional resources for students and staff. Higher fluctuations in enrollment are also making staffing decisions more difficult than usual.

Ms. Perruccio and Ms. Pendleton reviewed the budget process that is underway in the buildings and all departments. Budget Requests have been submitted to the Central Office, which completes the first phase of the process. The Superintendent met with Ms. Pendleton and all the administrators to review the requests that have been submitted by the Instructional Leadership team and administration.

The Superintendent reviewed the budget requests and staffing needs to develop the budget that was presented to the Board of Finance. The Board of Finance asked questions related to the following topics:

- Guidelines for the COVID Grant Funds
- Communication regarding the budget for the current fiscal year
- State of the current fiscal year budget
- State of academics throughout the District

For the full presentation, please view the link: [Old Saybrook Public Schools' Budget Presentation](#)

The joint meeting adjourned at 6:37 p.m.

Chairman LaMay called the virtual, regular meeting of the Board of Finance 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 of October 20, 2020 was made by Ms. Rzasa, seconded by Mr. Swan, and motion passed 7-0-0.

5. Treasurer Report

Ms. Palladino has been appointed Acting Treasurer after the resignation of Bob Fish. She noted that expenditures are close to last year's. She noted that revenues are up compared to last year. She reported that local revenues (State of CT) are 2% below last year.

6. STEAP Grant – P&R Restrooms

Selectman Fortuna noted from his memorandum to the Board of Finance that Park & Rec offers activities in many locations throughout the Town. This grant would provide the needed funds to place restrooms at two locations. It is proposed to place one of the restrooms near the pickle ball courts, which would also support restroom needs along the main street corridor. The second restroom would be placed near another P&R facility.

He noted that the total cost of the pre-fabricated restroom project is \$146,100 with \$128,205 coming from grant funds and \$17,895 from the Town. This is a reimbursable grant, which means that the Town will fund the placement of these restrooms and then request reimbursement once the project is complete.

A motion by Mr. Swan, seconded by Ms. Rzasa to approve the Town entering into a reimbursable Small Town Economic Assistance Program grant in the amount of \$128,205 for the purpose of placing two pre-fabricated bathrooms at Park and Recreation locations. Further to appropriate \$17,895 from the Town's capital non-recurring fund (3350), and to place these funds in a new fund entitled "P&R Restroom Project". Motion passed unanimously.

Chairman LaMay thanked Selectman Fortuna.

7. Finance Director Report

Ms. Palladino discussed the highlights of her report.

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 \$1,996,065 as of October 31, 2020.

Municipal Reserve Fund	FY 2021 Transfers	Balance
Capital Non- Recurring Budget 3350	\$184,425	\$614,110
Fire Apparatus -3351	170,000	197,809
Public Works – 3353	75,000	184,146
Board of Education – 3354		1,000,000
Catastrophic Illness – 7219	70,000	182,075
Post-employment Payout – 7220	40,000	195,809
Revaluation – 7222	50,000	92,622
Debt Service Stabilization Fund - 4005		451,248
Contingency – 7224	30,000	51,970
Roof Repair - 3020	25,000	42,759
P&R Sinking Fund – 3053 450335	10,000	10,000
Stone work EDC 3028 417326	4,000	4,000
Signage (P&R and DPW) – 3029 450334	29,000	14,054
P&R Mini Golf Carpets – 3030 450331	6,800	6,800
P&R Pavilion Carpet - 3031 450333	9,025	669
Gutter Guards (Library) – 3032 450130	5,600	81
NEA Grant Live in Old Saybrook – 2915 417327	10,000	10,000
Total	718,850	\$3,058,152

Capital Expenditures FY 2021 budgeted amount as noted below. To date, 21% 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	\$0
Highway & Streets (4303)	390,000	\$64,295
Library Heat Pumps (4501)	15,000	\$0
Total	\$589,804	\$154,099

Fiscal Year 21 Budget Performance

Through October 31, 2020, 33% of the general government budget equates to \$5,643,563. Actual expenditures of \$6,078,458 are \$435 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.

Sub Depart ment	Department	Budget	Year to Date Expense	YTD/ Budget	Comment
4215 00	Animal Control	25,000	25,000	100.0 %	Yearly appropriation
4419 00	Youth Services - YFS	408,517	408,517	100.0 %	Yearly appropriation
4900 00	Capital Outlay	718,850	718,850	100.0 %	Yearly appropriation
4177 00	Political Sub Division	182,223	159,711	87.6 %	Funds request at beginning of FY
4505 05	Other Parks	63,280	38,046	60.1 %	seasonal

4503 02	Mini Golf	70,45 7	39,612	56.2 %	seasonal
4203 00	Fire	601,4 19	293,89 5	48.9 %	\$183k pension contribution
4157 00	Property Insurance	366,0 00	176,21 0	48.1 %	quarterly payment
4505 03	Saybrook Point	12,00 0	5,497	45.8 %	seasonal
4401 00	Public Health Admin	162,0 00	72,490	44.7 %	semi annual payment
4149 00	Registrar Of Voters	72,68 6	32,203	44.3 %	election related
4317 00	Waste Collection	24,99 0	10,720	42.9 %	increased waste cost

Chairman LaMay thanked Ms. Palladino.

8. Selectman's Report

Selectman Fortuna discussed the following:

- Town Meeting on 11/23;
- Attorney Cronin regarding BOE funds; explained the statute;
- Settlement of Supervisors Contract;
- Settlement of Police Contract;
- Health Insurance;
- Library Doors installed;
- OS Cares Program;
- Park & Rec signs installed;
- Covid alerts;
- Dec. 1 meeting; Heart & Hypertension case;

Chairman LaMay thanked Selectman Fortuna.

9. Public Comment

None

10. Comments from the Chair

Chairman LaMay read the email from Chairman of the Police Commission regarding a police services study.

He then called upon Ms. Nucci who noted that the numbers are increasing with Covid. We are looking at another surge. Take care at Thanksgiving. For elective procedures, make appointments now. Ms. Nucci noted that we should support local businesses. Please caution how close you are to others. Ms. Nucci wished everyone well.

Chairman LaMay thanked Ms. Nucci.

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

11. Executive Session

A motion and a second was made to go into Executive Session at 8:08 p.m.

12. Adjournment

A motion to adjourn was made and seconded and passed unanimously.

Submitted:

Gerri Lewis