



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE REGULAR MEETING MINUTES

November 15, 2022 6:30 p.m.

This was a hybrid meeting

BOF Attendant Members

Paul Carver, Chairman
Brad Thorpe, V. Chairman
Tom Stevenson
Bruce Carlson
John O'Brien

Absent Members

Rick Swan
Eric Dussault

In Attendance

Carl Fortuna, First Selectman
Lee Ann Palladino, Finance Director
Barbara Labriola, Treasurer
Gerri Lewis, Clerk

1. Mr. Carver called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance:

Mr. Carver led the pledge.

3. Roll Call: Mr. Swan and Mr. Dussault absent.

4. Minutes

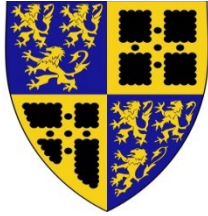
A motion made by Mr. Thorpe, seconded by Mr. Carlson to approve the minutes of November 1, 2022 passed unanimously.

5. Public Comment

None

6. Treasurer Report

Ms. Labriola gave the Treasurer Report as follows:



Monthly Treasurer's Report – October 2022

(Preliminary and Unaudited)

Background Sec. 7-80. Duties of treasurer. (a) The town treasurer shall receive all money belonging to the town, pay it out on the order of the proper authority and keep a record of all moneys received and when received and of all moneys paid out, when, for what and upon whose authority, which record shall always be open to the inspection of any taxpayer in such town and shall be presented to each annual town meeting, being first sworn to by him and adjusted by the selectmen. The town treasurer shall be, ex officio, treasurer of the town trust funds and may appoint a deputy who shall, in the absence or disability of the town treasurer, perform all his duties.

Executive Summary as of October 2022

REVENUES:	Budget	Received FYTD	% Received FY23	% Received FY22
Taxes	46,839,698	26,871,659	57.4%	56.9%
State of Connecticut	463,000	263,243	56.9%	39.7%
Local Revenues	1,075,000	678,425	63.1%	55.5%
TOTALS:	48,377,698	27,813,327	57.5%	56.7%

Authorized Investments per Investment Policy:

Authorized Investment	Balance	Rate as of 10/31/22
STIF	\$13,849,989	3.02%
Liberty Bank	\$100,114	.05%
Webster Bank	\$8,802,682	2.41%
Short Term Cash Management	\$8,000,000	1.81%
ARPA Cash Management	\$1,200,000	2.12%
Total	31,952,785	2.51%

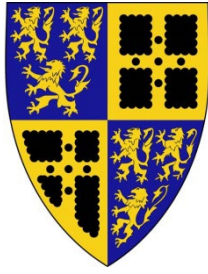
Pension Plans as of: October 2022

Description	Town Pension Plan	Fire Department Pension Plan
Beginning Balance 6/30/22	24,026,515	1,558,038
Change in Value	-649,903	-40,689
Ending Balance	23,613,723	1,485,138
Return FYTD (net of fees)	-1.72%	-1.68%
Benchmark Return	-1.28%	-1.28%
Assumed Rate	6.75%	6.50%
Funded Ratio	85%	52.7%

Mr. Carver thanked Ms. Labriola.

7. Finance Director Report

Ms. Palladino gave the Finance Director report as follows:



Finance Director's Report – October 2022

(Preliminary and Unaudited)

The Finance Director's report will address the present status of the Fiscal Year expenditure budget, Cash Flow trends, and the Town's long-term strategies.

Section I: Expenditure Budget for Fiscal Year 2023

EXPENDITURES:	Budget	Expended FYTD	% Expended FY23	% Expended FY22
General Government	17,832,513	7,080,930	39.7%	27.2%
Bonded Indebtedness	3,071,844	2,711,976	88.3%	87.1%
Board of Education	27,473,341	8,621,279	31.4%	30.5%
TOTALS:	48,377,698	18,414,185	38.1%	36.9%

Budget Fiscal Year 2023

The general government budget for Fiscal Year ("FY") 2023 presently stands at \$17,832,513, along with the Town's Debt Service budget of \$3,071,844, total General Government Expense equate to \$20,904,357. The Board of Education budget of \$27,473,341 brings the Town-wide budget to \$48,377,698. The budget was approved at the May 10, 2022 referendum.

Budget Appropriations –

A ratification of \$247,461.27 in American Rescue Plan Act ("ARPA") funds and an appropriation in the amount of \$12,800 were approved on July 19, 2022 at the Board of Finance meeting and was further approved at the August 2, 2022 Town Meeting.

An appropriation in the amount of \$1,408,292 in American Rescue Plan Act ("ARPA") funds was approved on November 1, 2022, at the Board of Finance meeting subject to further approval at Town Meeting.

Three appropriations in the amount of \$500,000, \$500,000 and \$769,500 were approved for three reimbursable grants for STEAP Funds, legislative earmark for the main street connection grant, and the grant in aid for the sidewalk construction, respectively, at the November 1, 2022 Board of Finance meeting subject to further approval at Town Meeting.

Budget Transfers –

The Board of Finance approved of a transfer of \$312,821 from the Debt Service Reserve to the newly created Pension Reserve Fund at its August 16, 2022, meeting and was approved at the September 28, 2022 Town meeting.

Capital Non-Recurring Appropriations -

At the October 2022 Board of Finance meeting, it was voted to approve a \$500,000 capital non-recurring funding for the community challenge match, if the grant is approved, and was further to move to Town meeting.

At the October 2022 Board of Finance meeting, it was voted to approve an appropriation for a town match in the amount of \$347,200 toward the \$500,000 Small Town Economic Assistant Program funded by \$317,000 from the Town's sidewalk fund 3019 and \$30,200 from the capital non-recurring fund. Further, to move the capital non-recurring portion of the match for further approval at town meeting.

At the October 18, 2022 Board of Finance meeting, it was voted to approve an appropriation for \$20 thousand to complete electrical work at the newly constructed Town Gazebo. Further to move the approval to Town meetings

At the October 18, 2022 Board of Finance meeting, it was voted to approve an appropriation for \$4 thousand to stain the fence at Whisper Cove. Further to move the approval to Town meetings

At the October 18, 2022 Board of Finance meeting, it was voted to approve an appropriation for \$5,106.38 for digital sign upgrades. Further to move the approval to Town meetings

At the November 1, 2022 Board of Finance meeting, it was voted to approve an appropriation for \$125,000 for town-wide camera software upgrades. Further to move the approval to Town meetings

Fiscal Year 23 Budget Performance

Through October 2022, 33% of the general government budget equates to \$5,943,576. Actual expenditures of \$7,080,930 are \$1.137 million above budget. Capital transfers, quarterly payment, and other one-time annual payments were made near the start of the fiscal year. Attached is the detail list of budget line items.

Section II: Cash Flow Summary

As of October 31, 2022, the Town's cash balance was as follows:

Fund	Total	Monthly Activity
General Fund	11,163,653	-3,155,984
Capital Funds	2,721,560	-53,090
Reserve Funds	4,291,498	-10,970
Non-major Funds	4,912,475	754,406
Total	23,089,186	-2,465,638

The Town's total cash decreased by \$2.5 million of which \$3.2 million was due to activities in the General Fund. The GF received \$400 thousand in revenues which were offset by \$3.6 million in expenditure.

Section III. Long Term Strategies

1. Capital Outlays FY23

The Municipal Reserve Fund, which includes capital non-recurring, fire apparatus, public work/transfer station, and Board of Education sinking funds, totals \$2,710,885 as of October 31, 2022

Municipal Reserve Fund	FY 2023 Transfers	Balance
Capital Non- Recurring Budget 3350	\$135,729	1,245,222
Fire Apparatus -3351	170,000	71,034
Public Works – 3353	75,000	394,629
Board of Education – 3354	0	1,000,000
Catastrophic Illness – 7219	70,000	186,589
Post-employment Payout – 7220	40,000	104,741
Revaluation – 7222	50,000	190,481
Contingency – 7224	30,000	73,103
Roof Repair – 3020	25,000	38,255
DPW Sand Shed – 3059	6,050	6,050
DPW Dumpster for Metal	12,400	0
DPW Asphalt Roller	18,000	5,500
P&R Flagpole – 3060	3,299	0
P&R Water Fountain	3,364	3,364
P&R Mulch Trask Playground	3,630	3,630
P&R Netting	7,528	0
Gazebo Town Hall Green – 3000	60,000	59,657
Paving Budget	25,000	0
Total	735,000	3,382,255

Capital Expenditures FY 2023 budgeted amount as noted below.

Department	Amount Budgeted/Transferred	Amount Used
Fire Department (4203)	60,000	\$59,623
Police Department (4201)	99,804	89,804
IT – Town (4143)	13,500	0
Highway & Streets (4303)	475,000	354,713
Library Heat Pumps (4501)	16,660	0
Total	664,964	504,140

2. Pension Plan

Description	Town Pension Plan	Fire Department Pension Plan
Actuarial Defined Contribution (ADC) FY22:	\$789,000	\$175,829
Paid to date by the Town & BoE	\$838,000	
ADC budget amount	\$664k (town) \$174k (BoE) = \$838k	\$180,000
Pension Reserve Amount:	\$312,000	

1. Debt Service

Outstanding June 30, 2022: \$22,940,000
Debt Service budget FY23: \$3,071,844

Ms. Palladino also noted that the auditors are here and the board can expect a report at the January meeting.

Mr. Carver thanked Ms. Palladino.

8. 2023 Calendar of Meetings

Mr. Thorpe made a motion, seconded by Mr. Stevenson to approve the 2023 Calendar of meetings with the elimination of two meetings which occur on holidays; July 4th and November 7th. Motion passed unanimously.

The Board of Finance meets on the first and third Tuesdays of the month. The meetings begin at 6:30 p.m. in the first floor conference room at the Town Hall. These are hybrid meetings.

The calendar of meetings is posted in the Town Clerk's Office.

9. Selectman Report

Selectman Fortuna announced the Annual Town Meeting is November 28, 2022, 6:30 p.m. at the Middle School auditorium.

10. Liaison Reports

Mr. Thorpe reported that the Board of Education has applied for an HVAC Grant. He also noted that they are working on the 2023 budget.

11. Comments From Board Members

None

12. Public Comment

None

13. Comments from The Chair

Mr. Carver thanked everyone.

14. Adjournment

A motion to adjourn made by Mr. Thorpe, seconded by Mr. O'Brien was so VOTED at 6:59 p.m.

Respectfully submitted:

Gerri Lewis, Clerk