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STAFFORD, CT

Board of Finance, Town of Stafford
Veteran's Meeting Room
Regular Meeting
December 3, 2018

2018 DEC -6 P 4:13

9 pages

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TOWN CLERK

Board Members Present: Jane Slater, Chair, Gary Fisher, Fran Moriarty, Tony Pellegrino, David Walsh
Board Member Absent: Brain Bagley
Board Alternate Present: Steven Geryk
Board Alternates Absent: Richard Shuck, Conrado Ulloa

Also in attendance were Town CFO Lisa Baxter, Superintendent of School Steve Moccio, Board of Education member Andrea Locke, and WPCA Superintendent Richard Hartenstein.

1) **CALL MEETING TO ORDER**

Chairman Slater called the meeting to order at 7:05 PM.

2) **ESTABLISH A QUORUM**

Upon motion of Mr. Pellegrino and seconded by Mr. Moriarty, the Board voted unanimously to seat alternate member Steven Geryk for absent member Brian Bagley. A quorum was established.

3) **APPROVE MINUTES OF NOVEMBER 5, 2018 MEETING**

Upon motion of Mr. Moriarty and seconded by Mr. Pellegrino, the Board approved the minutes from the November 5, 2018 regular meeting.

4) **APPROVAL OF 2019 BOARD OF FINANCE CALENDAR OF MEETINGS**

The Board was presented with two options for their 2019 meetings. The first option follows the current Monday meetings, the second option follows a Thursday meetings schedule.

Upon motion of Mr. Walsh and seconded by Mr. Pellegrino, the Board voted unanimously to stay with the Monday meeting schedule for 2019. *(see attached)*

5) **DISCUSSION AND POSSIBLE ACTION ON WAIVING BID ORDINANCE FOR AUDITORS**

CFO Lisa Baxter explained to the Board that the current auditing firm O'Connell, Pace & Company was contracted to perform the audit for the fiscal year ending June 2018. The Board has two options: wave the bid ordinance for the next audit and keep the same firm, or have the Town put the audit contract out for bid. Upon motion of Mr. Pellegrino and seconded by Mr. Walsh, the Board unanimously approved to request that the Board of Selectmen waive the bid ordinance for three years, and retain the current auditing firm O'Connell, Pace & Company.

6) **APPROVAL OF 2019 BOARD OF FINANCE BUDGET**

CFO Lisa Baxter distributed to members the requested Board of Finance budget for fiscal year 2019/2020. Line item for Contracted Services:Auditors is increased by \$500.

Upon motion of Mr. Moriarty and seconded by Mr. Fisher, and Board unanimously approved their 2019/2020

fiscal year budget. *(see attached)*

7) **DISCUSSION AND POSSIBLE APPROVAL OF TRANSFERS**

The Board of Finance received three requests for transfers to approve from the Board of Selectmen's November 20, 2018 meeting.

Upon motion of Mr. Geryk and seconded by Mr. Pellegrino, the Board unanimously approved the three transfer requests. *(see attached)*

Fran Moriarty motioned to move Line Item #10 OLD BUSINESS to be heard before line items #8 and #9. The motion was seconded by Mr. Walsh, and the Board approved unanimously.

10) **OLD BUSINESS**

Mr. Walsh informed the Board that former Board of Finance member Sylvain Tetrault recently passed away. Mr. Tetrault was a member of the Board for over fifteen years.

Upon motion of Mr. Walsh and seconded by Mr. Fisher, the Board unanimously approved Mr. Walsh writing a letter to the Board speaking of Mr. Tetrault's volunteered services to the Town of Stafford. Mr. Walsh will read the letter at the Board's January meeting and will be included in the minutes.

Superintendent of Schools Steven Moccio was in attendance to discuss a letter he received from the State of Connecticut. Based on the 17/18 and 18/19 fiscal years budgeted appropriation information provided to the Department of Education, the State is saying Stafford is currently in noncompliance by \$239,655.

Mr. Moriarty moved that the Board of Finance recommend to Town Meeting an appropriation of \$239,655 for the Board of Education, which was the amount reduced from the Board of Education's current budget. Mr. Fisher seconded the motion. Following discussion, the motion was defeated by a 0-6 vote.

After more discussion, the Board recommended to Mr. Moccio to send a letter to the State Department of Education stating that he anticipates the Town to provide the Board of Education with the additional funds. The Board requested Mr. Moccio attend their February 4, 2019 meeting to further discuss the MBR.

8) **WPCA PROJECT DISCUSSION**

WPCA Superintendent Richard Hartenstein attended the meeting to discuss possible funding options for the West Street and Route 190 pump station projects. He hopes to put the West Street project out to bid in January or February 2019, and the Pump Station project out to bid around June. The West Street clay pipes were installed in the 1930's and are falling apart, they cannot put off repairs any longer without risking further damage and sewage waste backing up into the streets.

The Board discussed if the Town, sewer users, or a combination of the two pay for the projects. The Board posed questions to CFO Baxter about different bonding situations, and if this project gets bonded, should the Town include other projects including bridges, dams, and road maintenance.

The Boards of Finance, Selectmen, and WPCA will hold a second joint meeting on Monday December 10, 2018 at 6:30 to further discuss these projects.


9) **NEW BUSINESS**

There was no new business to discuss.

10) **ADJOURNMENT**

Upon motion of Mr. Walsh and seconded by Mr. Fisher, the meeting adjourned at 8:42 PM.

Respectfully Submitted,



Erin Kirchhoffer

Board of Finance Recording Secretary

Town of Stafford
Board of Finance
Veteran's Room
Regular Meeting
November 5, 2018 7:00PM

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TOWN CLERK

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1. Call to order
2. Establish a quorum
3. Approve minutes of October 1, 2018 Regular Meeting
4. Transfers
5. New Funds to be Established
6. New Business
7. Old Business
8. Adjournment

Board Members Present:

Jane Slater, Chair, Fran Moriarty, Gary Fisher, Brian Bagley and David Walsh

Board Alternates Present:

Conrado Ulloa and Steve Geryk

Absent were Board Member Tony Pelligrino and Alternate Richard Shuck

Also in attendance were Mary Mitta, First Selectman, John Locke, Selectman, Steven Moccio, Superintendent of School, Business Manager Diane Peters, and the entire Board of Education

1. **Call to order** – Jane Slater, Chair called the meeting to order at 7:01PM
2. **Establish a quorum** – Fran Moriarty motioned to have Steve Geryk sit in for absent member Tony Pelligrino. The motion was seconded by Brian Bagley and the members voted unanimously to sit Mr. Geryk.
3. **Approve minutes of October 1, 2018 Regular Meeting** – Brian Bagley motioned to accept the minutes of October 1, 2018 meeting, seconded by Gary Fisher. All board members present voted unanimously to accept the minutes as presented.
4. **Transfers** – Lisa Baxter, CFO presented the Police request for a transfer from Salaries 20-241-1150 to Training 20-241-3801 \$1,975.00. The transfer was discussed under new business at the meeting on October 1, 2018. Fran Moriarty motioned to accept the transfer request and Steve Geryk seconded the motion. The board members voted unanimously to accept the transfer as requested.
5. **New Funds to be Established** – Lisa Baxter, Chief Financial Officer presented new funds to be established.(attached) These new funds would allow the funds to be spent for their specific purpose as designation by Grantor and Donor without having to go to the Boards for additional appropriations. Since the funds are restricted by grantor and donor they can only be spent for the specific purpose. After a brief discussion it was motioned by Fran Moriarty to establish the new funds as presented and that the board would like reports on the grants and donations received and what the funds were spent on. Dave Walsh seconded the motion and the board voted unanimously to establish the new funds.

6. **New Business** – Mr. Steve Moccio, Superintendent of School presented the Board with a letter he received from the State of Connecticut Department of Education regarding the Minimum Budget Requirement (MBR) for the Town of Stafford Board of Education. (attached) The letter states that the appropriation for the Board of Education does not meet the current MBR as calculated the State Department of Education. Mr. Moccio stated that they would like a response to the letter by January 1, 2019. The Board after much discussion decided to have Mr. Moccio and Lisa Baxter get more detailed information about timing, other towns, and potential waiver information for the meeting on December 3rd.
7. **Old Business** – There was a brief discussion on the calendar of meetings. The members present received two options, the first Monday or the third Thursday. It was decided to vote on the calendar at the December 3rd meeting.
8. **Adjournment** – Upon Motion of Brian Bagley and seconded by Dave Walsh the meeting adjourned at 8:16PM.

Respectfully Submitted,



Lisa Baxter
Recording Secretary
Board of Finance

BOARD OF FINANCE

2019 CALENDAR OF REGULAR MEETINGS

All Meetings are at 7:00 p.m.

January	7	Monday	Town Hall - Veteran's Room
February	4	Monday	Town Hall - Veteran's Room
	20	Wednesday	Advertise 1st Public Budget Hearing
	27	Wednesday	Board of Education/Board of Selectman Service District/WPCA FY 2018/19 Budgets Due
March	4	Monday	Town Hall - Veteran's Room
	6	Wednesday	Community Center 1st Public Hearing
	11	Monday	Town Hall - Veteran's Room
	20	Wednesday	Town Hall - Veteran's Room
	27	Wednesday	Town Hall - Veteran's Room
April	1	Monday	Town Hall - Veteran's Room
	10	Wednesday	Advertise 2nd Public Budget Hearing
	8	Monday	Town Hall - Veteran's Room
	24	Wednesday	Community Center 2nd Public Hearing
	29	Monday	Town Hall - Veteran's Room
May	8	Wednesday	Community Center – Town Meeting (Tentative)
	15	Wednesday	Budget Referendum (Tentative) Library
	15	Wednesday	Immediately following the adjourned Town Meeting
	8:15		
	20	Monday	Town Hall - Veteran's Room
June	3	Monday	Town Hall - Veteran's Room
July	29	Monday	Town Hall - Veteran's Room
August	26	Monday	Town Hall - Veteran's Room
September	9	Monday	Town Hall - Veteran's Room
October	7	Monday	Town Hall - Veteran's Room
November	4	Monday	Town Hall - Veteran's Room
December	2	Monday	Town Hall - Veteran's Room

		2020		2019	2018	2017	2016
	Variance	Requested	Percentage	Adopted	Actual		
20-130-0000		0.00		0.00	0.00	0.00	0.00
20-130-3180		2,000.00		2,000.00	2,181.56	209.34	1,542.51
20-130-3525		500.00		13,500.00	41,500.00	42,392.50	39,000.00
20-130-5100		550.00		550.00	381.00	539.97	332.97
		50.00		150.00	100.00	100.00	100.00



Stafford Family Services

21 Hyde Park Road · Stafford Springs, Connecticut 06076

Tel: (860) 684-4239 • Fax: (860) 684-0511

E-Mail: family.services@staffordct.org



Judy K. Gardner, LMFT
Executive Director

1.

October 22, 2018

Board of Selectman:

Stafford Family Services had estimated 18,000 for our SDE budget, our Contract was approved for \$23,496, which is a increase of \$5,496. I'm requesting an increase of \$5,496 to line item 515-3501.

Our DMHAS contract was approved for \$76,535 and we had estimated 70,000, I'm requesting an increase of 6,535 to line item 520-3501.

Feel free to contact me if you have any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Brenda Henderson".

Brenda Henderson
Office Manager
Stafford Family Services



Town of Stafford
Department of Public Safety
2 Main St., Stafford Springs, CT 06076

To: First Selectman Mitta

From: Lt Thomas Duncan

Date: 11/20/18

Subject: Reimburse body armor

Mrs. Mitta;

The town of Stafford purchase body armor for officer Magao at a cost of \$786.00. The body armor is good for five years. Officer Magao left the town of Stafford and accepted a position with the town of Lebanon, which is closer to his residence. I made arrangements with the Town of Lebanon to reimburse the Town of Stafford \$701.60 for the body armor. I would request to put the \$701.60 into line item 20-241-7400 Police Equipment, so I can purchase body armor for our new Police Officer.

Sincerely,

Lieutenant Thomas Duncan