



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE MEETING MINUTES
September 17, 2019 7:00 P.M.
FIRST FLOOR CONFERENCE ROOM

BOF Attendant Members

David LaMay, Chairman
Carol Rzasa, V. Chairwoman
Tom Stevenson
Barry O’Nell
Paul Carver
John O’Brien

Absent Members

Donna Nucci

In Attendance

Carl Fortuna, First Selectman
Bob Fish, Treasurer
Lee Ann Palladino, Director of Finance
Ray Allen, Director of Parks and Recreation
Dan Moran, Facilities Maintenance
Larry Hayden, IT Director
Gerri Lewis, Clerk

1. Call to order:

Chairman LaMay called the meeting to order at 7:00 P.M.

2. Pledge of Allegiance:

Chairman LaMay led the pledge.

3. Roll Call: Ms. Nucci absent.

4. Minutes

A motion to approve the minutes of August 20th, 2019 meeting was made by Mr. Carver, seconded by Ms. Rzasa. Motion passed by Mr. O’Brien, Mr. O’Nell, Mr. Carver, Ms. Rzasa, Mr. LaMay, Mr. Stevenson. 6-0-0

5. Street Scan Presentation

Selectman Fortuna introduced Stan Karlin to the board. Mr. Karlin noted that they are a business partner with CCM, which is Connecticut Conference of Municipalities. He discussed a handout of an overview of pavement management including services for the following: ScanVan Data Collection; Data Processing; Pavement Facing Imagery; Pavement Management Plan; Annual Software License and Annual Data Hosting & Support for 60 centerlane miles. The total is \$8,109 per year for a 3 year contract.

A short Q&A followed. Chairman LaMay thanked Mr. Karlin.

6. Emergency Management Director - None

6. Funding recommendation for tennis courts at Kavanagh Park

Director Ray Allen of Parks and Recreation was in attendance to answer any questions that the board had. It was noted that the courts were cracked and not level which has been a hazard. The courts were in dire need of repair and restoration. The fence was in need of repair as well. Director Allen noted that the vendor was well known up and down the shoreline and had an excellent reputation. After a short discussion, the following motion was made:

A motion to recommend to town meeting an appropriation of \$111,870 from the capital non-recurring account for repairs and restoration of the Kavanagh Park tennis courts and the replacement of the fencing around said courts was made by Mr. Carver, seconded by Ms. Rzasa. Further, said funds will be moved to an off budget account that will be entitled "Kavanagh Park tennis courts repair." Motion passed by Mr. O'Brien, Mr. O'Neill, Mr. Carver, Ms. Rzasa, Mr. LaMay, Mr. Stevenson.6-0-0

Chairman LaMay thanked Director Allen.

7. Funding recommendation for Town Hall roof repairs

Facilities Maintenance Director Moran, gave a brief overview of the problems with leaks in the roof at the town hall. The leaks were found in the interior walls and there were three of them in different locations. There were four bids. It was noted that the work could possibly commence in the fall.

A motion by Ms. Rzasa, seconded by Mr. Carver to recommend to town meeting an appropriation of \$30,025.00 from the capital non-recurring account for repairs to the town hall lower roof structure. Further, said funds

will be moved to an off budget account that will be entitled “town hall roof repairs” passed by Mr. O’Brien, Mr. O’Neill, Mr. Carver, Ms. Rzasa, Mr. LaMay, Mr. Stevenson. 6-0-0

8. Harbor Management Commission

Mr. Murphy, Chairman of the Harbor Management Commission gave an explanation and overview of the docks and gangway renovation of the Sheffield Street docks. The board was given a price sheet for the docks and gangway as well.

A motion by Ms. Rzasa, seconded by Mr. Carver to act upon the recommendation of the harbor management commission to authorize funding in the amount of \$33,515 for a dock and gangway renovation at the Sheffield Street docks, said funds to be accessed from the harbor management commission capital budget. Motion passed by Mr. O’Brien, Mr. O’Neill, Mr. Carver, Ms. Rzasa, Mr. LaMay, Mr. Stevenson. 6-0-0

9. Treasurer’s Report

Treasurer Fish went over his reports which were handed out to the board. He noted that the current year taxes were coming in very well and the back taxes were a little slower. He noted that we’ve received nothing yet from the State of Connecticut. He called the board’s attention to the expenditure status report and the general fund revenues. The “Telecommunication Taxes” was at \$0 because that doesn’t start until April. He noted that he expects \$375K from the State of Connecticut and possibly more. He also noted that “Miscellaneous Income” was the check from CIRMA. Treasurer Fish noted to the board that the projected totals were at \$0, because it’s too early to project.

These reports can be seen in the Treasurer’s Office.

Chairman LaMay thanked Treasurer Fish.

10. Finance Report

Ms. Palladino handed out her report as follows:

Budget for Fiscal Year 2020

Budget Fiscal Year 2020

The general government budget for Fiscal Year (“FY”) 2020 presently stands at \$16,761,338, along with the Town’s Debt Service budget of \$3,238,104, total General Government Expense equate to \$19,999,442. The Board of Education budget of \$26,520,747 brings the Town-wide budget to \$46,520,189. The budget was approved at the May 2019 budget referendum.

Budget Appropriations – None.

Unassigned Surplus Fund Appropriations - During FY20 no appropriations against the unassigned surplus fund have been made.

Municipal Reserve Fund Appropriations - During FY20 the following appropriations against the municipal reserve fund (“MRF”) have been made.

Budgeted Capital Outlays FY20

The Municipal Reserve Fund, which includes capital non-recurring, fire apparatus, public work/transfer station, and Board of Education sinking funds, totals \$2,153,816 as of August 31, 2019.

Municipal Reserve Fund	FY 2020 Transfers	Balance 8/31/2019
Capital Non- Recurring Budget 3350	\$192,533	\$702,446
Fire Apparatus -3351	169,591	806,859
Public Works – 3353	75,000	144,511
Board of Education – 3354		500,000
Catastrophic Illness – 7219	70,000	164,515
Post-employment Payout – 7220	40,000	191,640
Revaluation – 7222	50,000	41,169
Contingency – 7224	30,000	56,964
Roof Repair - 3020	25,000	36,263
Old Post Road Culvert Replacement (3024)	49,100	\$42,571
Leap Year (490000)	24,667	\$24,667
Fire Panel (490000)	8,700	\$8,700
Total	734,591	\$2,720,305

Capital Expenditures FY 2020 budgeted amount as noted below. To date, 15.8% 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)	\$375,000	\$0
Library Heat Pumps (4501)	\$15,000	\$0
Park & Recreation (450301)	\$10,000	\$686
Total	\$584,804	\$90,490

Authorized Transfers –

Fiscal Year 20 Budget Performance

Through August 31, 2019, two months or 16.67% of the general government budget equates to \$2,794,115. Actual expenditures of \$3,410,177 are \$616 thousand above straight level budget expectations. Capital transfers, quarterly payment, and other one-time annual payments were made near the start of the fiscal year. The budget lines that are running ahead of budget are attached, there are no unusual or unexpected expenses at this time.

Fiscal Year 2020 vs. Fiscal Year 2019

The general government budget for FY19 was \$16,339,829 or \$412,509 less than FY20. The Town’s General Government budget was 19.6% expended vs. 21.6% compared to the same this period last year.

Ms. Palladino then gave the board documents to follow her overview of the off budget accounts.

Chairman LaMay thanked Ms. Palladino

10. SELECTMAN REPORT None

11. COMMENTS FROM THE CHAIR

Chairman LaMay thanked the board.

12. PUBLIC COMMENT None.

13. ADJOURNMENT

A motion to adjourn at 8:38 p.m. was made by Ms. Rzasa, seconded by Mr. O'Brien and was so voted by Mr. O'Brien, Ms. Rzasa, Mr. Carver, Mr. O'Neill, Chairman LaMay and Mr. Stevenson. 6-0-0

This meeting is recorded on the town's youtube website.

Submitted:

Gerri Lewis, Clerk