

**Subject to Modification and Approval  
Unapproved Minutes  
BOARD OF FINANCE  
January 12, 2023**

**CALL TO ORDER**

Chairman Lainie McHugh called the Board of Finance meeting to order at 7:05 p.m. in the Council Chambers. All joined in the Pledge of Allegiance followed by a moment of silence.

**PUBLIC COMMENT**

No public comment.

**ATTENDANCE**

The Clerk called the roll and recorded the following:

**Present**

Marty Isaac  
Scott Zimov  
Lainie McHugh  
Paul Timpanelli  
Justin Scheuble  
Michael Barker  
Christine El Eris – Alternate  
Vincent DeGennaro – Alternate  
Marc Mascola – Alternate

**Absent**

**Also present:**

Vicki Tesoro, First Selectman; Maria Pires, Director of Finance; Daniel Schopick, Esq., Town Attorney; Anthony Musto, Esq., Treasurer; Kathleen McGannon, Chief Administrative Officer; George Estrada, Director of Public Works; Dmitri Paris, Superintendent of Parks and Recreation; Megan Murphy, Fire Marshal

**TOWN TREASURER'S REPORT – Anthony Musto**

Mr. Musto presented his report indicating that we have exceeded last year's budgeted income, which is a good thing.

**TAX COLLECTOR SUSPENSE ITEMS – Donna Pellitteri**

Ms. Pellitteri spoke to the Board regarding the uncollected funds that are being put into Suspense prior to being turned over to a collection agency. Motor Vehicles are higher this year and she suspects it will be higher next year, since DMV has gone from renewing every two years to every three years.

**01-23-01 FY 2022-2023 SUPPLEMENTAL APPROPRIATION**

Mr. Timpanelli moved, seconded by Mr. Zimov, to appropriate \$38,955 from the General Fund to Salaries Full Time 01022800-501101 \$26,420; Fringe Benefits – FICA 01013400-511150 \$ 2,022; Fringe Benefits – Def. Contr. Plan 01013400-522110 \$1,850; Fringe Benefits – Medical 01013400-511151 \$8663, to cover the cost of a new Deputy Fire Marshal to start 2/15/2023.

Ms. Murphy spoke to the Board indicating that her request for additional staff did not get approved in the last budget; however, she was encouraged to return to the Board if the workload continued to increase. They are currently doing construction inspections and once the apartments are completed they will need to conduct inspections on an annual basis. She currently has a part-time person that she hired as a seasonal employee and she would like to hire him as a full-time Deputy Fire Marshal.

Vote: 6-0-0 motion carries

### **01-23-02 FY 2022-2023 SUPPLEMENTAL APPROPRIATION**

Mr. Timpanelli moved, seconded by Mr. Scheuble, to appropriate \$31,573 from the General Fund to Hazardous Waste Day 01030400-581886 \$31,573 to cover the overage for properly disposing of PCB contaminated material.

Mr. Estrada spoke to the Board regarding the PCB disposition indicating they had recently found a shed containing 12 barrels of waste oil. These barrels were buried and several of them were PCB contaminated. We removed them from the site; however, we need to get rid of them.

In addition, other contaminants were found at the transfer station. We are going to limit the amount of material that anyone can bring at any one time and also restrict the surrounding towns (Monroe and Easton) with whom we share expenses from bringing hazard waste to us. We are going to need to inspect and spot test material and that takes time.

Vote: 6-0-0 motion carries

### **01-23-03 FY 2022-2023 SUPPLEMENTAL APPROPRIATION**

Mr. Timpanelli moved, seconded by Mr. Scheuble to appropriate \$142,163 from the General Fund to Program Expenses 01080800-522205 \$142,163 bring the total to \$ 220,000 for the FY2023 budget in order to complete work for the remainder of the year. The average spent for the past 3 yrs is \$ 261,770.

Mr. Estrada indicated only emergency work is currently being permitted. We cannot predict the future; however, we are trying to keep our estimate to the barest minimum. The Chair indicated the Council removed \$75,000 that we had previously given to them. In doing this now, it will bring them closer to their original request/estimate.

Vote: 6-0-0 motion carries

### **DISCUSSION ITEMS**

- **Budget to Actual expenditures FY 2023**
  - We are at the 6-month mark.
  - We hired a new tax assessor, so Maria will be moving funds around to cover the salary, etc.
  - Maria will also need to request more funds for our attorney regarding the tax appeals.
  - Library maintenance and repair line is nearly spent at 96%; Maria will check that.
  - Police overtime is up to 77%; however, it will be offset by salaries.
- **Town Permits, Fees and Fines FY 2023**
  - We sold equipment for between \$40,000 and \$50,000 recorded last year and this year
  - Clerk revenue is higher most likely due to increase in house sales
  - EMS is still understaffed and recently hired a new billing company
  - Building Official is up due to new construction
  - Recs and Parks are close to last year's revenue
  - Emergency management \$500 revenue; actually should have been public works so it must have have been credited to the wrong account number
  - Motor vehicle revenue cap from last year of \$13 million
  - Grant funds come to us at various times and we do have a schedule
- **Fund Balance Report FYE 2023**
  - Did not project the revenue; only looked at the supplementals for today
  - The Fund Balance is 13.72%

### **APPROVAL OF MINUTES**

#### **December 8, 2022**

Mr. Zimov moved, seconded by Mr. Barker, to approve the December 8, 2022 minutes, as presented.

It was noted that the name Gannon, shown as "also present" should read Kathleen McGannon.

Mr. Scheuble moved, seconded by Mr. Zimov to approve the minutes with the correction made to read Kathleen Gannon.

Vote: 6-0-0 motion carries

**November 29, 2022**

Mr. Zimov moved, seconded by Mr. Barker, to approve the November 29, 2022 minutes, as presented.

It was noted that the minutes indicate Mr. Mascola was absent from the meeting, and should be changed to show he was present.

Mr. Zimov moved, seconded by Mr. Barker, to approve the minutes with the correction made to show Mr. Mascola was present at the meeting.

Vote: 6-0-0 motion carries

**ADJOURNMENT**

By unanimous consent the meeting adjourned at 8:10 p.m.

Respectfully submitted

Phyllis C. Collier

Phyllis C. Collier, Board of Finance Clerk