

**Board of Finance
Special Meeting
March 21, 2022 6:30 PM
Veterans Meeting Room
Warren Memorial Town Hall**

RECEIVED
STAFFORD, CT *9 pages*
2022 MAR 28 PM 2:55

Francis Moriarty
TOWN CLERK

1. The meeting was called to order at 6:32 pm by Chairman Francis Moriarty.
2. Present were Chairman Moriarty, members Steve Geryk, Matthew McKenney, Richard Shuck and David Walsh, and alternate members Conrado Ulloa and Donald Martinsen. Upon motion of Mr. McKenney and seconded by Mr. Walsh, the Board, by unanimous vote, seated alternate member Mr. Ulloa in place of absent member Anthony Pellegrino. A quorum was established.

Also present were First Selectman Sal Titus, Selectman Richard F. Hartensetin Jr., Susan Phillips, Chair of the Stafford Library Board, and Grant and Marketing Specialist Amber Wakley.

3. Upon motion of Mr. McKenney and seconded by Mr. Geryk, the Board unanimously approved the minutes of the March 14, 2022 meeting.
4. Ms. Wakley reviewed the history and future necessary steps for the Olympic Field Recreational Renovations and Improvements Small Town Economic Assistance Program (STEAP) grant. The total cost of the project is \$221,000, which must be approved and appropriated from the general fund in order to receive the \$128,000 State of Connecticut STEAP reimbursement. At the Town Meeting held December 30, 2021, \$82,500 or approximately one third of the total cost was appropriated from the Assigned Fund (general fund) to the 2021-2022 Capitol Improvement Fund for the project. The balance of said project, \$138,500 will need Town Meeting approval to proceed. An additional reimbursement revenue of \$10,500 has been pledged by the Stafford Youth Football Program.

Olympic Field Project Total Cost:	\$221,000
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Funding Resources

December 30, 2021 Town Meeting appropriation	(82,500)
Requested Town Meeting appropriation	<u>(138,500)</u>
Total General Fund	(221,000)

Project reimbursements to General Fund anticipated:

(STEAP grant)	\$128,000
(Youth Football)	10,500

The Board of Selectmen, at their meeting held March 21, 2022, approved the \$138,500 appropriation for the project and referred said appropriation for action to the Board of Finance.

Following discussion, Mr. Shuck moved that the Board of Finance approve the Olympic Field Recreational Renovations and Improvements STEAP grant project for a total cost of \$221,000, and further recommend for Town Meeting approval, an appropriation of \$138,500 from the General Fund to 2021-2022 Transfer Out (Capital Improvement Fund), as requested by the Board of Selectmen.

Mr. Walsh seconded the motion, which was approved by unanimous vote.

5. First Selectman Titus presented the proposed FY 2022-2023 General Government budget of \$12,486,977. He stated that figures were not finalized to date and that the Board of Selectmen had not formally approved the budget. The proposal shows a preliminary increase of \$1,413,118 over the present budget. Also included was the proposed Debt Service budget of \$2,408,276. (attached)

First Selectman Titus reviewed a number of areas of increase including:

- Buildings (#200) includes roof repair funds for the Warren Memorial Town Hall and the DPW garage
- General Highways (#300) including funding for paving, a mechanic and laborer position
- Recreation (#320) including funds for the Summer Recreation program and repairs to SHS track
- Fuel Oil (#205)
- Assessors (#140), software and NADA,
- Contractual salaries (#100),
- IT Technology (#115), updates
- Tree Removal (#240)
- Police Protection (#241)
- Emergency Services (#245)

Ms. Phillips was present to review the proposed 2022-2023 Stafford Library budget, as approved by the Stafford Public Library Board on February 10, 2022 (attached). The proposed budget of \$570,755 is a 1.12% increase (\$6,313) over the present year. She stated that the budget represented reallocation of funds to better meet community needs, along with additional funds for contractual salaries, programs and the 5800 account to meet the demand for digital materials.

6. Mr. Hartenstein reviewed the Water Pollution Control Authority (WPCA) proposed FY2022-2023 budget of \$1,997,669. He also presented the Water Pollution Control Facility Capital Account 10 Year Plan. (attached) The proposed budget was approved by the WPCA on February 14, 2022 and represents no increase in Sewer User Charges.
7. Upon motion of Mr. Geryk and seconded by Mr. Walsh, the Board voted unanimously to adjourn the meeting at 8:07 pm.

Respectfully submitted:



Erin Kirchhoffer
Recording Secretary

Attachments:

Board of Selectmen - General Government and Debt Service - proposed FY22/23 budget

Stafford Public Library - proposed FY 22/23 budget

Water Pollution Control Authority - proposed FY 22/23 budget

3/21/2022

REF #	APPROVED EXPENDITURES FY 2019-2020	APPROVED EXPENDITURES FY 2020-2021	APPROVED EXPENDITURES FY 2021-2022	REQUESTED EXPENDITURES FY 2022-2023	Difference
100 Board of Selectmen	595,728.00	617,763.00	645,014.00	694,494.00	49,480.00
110 Probate Court	5,000.00	5,000.00	6,000.00	6,000.00	-
115 IT Technology	115,712.00	147,742.00	149,313.00	168,267.00	18,954.00
120 Registrars	67,660.00	63,067.00	57,161.00	61,350.00	4,189.00
125 Human Resources				5,905.00	5,905.00
130 Board of Finance	46,400.00	47,400.00	48,100.00	49,300.00	1,200.00
140 Assessors	112,190.00	92,535.00	95,042.00	103,860.00	8,818.00
150 Board of Assessment Appeals	5,985.00	6,098.00	6,098.00	6,361.00	263.00
160 Tax Collector	87,300.00	86,035.00	86,835.00	91,280.00	4,445.00
170 Treasurer	104,380.00	104,466.00	104,466.00	108,306.00	3,840.00
180 Town Counsel	46,500.00	46,500.00	46,500.00	46,500.00	-
190 Town Clerk	89,500.00	90,735.00	90,735.00	93,592.00	2,857.00
200 Buildings	483,993.00	449,605.00	579,895.00	703,462.00	123,567.00
205 Fuel Oil	67,000.00	62,000.00	65,000.00	89,000.00	24,000.00
210 Fixed Charges	2,229,200.00	2,433,257.00	2,444,040.00	2,496,829.00	52,789.00
220 Capital Outlay	50,500.00	50,000.00	70,000.00	70,000.00	-
230 Judgment & Losses	5,000.00	5,000.00	3,000.00	3,000.00	-
240 Safety & Protection	63,200.00	69,600.00	86,110.00	100,800.00	14,690.00
241 Police Protection	882,738.00	833,540.00	854,898.00	1,023,940.00	169,042.00
245 Emergency Services	1,031,266.00	1,070,668.00	1,093,944.00	1,178,647.00	84,703.00
248 Fire Marshals	78,632.00	77,355.00	77,355.00	80,601.00	3,246.00
270 Building/Zoning Department	165,500.00	195,400.00	197,215.00	216,866.00	19,651.00
280 Transfer Station Operations	482,960.00	485,600.00	565,470.00	607,370.00	41,900.00
300 General Highways	1,916,938.00	1,998,859.00	2,026,430.00	2,650,760.00	624,330.00
310 Town Aid	393,503.00	393,503.00	395,893.00	396,978.00	1,085.00
320 Recreation Commission	160,610.00	87,920.00	99,360.00	173,320.00	73,960.00
330 Parks	404,000.00	412,900.00	415,100.00	456,000.00	40,900.00
345 Holidays	20,000.00	16,000.00	26,000.00	35,000.00	9,000.00
370 Economic Development	2,000.00	2,000.00	2,000.00	2,000.00	-
380 Conservation Commission	2,000.00	2,000.00	2,000.00	2,120.00	120.00
450 Arts Commission	4,000.00	4,000.00	-	4,000.00	4,000.00
490 Pollution Abatement	100	5	5.00	5.00	-
500 Health District	58,000.00	58,000.00	58,000.00	57,000.00	(1,000.00)
505 Community Center	164,333.95	165,350.00	162,250.00	173,031.00	10,781.00
510 Stafford Family Services	383,620.00	395,630.00	394,630.00	406,033.00	11,403.00
670 Transfer Out Fund	85,000.00	28,064.00	120,000.00	125,000.00	5,000.00
TOTAL GENERAL GOVERNMENT	10,410,448.95	10,603,597.00	11,073,859.00	12,486,977.00	1,413,118.00
* DEBT SERVICE	2,288,850.00	2,256,675.00	2,426,810.00	2,408,276.00	(18,534.00)
440 Public Library	571,188.00	565,632.00	564,442.00	570,755.00	6,313.00
TOTAL BOARD OF SELECTMEN	13,270,486.95	13,425,904.00	14,065,111.00	15,466,008.00	1,400,897.00

Stafford Library 2022-2023 Proposed Budget

	2021-2022	2022-2023	\$	%
	Request	Request	difference	difference
1004 Salaries (part time)	114,486.00	109,056.00	-\$5,430.00	-4.74%
1184 Salaries (full time)	234,025.00	238,879.00	\$4,854.00	2.07%
2015 FICA	26,808.00	26,744.00	-\$64.00	-0.24%
2030 Group Health and Life	68,548.00	68,548.00	\$0.00	0.00%
2035 Retirement	39,786.00	39,205.00	-\$581.00	-1.46%
2111 Longevity	1,918.00	1,672.00	-\$246.00	-12.83%
3100 Postage	550.00	550.00	\$0.00	0.00%
3330 Maintenance	6,000.00	6,500.00	\$500.00	8.33%
3805 Continuing Education	3,000.00	3,000.00	\$0.00	0.00%
4100 Utilities: Electricity	24,411.00	24,411.00	\$0.00	0.00%
4102 Utilities: Water	560.00	560.00	\$0.00	0.00%
4500 Telephone	2,800.00	2,930.00	\$130.00	4.64%
5100 Office and library supplies	2,550.00	2,550.00	\$0.00	0.00%
5200 Mileage, professional dues, travel	1,350.00	1,500.00	\$150.00	11.11%
5800 Books, DVDs, periodicals, etc.	35,000.00	40,000.00	\$5,000.00	14.29%
7410 CAP Equipment	650.00	650.00	\$0.00	0.00%
8255 Programs	2,000.00	4,000.00	\$2,000.00	100.00%
Total	564,442.00	570,755.00	\$6,313.00	1.12%

Stafford Library
20-220-400
Budget Explanation FY2022-2023

Library employees belong to Local 1303-427 and Local 818-55 of Council 4 AFSCME, AFL-CIO and Local 818.55

1004	Part-time employees	\$109,056	
1184	Salaries (full time)	\$238,879	
2015	FICA/Medicare-Employer	\$26,744	7.65% of salary lines
2030	Group Health & Life	\$68,548	Per Treasurer's Office
2035	Employee Retirement Plan	\$39,205	Per Treasurer's Office
2111	Longevity	\$1,672	
3100	Postage	\$550	

Covers mailing of general correspondence, overdue notices and interlibrary loan materials.

3330	Maintenance	\$6,500
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This includes trash pickup, printer and copier toner/service contracts, pest control contract, alarm fee, general maintenance supplies, and fire extinguisher inspection

3805	Continuing Education	\$3,000
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Stipulated in union contract. Used for staff tuition reimbursement for professional course work, training at workshops, and the Connecticut Library Association annual conference.

4100	Utilities: Electricity	\$24,411	per Treas. Office recommendation
4102	Utilities: Water	\$560	
4500	Telephone	\$2,930	
5100	Office Supplies	\$2,550	

This line covers general office and library supplies.

5200 Mileage, professional dues, travel Request \$1,500

Covers dues for library membership in professional organizations such as the Connecticut Library Consortium (CLC). CLC negotiates with book sellers and other library suppliers for discounts for member libraries. Also covers usage fee for state-wide interlibrary loan system.

5800 Books/Periodicals/Audio-visual \$40,000

7410 Cap Equipment \$650

Covers cost of a book truck, shelving unit, or other small library purchase

8255 Library Programs \$4,000

This line includes the cost of programs with guest speakers/performers for children, teens, and adults; story hour supplies; and program refreshments.

Total Budget for FY 2022-2023 - \$570,755

WPCA 2022-2023 Budget

3/8/2022

\$370.00 a Year

WPCF

	Approved 2021-2022	Proposed 2022-2023	% Increase or Decrease	Different
Salaries: Operational Personnel	477,533	502,504	5.2%	24,971 Wages for 7 WPCF employees
Salaries: Overtime-Weekends	13,000	14,000	7.7%	1,000 contracted weekend work
Salaries: Overtime-Call-Ins	10,000	10,000	0.0%	0 emergency call-ins
Salaries: Overtime-On-Call	6,225	6,225	0.0%	0 on-call
Fees Recording Secretary	1,200	1,200	0.0%	0 \$75 per monthly meetings plus any special meetings
Uniform Allowance	3,700	4,500	21.6%	800 \$1400 boot allow \$3 100 Uniforms
FICA/Medicare Emp.	36,000	36,000	0.0%	0 Federal and State withholding - taxes 7.65% of salaries
Workers Comp Policy	23,000	23,000	0.0%	0 annual premium allocation to USI
Unemployment			#DIV/0!	0
Group Health & Life	110,000	142,142	29.2%	32,142 bimonthly payment for employee health benefits
Employee Retirement	83,698	105,571	26.1%	21,873 annual contribution to Pension Plan
Public Official Policy	0	0	#DIV/0!	0 annual premium allocation to USI
General Liability Policy	42,000	42,000	0.0%	0 annual premium allocation to USI
Property Policy	0	0	#DIV/0!	0 annual premium allocation to USI
Commercial Lines Fee	0	0	#DIV/0!	0 annual premium allocation to USI
Excess Liability Policy	0	0	#DIV/0!	0 annual premium allocation to USI
Auto Policy	0	0	#DIV/0!	0 annual premium allocation to USI
Postage	2,500	2,500	0.0%	0 special mailings including postage meter
Public notices-Liens	4,750	4,750	0.0%	0 6 legals for collections @ \$500 Notices pertaining to changes; lien recordings
Legal Services	4,600	4,600	0.0%	0 2 semiannual payment of \$1000 to Paradiso and Muska for legal services
Engineering Consultation	10,000	10,000	0.0%	0 misc professional advice
Cont. Service/Agreements	23,000	25,000	8.7%	2,000 Collections Software Support Copiers, Scada Retainer
Repair & Maintenance: Vehicles	15,000	15,000	0.0%	0 general mechanic repairs
Repair & Maint : Plant	100,000	100,000	0.0%	0 buildings UV filters equipment maintenance
Continuing Education	5,000	5,000	0.0%	0 memberships to WPCA organizations classes and books
Test: Heavy Metals & Toxic	22,000	25,000	13.6%	3,000 int/left samples for ammonia copper lead, zinc quarterly test toxicity of sludge
Drug & Alcohol tests/misc	750	750	0.0%	0 annual cost / random drug tests for CDL/Class A employees
Utilities: Electricity	143,200	135,000	-5.7%	8,200 Plant Pump Stations - Lake Shore Meadow, Orcutt W Staff
Utilities: Water	1,200	1,200	0.0%	0 \$275 per quarter for plant
Utilities: Heat	21,600	23,000	6.5%	1,400 13500 gallons @ \$1.80
Utilities: Diesel for Generators	3,000	2,000	-33.3%	1,000 fuel to enable generators to run
Disposal of Sludge	130,000	126,000	-3.1%	4,000 monthly avg. disposal fee of \$10 500
Telephone	10,000	10,000	0.0%	0 monthly internet / phone for plant / PS alarms, cell phone reimb
Insurance Bonding	200	200	0.0%	0 Annual payment for Bond certificate for Collector of Revenues
Office Supplies	4,300	4,400	2.3%	100 Basic office needs - paper folders, binders; clips, etc. stationary & forms
Laboratory, Supplies & Mat.	10,000	10,000	0.0%	0 test papers cylinders, filters cones and general lab necessities
Process Chemicals	27,300	32,700	19.8%	5,400 Ower Control Rt 190 PS, Sludge Thickening, Alkalinity for Nitrification
Equipment/Supplies	5,000	5,000	0.0%	0 General needs for facility maintenance
Vehicle Gas & Oil	12,000	12,000	0.0%	0 6,500 avg yearly gallons x \$1.85
Sewer Line System Maintenance	83,100	100,000	20.3%	16,900 main sewer pipe maint Manhole replacement
Pump Stations	1,000	1,000	0.0%	0 pump station maintenance
State Inspection/Permit Fees	17,500	17,500	0.0%	0 \$2,400 NPDES Yearly Fee \$15,000 Est Cost for Nitrogen Credit Exchanges
CAP - Spec. Rev. Comp. Fund	2,500	6,600	164.0%	4,100 sinking fund for future benefit payout
CAP - Pump Stations	5,000	5,000	0.0%	0 sinking fund for future pump station improvement
CAP - Line Maint	100,000	69,000	-31.0%	31,000 sinking fund for future improvements to sewer line
CAP - Equipment	100,000	70,000	-30.0%	30,000 sinking fund for future purchase of capital equipment
CAP - Vehicle Replacement	45,000	49,500	10.0%	4,500 future purchase of trucks/equipment and 26K 10 year pay back for Vac-Con (4)
Inflow/Infiltration	100,000	100,000	0.0%	0 sinking fund for future I/I work
Rental of Sewer Pipe RR	2,250	2,250	0.0%	0 Yearly fee for pipe and powerline crossing under tracks
BOND Payment	42,000	40,450	-3.7%	1,550 Bond for RT-190 PS
TOTAL	1,860,106	1,902,542		
Adjustment for Uncollected Fees	93,005	95,127		
TOTAL EXPENDITURES	1,953,111	1,997,669		
	146,085	44,558		
REVENUES				
User Fees	1,829,722	1,829,722		
Prior Collections	30,000	55,000		
Septic	28,250	32,500		
Interest Earned	950	950		
Connection Fees	9,000	9,000		
Elderly Housing	5,500	5,500		
Other 3M Surcharge	95,000	65,000		
Cash Balance	0	0		
TOTAL	1,998,422	1,997,672		
	45,311	3		
Capital Savings 20% of Budget	252,500	200,100		
% of Budget Spent on Capt	14%	11%		

WPCF CAPITAL ACCOUNT 10 YEAR PLAN

	<u>Vehicle</u>	<u>Pump Station</u>	<u>Major Sewer Line</u>	<u>Capital Equipment</u>	<u>Special Revenue</u>	
	<u>25-340-7245</u>	<u>25-340-7240</u>	<u>25-340-7241</u>	<u>25-350-7242</u>	<u>25-340-7235</u>	
	<u>Repair Replacement</u>	<u>Repair Replacement</u>	<u>Repair Replacement</u>	<u>Repair Replace</u>	<u>Compensation</u>	<u>TOTALS</u>
Beginning Balance	\$ 90,000.00	\$ 5,000.00	\$ 311,300.00	\$ 481,955.00	\$ 5,000.00	\$ 893,255.00
FY 21-22	\$ 34,524.00	\$ 5,000.00	\$ 45,000.00	\$ 83,500.00	\$ -	\$ 168,024.00
22-23	\$ 49,500.00	\$ 5,000.00	\$ 68,000.00	\$ 68,000.00	\$ 6,600.00	\$ 197,100.00
						\$ -
						\$ -
Ending Balance	\$ 174,024.00	\$ 15,000.00	\$ 424,300.00	\$ 633,455.00	\$ 11,600.00	\$ 1,258,379.00
10 Year GOAL	500,000.00	50,000.00	600,000.00	1,000,000.00	20,000.00	2,170,000.00
	Replacement and Major Repairs of Vehicles	Replacement of Components	Manhole Raising, Frames, Covers, Repairs	UV Bulbs, Filters, Valves, Pumps Mechanical Equipment	Employee Benefit Payout	