


**Board of Finance
Special Meeting
August 30, 2021 6:30 PM
Zoom Meeting ID 867 6212 7336**

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TOWN CLERK

1. The meeting was called to order at 6:42 pm.
2. Present via Zoom were Chairman Francis Moriarty, and members Steve Geryk and Sal Titus. Upon motion of Mr. Geryk and seconded by Mr. Titus, the Board by unanimous vote seated alternate member Richard Shuck. A quorum was established.

Also present via Zoom was Chief Financial Officer Lisa Baxter.

3. Upon motion of Mr. Geryk and seconded by Mr. Titus, the Board unanimously approved the minutes of the June 7, 2021 meeting.
4. Chairman Moriarty asked Ms. Baxter to answer any questions the Board may have concerning the transfer requests. *(attached)* Following a brief discussion concerning the Transfer Station, Constable Reimbursements, and Tree Warden transfers, Mr. Shuck moved to accept the transfer requests as presented. Mr. Geryk seconded the motion and the Board approved unanimously.

Ms. Baxter explained that the three transfers that were over \$20,000 need to go to a Town Meeting for final approval. Upon motion of Mr. Geryk and seconded by Mr. Shuck, the Board unanimously approved sending to Town Meeting the transfer from Constable Reimbursement to Police Vehicle Purchase, and the two transfers from the General Fund to Transfer Station Recycling and Trash Disposal.

5. Upon motion of Mr. Geryk and seconded by Mr. Shuck, the Board voted unanimously to adjourn at 6:53 pm.

Respectfully submitted,



Erin Kirchhoffer
Recording Secretary

Attachments

The video recording of the meeting is posted to the Town Website www.staffordct.org

**BUILDING AND ZONING DEPARTMENTS
TRANSFER REQUESTS
5/25/2021**

<u>From:</u>	<u>To:</u>	<u>Amount:</u>
20-270-3304 Copier Fees	20-270-7430 Permit Software Fees	2,000.00
20-270-5320 Vehicle Gas & Oil	20-270-5100 Office Supplies	1,500.00
TOTAL AMOUNT OF TRANSFERS		3,500.00

Recreation Commission

Transfer Requests

FROM:

20-320-1015
(custodial services)

TO:

20-320-1009
(salaries: summer program)

AMOUNT:

\$10,000

Buildings

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
20-200-4900 (Misc Services)	20-200-4102 (Utilities: Water)	\$267.01
20-200-4900 (Misc Services)	20-200-4210 (Utilities: Trash)	\$67.44
20-200-4900 (Misc Services)	20-200-4500 (Telephone)	\$2,286.10

Buildings**Recreation Commission**

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
20-320-1015 (Custodial Services)	20-320-1009 (Salaries: Summer Program)	\$9,665.02
20-320-4850 (Repairs)	20-320-8351 (Risk Management..)	\$398.90

Recreation Commission**Recreation Commission**

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
20-320-8305 (little league)	20-330-8107 (staffordville beach)	\$1,900
20-320-8310 (senior league)	20-330-8107 (staffordville beach)	\$1,150
20-320-8315 (youth football)	20-330-8107 (staffordville beach)	\$2,500

Parks Department**Police Department**

<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
20-241-1150 (payroll)	20-241-1131 (part-time)	\$1,500
20-241-1150 (payroll)	20-241-7100 (grants)	\$2,200
20-241-7400 (police equipment)	20-241-5100 (office supplies)	\$290
20-241-1510 (dispatching services)	20-241-3320 (repair vehicle)	\$360

Police Department

20-241-5320 (gas oil)	20-241-7400 (police equipment)	\$5,000
Fund 66 – (constable reimbursement)	20-241-3400 (vehicle purchase)	\$40,000 *

**Requires Town Meeting approval*

Assessors Office	Assessors Office	
<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
20-140-3800 (conferences & meetings)	20-140-7410 (capitol office equipment)	\$1,599.99

Registrar of Voters	Registrar of Voters	
<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
20-120-3210 (machines/mechanics)	20-120-1006 (election day helpers)	\$270.00

20-120-5200 (travel/misc)	20-120-1006 (election day helpers)	\$147.16
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20-120-3800 (conferences /meetings)	20-120-1120 (deputy registrars)	\$2,150
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20-120-1131 (training)	20-120-8250 (laptops)	\$2,912
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Community Center	Community Center	
<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
20-505-3990 (misc)	20-505-4500 (telephone/cable)	\$539.16

July 29, 2021

TRANSFER REQUEST AS FOLLOWS:

<u>From</u>	<u>To</u>	<u>Amount</u>
HIGHWAY	TRANSFER STATION	
300-7200 (paving project)	280-3820 (DEP Compliance)	\$ 1112.33
300-1170 (salaries;Hwy)	280-1160 (salaries: TS)	\$ 2185.58
300-1170 (salaries:Hwy)	280-1166 (part-time & OT)	\$ 4022.56

<u>From</u>	<u>To</u>	<u>Amount</u>
HIGHWAY DEPARTMENT	HIGHWAY DEPARTMENT	
300-3310 (equip & supplies)	300-1176 (salaries snow & emerg)	\$1707.31
300-3310 (equip & supplies)	300-1520 (uniform allowance)	\$ 857.51
300-3310 (equip & supplies)	300-5600 (road maint.equip& supplies)	\$ 660.80
300-1170 (salaries hwy dept)	300-3315 (maint truck & equip)	\$8224.76
PARKS DEPARTMENT	SAFETY & PROTECTION	
330-8109 (turf manag & equip repair)	240-4400 (tree warden)	\$ 3243.75
330-8108 (maint of structure)	240-4400 (tree warden)	\$ 509.44
330-5420 (signs)	240-4400 (tree warden)	\$ 285.24
330-5103 (field marking paint)	240-4400 (tree warden)	\$ 847.92

330-4125 (trash disposal)	240-4400 (tree warden)	\$ 1578.44
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330-8111 (cont education)	240-4400 (tree warden)	\$ 641.92
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<u>From</u>	<u>To</u>	<u>Amount</u>
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HIGHWAY DEPARTMENT

SAFETY & PROTECTION

300-7300 (equip maint;cap project)	240-4400 (tree warden)	\$ 3862.69
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HIGHWAY DEPARTMENT

CAPITAL OUTLAY

300-4500 (telephone)	220-7220 (repairs of dams/bridges)	\$ 249.60
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PARKS DEPARTMENT

PARKS DEPARTMENT

330-5103 (field marking paint)	330-1160 (overtime)	\$ 804.59
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330-3311 (equip repair)	330-1171 (salaries)	\$ 376.39
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330-8111 (cont' education)	330-5100 (office supplies)	\$ 98.84
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HIGHWAY DEPARTMENT

FUEL – ALL BUILDINGS

300-4105 (diesel fuel)	205-4105 (propane)	\$ 2299.26
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Stafford Family Services:				
FROM:		TO:		
20-510-3503	Counseling/Prevention	20-510-1017	Medical Director	3,350.00
20-510-3503	Counseling/Prevention	20-510-3506	Billing Services	832.77
20-515-3501	Family Therapy	20-515-4500	Telephone	269.33
20-515-3501	Family Therapy	20-515-6100	Dues & Fees	21.00
20-520-3503	Individual Counseling	20-520-3501	Family Therapy	997.50
20-520-3503	Individual Counseling	20-520-4500	Telephone	1,045.29
Grant Received	Town Clerk	20-190-5105	Stationary & Forms	2,202.01
Grant Received	Registrars	20-120-1105	Salaries: Registrars	105.47
Grant Received	Selectman	20-100-1004	Gen Gov PR & OT	4,767.66
Buildings:				
20-200-4310	Custodial Supplies	20-120-4102	Utilities: Water	930.00
20-200-4310	Custodial Supplies	20-200-4500	Telephone	100.00
20-200-3805	Plum cont education	20-200-4600	HVAC/Plumbing & Electrical	1,500.00
Fixed Charges:				
20-210-2020	Workmens Compensation	20-210-2025	Unemployment Compensation	160.00
Safety & Protection:				
20-241-1150	Payroll Police Dept	20-240-1122	Animal Control Officer	3,859.50
Police Protection:				
20-241-1151	Resident Trooper	20-241-5100	Office Supplies	371.93
20-241-1151	Resident Trooper	20-241-7400	Police Equipment	3,503.72

FROM:		TO:		
Covid-19 Expenses:				
Grant Received		20-250-1005	OT	431.31
Grant Received		20-250-1015	Equipment & Supplies	15,784.19
Building Department:				
20-270-3200	Legal Services	20-270-7440	Educational Remittance FEE	1,175.41
Recreation Commission:				
20-320-8335	Soccer:Children	20-320-4100	Utilities:Electricity	1,400.00
20-320-8345	Wrestling	20-320-4100	Utilities:Electricity	125.00
Holidays:				
20-345-8415	Christmas	20-345-8425	Other Community Activities	706.58
Community Center:				
20-505-3990	Miscellaneous	20-505-3330	Maintenance	25.40

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HIGHWAY DEPARTMENT

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(cont' education)

330-5100
(office supplies)

\$ 98.84

HIGHWAY DEPARTMENT

FUEL - ALL BUILDINGS

300-4105
(diesel fuel)

205-4105
(propane)

\$ 2299.26

GENERAL FUND

TRANSFER STATION

280-4115
(Recycling)

\$ 22,965.40

280-4125
(Trash disposal)

\$ 26,846.97