



**SUBJECT TO MODIFICATION AND APPROVAL
BOARD OF FINANCE MEETING
July 13, 2023
Unapproved Minutes**

CALL TO ORDER

The Chairman called the 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

There was no Public Comment

ATTENDANCE

Present

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

Absent

Marc Mascola – Alternate

Also present:

Vicki Tesoro, First Selectman; Maria Pires, Director of Finance; Kathleen McGannon, Chief Administrative Officer; Daniel Schopick, Esquire, Town Attorney; Dmitri Paris, Superintendent of Parks and Recreation.

INTERNAL AUDITOR'S UPDATE

Ms. Lopez presented her report: **Parks and Recreation Cash Receipts**
To access this report, hold control key and click [here](#).

TOWN TREASURER'S REPORT

Mr. Musto was not available to present and his report will follow. Any question you may have should be forwarded to the Chairman.

07-23-01 – FY 2023-2024 Bonding Resolution

Mr. Zimov moved, seconded by Mr. Timpanelli, to read the title of the resolution in its entirety and to waive the reading of the remainder of the resolution, incorporating its full text into the minutes of this meeting.

Vote: 6-0-0

Mr. Timpanelli moved, seconded by Mr. Zimov, to adopt the resolution as introduced.

Ms. Pires indicated that \$850,000 in funds approved for the pool came from ARPA and coupled with the bonded amount will cover the entire project. Mr. Paris mentioned that the project appears to be short \$225,000; the final costs he presented were not available until today. Because the project has not gone out to bid in over 2 years, Mr. Paris cannot be certain of the costs, unless they put out an RFP.

It was noted that the amount of the Bond can be increased once the fixed figure is received.

Vote: 5-1-0 (opposed: Zimov); the Resolution has been adopted.

7-23-02 Fiscal Year End 2022-2023 Transfers – Tax Assessor

Mr. Timpanelli moved seconded by Mr. Zimov to transfer \$127,000 in accordance with the attached schedule 7-23-02.

Ms. Pires indicated we are transferring funds to cover salaries for the part-time and seasonal help that we needed to hire to cover the unfilled full-time positions and \$8000 was for the Vision upgrade

Vote: 6-0-0 motion passes

7-23-03 Fiscal Year End 2022-2023 Transfers – Tax Collector

Mr. Timpanelli moved seconded by Mr. Barker to transfer \$7,024 in accordance with the attached schedule 7-23-03.

Ms. Pires indicated we are transferring funds to cover salaries for the part-time and seasonal help that we needed to hire to cover the unfilled full-time positions.

Vote: 6-0-0

7-23-04 Fiscal Year End 2022-2023 Transfers – Planning & Zoning

Mr. Timpanelli moved seconded by Mr. Scheuble to transfer \$12,474 in accordance with the attached schedule 7-23-04.

Ms. Pires indicated we are transferring funds to cover salaries for the part-time and seasonal help that we needed to hire to cover the unfilled full-time positions.

Vote: 6-0-0

7-23-05 Fiscal Year End 2022-2023 Transfers – Economic Development

Mr. Timpanelli moved seconded by Mr. Scheuble to transfer \$10,660 in accordance with the attached schedule 7-23-05.

Ms. Pires indicated we are transferring funds to cover salaries for the part-time and seasonal help that we needed to hire to cover the unfilled full-time positions.

Vote: 6-0-0

7-23-06 Fiscal Year End 2022-2023 Transfers – EMS

Mr. Timpanelli moved seconded by Mr. Scheuble to transfer \$1,628 in accordance with the attached schedule 7-23-06.

Ms. Pires indicated we are transferring funds to cover salaries for the part-time and seasonal help that we needed to hire to cover the unfilled full-time positions.

Vote: 6-0-0

7-23-07 to 7-23-23 Fiscal Year End 2022-2023 Transfers – Directors Transfers

Mr. Timpanelli moved seconded by Mr. Zimov to transfer \$13,636 in accordance with the attached schedule 7-23-07 to 7-23-23 for the Director's Transfers.

These are the transfers that the Board authorized the Director to make within a department, not to exceed \$2,500.

Vote: 6-0-0

DISCUSSION ITEMS

Budget to Actual expenditures FY 2023

Ms. Pires projected that going forward we will need supplementals for the Tax Assessor to cover for expenses related to staffing, professional consultants, tax appeals and attorneys' fees. There will also be transfers from contingency for contract settlements and a supplemental for the Human Resources Department. She indicated that there would be more information as we get further along in the process. In addition, Ms. Pires discussed the accounts with outstanding balances that will be returned to the fund.

There are still funds remaining in the Board of Education that have not been transferred to the Non-Lapsing account

Revenue Report FY 2023 – No discussion

Town Permits, Fees and Fines FY 2023

Ms. Pires mentioned that EMS is down \$275,000 due to staffing issues leading to missed calls. The Building Department is currently up \$308,000; the Town Clerk revenue is up \$257,439

APPROVAL OF MINUTES – June 12, 2023

Mr. Zimov moved seconded by Mr. Timpanelli to accept the minutes of June 12 ,2023, as presented.

Vote: 6-0-0

ADJOURNMENT

By unanimous consent the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Phyllis C. Collier

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Board of Finance Clerk