

TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE REGULAR MEETING MINUTES

December 6, 2022 6:30 p.m.

This was a hybrid meeting

BOF Attendant Members

Paul Carver, Chairman
Brad Thorpe, V. Chairman
Tom Stevenson
Rick Swan
Bruce Carlson

Absent Members

Eric Dussault
John O'Brien

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. O'Brien and Mr. Dussault absent.

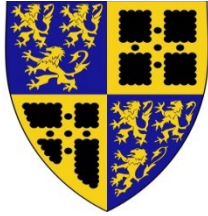
4. Minutes

A motion made by Mr. Thorpe, seconded by Mr. Carlson to approve the minutes of November 15, 2022 passed with Mr. Swan abstaining.

5. Public Comment

None

6. Treasurer Report



Monthly Treasurer's Report – November 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 November 2022

REVENUES:	Budget	Received FYTD	% Received FY23	% Received FY22
Taxes	46,839,698	27,002,436	57.6%	57.8%
State of Connecticut	463,000	317,408	68.6%	45.4%
Local Revenues	1,075,000	809,473	75.3%	66.9%
TOTALS:	48,377,698	28,129,317	58.1%	57.9%

Authorized Investments per Investment Policy:

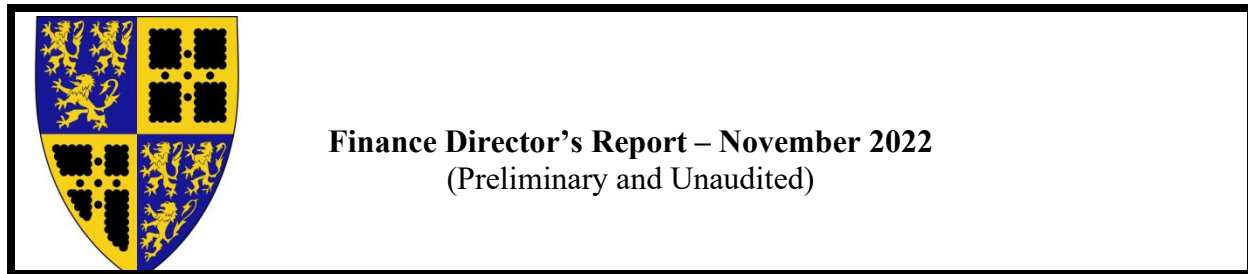
Authorized Investment	Balance	Rate as of 11/30/22
STIF	\$10,886,089	3.81%
Liberty Bank	\$100,114	.05%
Webster Bank	\$8,738,751	2.41%
Short Term Cash Management	\$8,000,000	1.81%
ARPA Cash Management	\$1,200,000	2.12%
Total	28,924,954	2.75%

Pension Plans as of: November 2022

Description	Town Pension Plan	Fire Department Pension Plan
Beginning Balance 6/30/22	24,026,515	1,558,038
Change in Value	877,250	53,138
Ending Balance	25,180,621	1,628,789
Return FYTD (net of fees)	4.80%	4.54%
Benchmark Return	4.41%	4.41%
Assumed Rate	6.75%	6.50%
Funded Ratio	85%	52.7%

Mr. Carver thanked Ms. Labriola.

7. Finance Director Report



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	8,203,911	46.0%	43.4%
Bonded Indebtedness	3,071,844	2,711,976	88.3%	87.1%
Board of Education	27,473,341	10,766,137	39.2%	38.2%
TOTALS:	48,377,698	21,682,024	44.8%	43.4%

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 \$1,386,292 in American Rescue Plan Act ("ARPA") funds was approved on November 1, 2022, at the Board of Finance meeting and was further approval at the November 28, 2022 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 and was further approval at the November 28, 2022 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 approval at the November 28, 2022 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; and was further approval at the November 28, 2022 Town Meeting.

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 and was further approval at the November 28, 2022 Town Meeting.

At the October 18, 2022 Board of Finance meeting, it was voted to approve an appropriation for \$5,106.38 for digital sign upgrades and was further approval at the November 28, 2022 Town Meeting.

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 and was further approval at the November 28, 2022 Town Meeting.

Fiscal Year 23 Budget Performance

Through November 2022, 42% of the general government budget equates to \$7,430,095. Actual expenditures of \$8,203,911 are \$774 thousand 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 November 30, 2022, the Town's cash balance was as follows:

Fund	Total	Monthly Activity
General Fund	8,234,889	-2,892,006
Capital Funds	2,766,984	44,586
Reserve Funds	4,285,428	-11,770
Non-major Funds	4,769,448	-92,596
Total	20,056,749	-2,951,786

The Town's total cash decreased by \$2.9 million of which \$2.9 million was due to activities in the General Fund. The GF received \$300 thousand in revenues which were offset by \$3.2 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 \$2,716,584 as of November 30, 2022

Municipal Reserve Fund	FY 2023 Transfers	Balance
Capital Non- Recurring Budget 3350	\$135,729	1,250,921
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	178,711
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	0
P&R Mulch Trask Playground	3,630	0
P&R Netting	7,528	0
Gazebo Town Hall Green – 3000	60,000	1,313
Paving Budget	25,000	0
Total	735,000	3,310,846

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	373,609
Library Heat Pumps (4501)	16,660	0
Total	664,964	523,036

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	

Debt Service

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

Mr. Carver thanked Ms. Palladino.

8. Emergency Management Fund Procedure

Chief Spera explained the process for placing and using funds in the Emergency Management Fund (“EMF”).

He reported that the EMF account has existed for many years and has been used to store excess funds received that were greater than direct expenses associated with a disaster. From time to time, the Town is not fully reimbursed for all of its direct expenses after final receipt and the EMF is used to eliminate negative balances. It is recommended that this process be officially codified and approved by the Board of Finance.

Ms. Palladino noted that the auditors have recently reviewed several of the off-budget funds that have been designated as disaster funds as part of The Fiscal Year 2022 audit. The COVID fund has a positive balance, while other storm related funds still have negative balances. During their review they questioned the Town’s process for the handling of funds after the disaster account has been “closed” and asked for supporting documentation.

While this process has been in place for many years, there was no documentation of Board of Finance approval to support this process. The auditors would like to see the motion approving this process.

A motion was made by Mr. Carlson, seconded by Mr. Swan to approve the process of placing excess disaster funds into the Emergency Management Fund and to utilize Emergency Management Fund balances to cover expenses not reimbursed for disaster funds. Motion passed unanimously.

Mr. Carver thanked Chief Spera and Ms. Palladino.

At this time, Chief Spera asked if the Board of Finance would consider joining a Police Commission meeting so that they could present their FY23-24 budget. The board agreed to attend a January 5, 2023 meeting with the Police Commission at 6:30 p.m.

9. Selectman Report

- Selectman Fortuna briefly discussed the funding for the Beaver Dam Trail project;
- “Nips” bottle income is around \$17K;
- Torch Light Parade; and
- Have not heard back about the Community Challenge Grant at this time

Mr. Carlson thanked Selectman Fortuna.

10. Liaison Reports

None

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. Swan was so VOTED at 7:49 p.m.

Respectfully submitted:

Gerri Lewis, Clerk