

Town of Stafford
Board of Finance
Regular Meeting in Person & via Zoom
Warren Memorial Town Hall
Veteran's Meeting Room
November 7, 2022
6:30P.M.

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TOWN CLERK

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1. Call to order
2. Establish quorum
3. Approve the minutes of October 3, 2022
4. Ambulance Association-ALS program
-downtown station bay insulation
5. FY 20/21 Town Audit
6. Town of Stafford Treasures Office-CFO position
7. Transfers
8. Adjournment

Minutes:

1. The meeting was called to order by Chairman Francis Moriarty.
2. Present were Chairman Francis Moriarty, members Steve Geryk, Richard Shuck, Tony Pellegrino on Zoom and alternates Don Martinsen and Conrado Ulloa.

Upon motion of Mr. Geryk and seconded by Mr. Pellegrino, the board unanimously voted to seat alternate members Don Martinsen and Conrado Ulloa in place of absent members Dave Walsh and Matt McKenney.
3. Upon motion of Mr. Ulloa and seconded by Mr. Geryk, the board unanimously approved the minutes of October 3, 2022
4. Stafford Ambulance Chief Alex Moore was present to discuss Advanced Life Support or ALS service. He explained that he has had many meetings with Somers and First Selectman Titus and a contract was drafted and reviewed by both the Somers Attorney and Stafford's new Town Attorney. The agreement is to have a Somers paramedic staged in Stafford 5 days a week during the peak service hours (which were defined currently as Tue-Sat from 10am-6pm). Having a paramedic in town means they can get to a resident/patient quicker. The cost to Stafford would be \$12,500 per month to Somers for paramedic services. Chief Moore explained that he is waiting for Johnson's to sign off on his application to the State to obtain the ALS-Primary Service Area license. He explained that they need to contract out until they can get up and running with

our own paramedics. Mr. Geryk said he was in support if ARPA could pay for it. There was some discussion regarding ARPA funds being used for this purpose with First Selectman Titus and Mr. Geryk agreeing this could be funded by ARPA.

Upon motion of Mr. Shuck and seconded by Mr. Geryk the board unanimously agreed to table this issue until they can confirm with the ARPA committee that they will agree to pay for the Somers Paramedic Service.

Chief Moore also discussed the need for insulating the back bay of the Willington Ave Station to house the Somers vehicle. The area needs to stay above 60%. The quote to insulate the bay came in at \$6,000.00 and he us asking the Board of Finance to appropriate the money to pay for it. Following some discussion, the board told Chief Moore to go ahead with getting it insulated and to pay for it out of their maintenance budget and if at the end of the fiscal year they are short to come back to the board for an appropriation.

5. Interim CFO Lynn Nenni was present to review the FY 20/21 town audit. Ms. Nenni gave an overview of the end of 2021 fiscal year balances noting the unassigned fund balance was \$5,793,523 and there was an increase over last year of \$509,631 which represents 12.95% of FY 2023 budget. She explained that this does not cover the unknown, which is why First Selectman Titus is working on creating a 5 / 10-year plan. The Sewer Fund net position was \$3,736,719 an increase over FY 2020 of \$203,011, the Utility Fund shows a -2,144,926 deficit and as discussed previously the town will be adding an addition \$426,000 to its budget each year. The General Fund budget to Actual Report shows a overall positive variance of \$878,121.00. The outstanding debt was 15,310,000, the outstanding leases were 13,899,307 and bond anticipation notes were 3,405,000. The tax collection rate was 97.5%.
6. Human Resource Specialist Diana Rose was present and discussed with the board the summary of what she has been doing in the recruiting process to fill the vacancy of the former CFO. Mrs. Rose explained that she has utilized every kind of free service and some paid services to post the positions. The search has not turned up any qualified candidates. There was discussion regarding the restructuring of the Finance office which would include an additional position to have a 3 level backup. She supplied the board with two possible options. They talked about the possibility of the town and Board of Education getting the same software. The members told First Selectman Titus to bring the discussion to the Board of Selectmen regarding the new position and then come back to them for an appropriation.
7. Upon motion of Mr. Geryk and seconded by Mr. Shuck the board unanimously approved the following transfer requests noting the \$25,617.90 transfer into the IT Technology budget will require town meeting approval.

\$33,362.90 from Misc. Income Fund (small cities) to the General Fund

Appropriate \$25,617.90 from the General Fund to IT Technology 20-115-1005 (software/computer services) Requires town meeting approval.

Appropriate \$7,745.00 from the General Fund to Building/Zoning 20-270-1006 (new line: copier)

Appropriate \$12,104.40 from Nip Revenue (general fund-fund balance) to Transfer Station 20-280-4115 (recycling)

8. Mr. Geryk moved to adjourn at 8:29p.m. the motion was seconded by Mr. Shuck and unanimously approved.

Respectfully Submitted:



Beth A. DaDalt
Recording Secretary