



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE VIRTUAL MEETING MINUTES

January 19, 2021

BOF Attendant Members

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

Absent Members

In Attendance

Carl Fortuna, First Selectman
Matthew Pugliese, Selectman
Lee Ann Palladino, Treasurer; Finance Director
Sheila Riffle, OSHS Principal
Jan Perruccio, Superintendent of Schools
Julie Pendleton, Director of Finance and Operations
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.

At this time, Selectman Fortuna wanted to thank Ms. Nucci for her valuable input on the Board of Finance and wished her well. Chairman LaMay also thanked Ms. Nucci and also noted that she was a valuable member and she will be missed.

4. Minutes:

A motion to approve the minutes of January 5, 2021 was made by Ms. Rzasa, seconded by Mr. O'Neill, and motion passed 6-0-0.

5. Mahoney Sabol Audit Presentation

CPA and Partner, Michael VanDeventer of Mahoney Sabol gave the presentation of the 2020 audit results for the Town of Old Saybrook. He was accompanied at the meeting by Ms. Samantha Thomas. On the agenda was the following:

- Auditor's Reports;
- Financial Highlights;
- Required Communications.

Mr. VanDeventer noted that there were no difficulties encountered in performing the audit. He reported that there were no uncorrected misstatements and no disagreements with management. He also noted that they obtained a management representation letter and there were no unusual representations requested by them from management.

This audit can be seen in the Finance Director's Office at the Town Hall.

After a Q&A period, Chairman LaMay thanked Mr. VanDeventer and Ms. Thomas.

6. Board of Education Budget Presentation

Ms. Perruccio and Ms. Pendleton gave a Power Point presentation on the Board of Education with the following highlights:

The Superintendent and the Director of Operations, Facilities, and Finance presented the Superintendent's 2021-2022 proposed budget to the Board of Finance. The Superintendent's budget included the following:

- Celebrations for the year
- Growth for English Learners
- College and Career Readiness
- Internships
- Professional Learning Opportunities
- A timeline of events since the beginning of the academic year
- A review of District programs at each school, extracurricular activities and athletics, and social/emotional wellness
- The budget development process
- Overview of changes in benefits, tuition, and transportation
- Enrollment data
- Certified Teachers/FTE's
- Per pupil expenditure data
- Insurance rates

- General expenditures
- Capital projects
- Budget Allocation

Ms. Riffle thanked the Board of Finance for the opportunity to present before them.

Ms. Rzasa thanked the Board of Education for their hard work and said she would like to see the budget come in flat if possible.

Chairman LaMay thanked Ms. Perruccio, Ms. Pendleton and Ms. Listorti.

7. Finance Director Report

Ms. Palladino noted that she had three items she wished to report on. The first being to follow up on the Animal Control line item in the budget as requested by Mr. O'Neill at the last meeting. She reported as follows:

The Town has subsidized the dog fund for many years through an annual appropriation of \$25,000

The Town clerk charges for dog licenses. Since the Town does not conduct survey's for unlicensed dogs, 50% of the fees collected are paid to the State of CT. The other 50% of the fees collected by the Town Clerk are deposited to the Dog Fund.

The Dog Fund report outlines the sources of income:

- a. Town's annual appropriation
- b. Fees associated with management of Animal Control
- c. Fees collected from Town Clerk
- d. The Dog Fund report outlines the sources of expense. The categories of expenses are stated by the State
- e. Animal control salary
- f. Animal control Officer expenses
- g. State fees
- h. Supply expenses and maintenance

Chairman LaMay and the board thanked Ms. Palladino.

At this time, Ms. Palladino presented her second item of budget preparation of the FY22 department compilations. This included every department and sub-department in the municipality.

The third item presented by Ms. Palladino was the Personnel Department compilations. These also can be seen in the Finance Director's office.

Chairman LaMay thanked Ms. Pendleton.

8. Elderly Benefit Recommendation

Selectman Fortuna noted that at the last meeting the Board of Selectmen was to recommend to the board of finance, the following with regard to the elderly benefit: (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. In accordance with the provisions of the statute, the recommendation was based on the following:

1. That the tax relief to qualifying persons for the tax year beginning July 1, 2021 be in an amount not to exceed \$90,000.00.

After a brief discussion, the following motion was made:

Ms. Rzasa made a motion, seconded by Mr. Swan to approve the Elderly Benefit Amount for Fiscal Year 2022 in the amount of \$90 thousand dollars consistent with the provisions of Section 12-129(b) of the Connecticut General Statutes. Motion passed 6-0-0.

9. Selectman Report

Selectman Fortuna reported on the following:

- Audit: No management letter is a real accomplishment;
- State finances look better;
- Vaccine clinic: CRAHD and Emergency Management working together;
- Sidewalks: received grant; Elm Street to Route 1 to Agway;
- Regarding department budgets: Some flat; some contractual; we are at discussion stages;
- Again complimented Ms. Nucci while on Board of Finance;

Selectman Fortuna noted that hopefully we will return to some normalcy in 2022.

A thank you letter will be composed and sent to Ms. Nucci for her service on the board.

Chairman LaMay thanked Selectman Fortuna.

10. Public Comment: None

11. Comments from the Chair

Chairman LaMay thanked the board of finance and noted the next special meeting would start at 6:30.

12. Liaison Reports

Mr. Stevenson and Mr. Swan met with the Public Works director and listened to the needs and future needs of the department.

This meeting was recorded on the Town's YouTube video website.

13. Adjournment

A motion to adjourn was made by Ms. Rzasa, seconded by Mr. O'Neill at 9:30 p.m.

Submitted:

Gerri Lewis