



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE VIRTUAL MEETING MINUTES

January 5, 2021

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; Finance 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. Election of Officers

A motion to elect Mr. LaMay chairman of the Board of Finance was made by Mr. Swan, seconded by Mr. Stevenson and was so VOTED unanimously.

A motion to elect Ms. Rzasa vice chairwoman of the Board of Finance was made by Mr. Stevenson, seconded by Mr. Carver and was so VOTED unanimously.

5. Meeting Calendar

A motion to approve the 2021 calendar Board of Finance regular meetings at 7:00 p.m. was made by Ms. Rzasa, seconded by Mr. Swan and was so VOTED unanimously.

6. Minutes:

A motion to approve the minutes of December 15, 2020 was made by Mr. O'Neill, seconded by Ms. Rzasa, and motion passed 7-0-0.

7. Treasurer Report

Ms. Palladino gave the Treasurer Report noting that we are half way through the year and we are right where we want to be. Revenues are coming in nicely and Ms. Palladino noted that we are ahead of schedule across the board. She reported that property taxes collected were a little ahead of last year. State revenues are very positive. She reported that local revenues were a little behind at the beginning of the year but now we are \$21K ahead of last year at this time.

At this time, Ms. Palladino thanked the accounting staff.

Chairman LaMay thanked Ms. Palladino.

8. Finance Director Report

Ms. Palladino presented the following 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 the following 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.
- 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.

Off Budget Fund Appropriations – During FY21 the following appropriations against off budget funds were made:

- An appropriation of \$38 thousand from the from the "Bokum Road Property Sale" Fund 2800 for the purpose of paving and landscaping the turnaround on Ingham Hill Road was approved at the December 15, 2020 Board of Finance meeting. Further this appropriation was approved by the Board of Selectman pursuant to Governor Ned Lamont's Executive Order 7S, at its December 22, 2020 meeting.

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 \$1,982,469 as of December 31, 2020.

Municipal Reserve Fund	FY 2021 Transfers	Balance
Capital Non- Recurring Budget 3350	\$184,425	\$596,338
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		451,575
Contingency – 7224	30,000	51,970
Roof Repair - 3020	25,000	42,759
P&R Sinking Fund – 3053 450335	10,000	10,000
Stonework 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	\$3,064,158

Capital Expenditures FY 2021 budgeted amount as noted below. To date, 64% 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	\$6,611
Highway & Streets (4303)	390,000	\$282,792
Library Heat Pumps (4501)	15,000	\$0
Total	\$589,804	\$379,207

Fiscal Year 21 Budget Performance

Through December 31, 2020, 50% of the general government budget equates to \$8,550,854. Actual expenditures of \$8,446,406 are \$104,447 below 50% of budget. Capital transfers, quarterly payment, and other one-time annual payments were made near the start of the fiscal year.

At this time, Ms. Rzasa asked if she could pick up a paper copy of the Ms. Palladino's reports before meetings going forward.

With regard to the calendar of special meetings, the Capital Budget meeting will be Monday, January 25th, 2021. The two representatives from the Board of Finance are Mr. O'Neill and Ms. Rzasa.

At this time Ms. Palladino discussed the Elderly Benefit Recommendation memorandum the board received from Selectman Fortuna.

The purpose of the memorandum was to recommend that the Board of Finance take action on the Elderly Benefit Recommendation for the upcoming Fiscal Year 2022 ("FY2022"). After the approval of this tax relief by the Board of Finance, this amount will be included in the FY2022 budget.

As required by statute, the recommendation for the Elderly Benefit must be presented to the board of finance, and shall include the following: (1) The fiscal effect of such property tax relief on property tax revenue for such municipality; (2) recommendations with respect to the form and extent of such property tax relief.

The proposal is to provide approximately \$90,000.00 in tax relief to qualifying homeowners for the Town tax year July 1, 2021 to June 30, 2022.

After a brief discussion, the board decided that this item would be placed on the January 19th, 2021 agenda.

Ms. Palladino noted that the budget process was going very well.

Mr. O'Neill inquired about the Animal Control budget. Where does the money go? What is it used for? Ms. Palladino noted that the \$25K is moved into a "dog fund." The money is used for

supplies; veterinary bills; and payment to the State of Connecticut along with a “dog report” to the State of Connecticut. Mr. O’Neill asked that Ms. Palladino follow up on this at the next meeting.

Chairman LaMay thanked Ms. Palladino.

9. Selectman’s Report

Selectman Fortuna noted the following:

- There has been a huge spike of Covid in Old Saybrook;
- Ms. Nucci agreed that the numbers were climbing in OS;
- Tax Deferrment due to Covid was offered by Executive Order in the summer of last year; Selectmen chose the option of 3% interest rate; so this is in effect for January, February & March of this year; Mr. Swan inquired if there were any pre-foreclosures. Selectman Fortuna noted not now but maybe in a year;
- Selectman Fortuna sat in on the Police Commission budget review as did Chairman LaMay; he reported that their budget is up 2.5 %;
- Close to an agreement with Saybrook Junction on their tax appeal; also with the Library appeal; there are 8 other cases;
- Next meeting MahoneySabol will present their audit;

Mr. Stevenson commented on sidewalks and snow removal; Ms. Rzasa gave kudos to OSPD for shoveling the walk in front of St. John’s church after Mass; Mr. Swan inquired regarding Park & Rec Strategic Plan. Selectman Fortuna said they were very close and he would follow up.

Chairman LaMay thanked Selectman Fortuna.

10. Public Comment: None

11. Comments from the Chair

Chairman LaMay reported that he spoke with Superintendent Perruccio regarding the BOE budget. Perhaps they will be on the agenda for the second meeting in February or possibly sooner. Chairman LaMay noted that BOS/BOF workshops are laid out. He noted that the Police budget at their next Police Commission meeting will be voted on. They will then come in before the board of finance.

Chairman LaMay thanked Selectman Fortuna. He then called upon Ms. Nucci.

Ms. Nucci asked if anyone had vaccine questions. She noted that the bigger cities were looking at larger venues for the public to receive their vaccinations. She noted that there will be two more companies providing the vaccine soon; AstraZeneca and Johnson & Johnson. She reported that at Yale New Haven over 10K employees have been vaccinated.

Ms. Nucci wished all to be safe and noted that everyone should be vaccinated by the Spring.

Mr. Swan inquired if she had seen any allergic reactions to the vaccine. Ms. Nucci noted that there were no significant adverse events.

Chairman LaMay thanked Ms. Nucci.

12. Liaison reports

Liaisons to Fire Dept: Ms. Rzasa and Mr. Swan met with Chief Johnson. Their budget is flat. Chief Johnson noted that if money is returned back, they have a wish list. One of them was to replace their Zodiac inflatable boat.

Liaisons to Public Works: Mr. Swan reported that he and Mr. Stevenson had a meeting scheduled with the public works director.

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

13. Adjournment

A motion to adjourn was made by Mr. O'Neill, seconded by Ms. Rzasa at 8:02 p.m.

Submitted:

Gerri Lewis