



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE VIRTUAL MEETING MINUTES

December 15, 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
Lee Ann Palladino, Treasurer and Finance Director
Jan Perruccio, Superintendent of Schools
Julie Pendleton, Finance and Operations Director
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 of December 1, 2020 was made by Ms. Rzasa, seconded by Chairman LaMay, and motion passed 7-0-0.

5. Board of Education Update

Ms. Perruccio thanked the board for the opportunity to give this update from the board of education. She, then, turned it over to Ms. Pendleton.

Ms. Pendleton noted that as of November, 30, 2020, they have completed 42% of the fiscal year. Most accounts have been encumbered with purchases that the District has already made, but a few accounts, such as supplies, professional development, technology and capital purchases have not been encumbered and are reflected as projections through the end of the fiscal year. The Board of Education continues to refine expenditures and enter new encumbrances while updating forecasts through June 30, 2020. These expenditures include only accounts with variances greater or less than \$25,000. Ms. Pendleton discussed these at length.

FACILITIES: Ms. Pendleton noted that they are repairing and maintaining their HVAC system and replacing exhaust fans as needed. The boiler at the Central Office has been a problem with frequent flame failures resulting in no heating on a daily basis. After many conversations with their HVAC contractor, they may need to install a new burner, controls, and circulation pumps; however, the burner is still in good operational condition. When the time comes to replace the burner, all the parts that they will replace now will be compatible with a new boiler.

OTHER REVENUES: COVID-19 RELATED

Ms. Perruccio noted the Covid related funds as follows:

- CRF- Care Relief Funds have been approved as follows by the state:

Building Cleaning, Health, and PPE including Hand Sanitizer, Soap, Face Masks, Disposable Gloves, Face Shields, Desk Shields, Ventilation/HVAC issues and Signage \$383,567

Cleaning: Custodians \$22,531

Transportation: Bus Monitors:\$22,853 Cameras \$52,000

TOTAL CRF FUNDS: \$480,951

- ESSER- Elementary and Secondary School Emergency Relief Fund:Para Educator Support:\$101,399

- FOOD SERVICES UPDATE:

Anticipated food services revenue from the state for the month of November is \$37,837. Due to the increase in the amount we are being reimbursed for meals and that all meals are free to all students, we are able to maintain our program with no additional funds at this time. Several factors, such as remote instruction, weather conditions, and school or district shutdowns could impact this program going forward.

After a brief discussion and Q&A, Chairman LaMay thanked Ms. Perruccio and Ms. Pendleton.

6. Treasurer Report

Ms. Palladino gave the Treasurer Report noting that the expenditures were on track and revenues were ahead of schedule. She briefly discussed the General Fund Revenue Budgets for fiscal year end 11/30/2020.

Chairman LaMay thanked Ms. Palladino.

7. Finance Director Report

At this time, Ms. Palladino presented and discussed the following:

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 the following 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.
- An appropriation for \$17,895 from the capital non-recurring account (CNR) was approved by the Board of Selectmen on November 24, 2020 pursuant to Governor Ned Lamont’s Executive Order 7S. The funds were moved to an off budget account “P&R Restroom Project” to supplement the 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.

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 \$1,982,346 as of November 30, 2020.

Municipal Reserve Fund	FY 2021 Transfers	Balance
Capital Non- Recurring Budget 3350	\$184,425	\$596,215
Fire Apparatus -3351	170,000	197,809
Public Works – 3353	75,000	188,322
Board of Education – 3354		1,000,000
Catastrophic Illness – 7219	70,000	214,089
Post-employment Payout – 7220	40,000	183,070
Revaluation – 7222	50,000	92,622
Debt Service Stabilization Fund - 4005		451,464
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	\$3,063,924

Capital Expenditures FY 2021 budgeted amount as noted below. To date, 26% 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	\$227,793
Library Heat Pumps (4501)	15,000	\$0
Total	\$589,804	\$317,597

Fiscal Year 21 Budget Performance

Through November 30, 2020, 41.6% of the general government budget equates to \$7,114,310. Actual expenditures of \$7,108,238 are level with budget expectations. Capital transfers, quarterly payment, and other one-time annual payments were made near the start of the fiscal year.

Chairman LaMay thanked Ms. Palladino

8. Ingham Hill Turnaround

Selectman Fortuna requested the Board of Finance to consider an appropriation and discussed this as follows: He asked the board to consider an appropriation in an amount not to exceed \$38 thousand for the purpose of paving and landscaping the turnaround on Ingham Hill road. Further that these funds come from the “Bokum Road Property Sale” Fund 2800.

He noted that the Town owned a home at 185 Bokum Road, Old Saybrook acquired as part of the property purchased by the Town during the April 30, 2015 Preserve transaction from the Trust for Public Land. This property was sold during August of 2017 and the proceeds were placed in the Bokum Road Property Sale Fund, in the amount of \$199,100. In 2018, the Board of Finance approved two appropriations for engineering services, the first was for \$35 thousand for the Ingham Hill Road Trailhead Parking and the second was for \$24,900 for the Ingham Hill Turnaround. These funds were appropriated from the “185 Bokum Road Sale” fund. The engineering of these specs was the first phase of creating a long-term traffic flow solution. The second phase is associated with the paving and landscaping of the turnaround. It is projected that \$27 thousand will be used toward paving and approximately \$11 thousand toward landscaping.

He further went on to say that it was intended to use the proceeds from the Bokum Road house sale to improve these facilities along with grants and other sources of funding. The original balance of the Fund 2800 was \$199,100. After the first two appropriations totaling \$59,900, the available balance in this Fund was \$139,200. If the \$38 thousand appropriation is approved, the remaining balance in the Bokum Fund will be \$101,200.

After a short discussion in favor of this request, the following motion was made:

A motion was made by Ms. Rzasa, seconded by Ms. Nucci to approve the appropriation of \$38 thousand from the “Bokum Road Property Sale” Fund 2800 for the purpose of paving and landscaping the turnaround on Ingham Hill Road. Further to move this appropriation to Town meeting or moved to the Board of Selectman for consideration pursuant to Governor Ned Lamont’s Executive Order 7S, whichever is in effect. Motion passed 7-0-0.

Chairman LaMay thanked Selectman Fortuna.

9. Selectman’s Report

Selectman Fortuna noted the following:

- Tipping fees have gone up;
- Regarding the Water bill: This year Selectman Fortuna will be going to PURA; will put money aside in the budget;
- COG Legislative Agenda: Waste Management; Dead Trees; Transportation; Affordable Housing;
- OS Cares has surpassed the \$100K in funds; golf tournament raised \$5K for OS Cares; Still hard at work;
- Ingham Hill Turnaround: received grant.

Chairman LaMay thanked Selectman Fortuna.

10. **Public Comment:** None

11. Comments from the Chair

Chairman LaMay reported that in speaking with others all around the US regarding Covid, he noted that Old Saybrook is doing a fantastic job and he thanked everyone. He noted that the next Board of Finance meeting will be January 5, 2021. He wished everyone a happy holiday.

He then called upon Ms. Nucci.

Ms. Nucci noted that the covid numbers are up. The increase in numbers occurred after Thanksgiving. She reported that she is a manager of a hospital in Rhode Island. They will be vaccinating as well. Ms. Nucci reported that hospitals are full and at capacity and doctors and nurses are flat out.

Chairman LaMay thanked Ms. Nucci.

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

12. Adjournment

A motion to adjourn was made by Mr. Stevenson, seconded by Ms. Rzasa at 8:07 p.m.

Submitted:

Gerri Lewis