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David Walsh
TOWN CLERK

**Board of Finance
Special Meeting
December 12, 2022 6:30 PM
Warren Memorial Town Hall
Veteran's Room**

1. The meeting was called to order at 6:35 PM by member David Walsh. He explained that Chairman Francis Moriarty would not be in attendance. Also present were members Tony Pellegrino, Steve Geryk, and Richard Shuck.

Upon motion of Mr. Geryk and seconded by Mr. Pellegrino, the Board voted unanimously to appoint Mr. Walsh as Acting Chair for the meeting.

2. Upon motion of Mr. Geryk and seconded by Mr. Pellegrino, the Board voted unanimously to seat alternate Conrado Ulloa in place of Mr. Moriarty. A quorum was established.

Also present were First Selectmen Sal Titus, Selectman Richard Hartenstein, and interim Finance Director Lynn Nenni.

3. Upon motion of Mr. Geryk and seconded by Mr. Walsh, the Board unanimously approved the minutes of the November 14, 2022 special meeting.
4. The Board reviewed the transfer request from Interim Finance Director Lynn Nenni regarding an increase in revenue for Family Services and a new expenditure for cleaning services at Family Services. *(see attached)*

Upon motion of Mr. Geryk and seconded by Mr. Shuck, the Board unanimously approved the transfer requests.

5. Ms. Nenni explained to the Board that she and Mr. Titus, along with DPW Director Devin Cowperthwaite, have been in discussions concerning funding for upcoming Town projects. Ms. Nenni presented various borrowing scenarios and discussed three projects funded by grants that would each require a percentage of a Town match. *(see attached)*

At this time, it is Ms. Nenni's recommendation to not take funds from the cash reserves.

The Board of Selectmen will meet on Thursday December 15th to discuss and approve funding these projects and future bonding. No action was taken at this time.

6. Following a brief discussion, Mr. Pellegrino motioned to table approving the 2023 Board of Finance calendar of meetings. Mr. Geryk seconded the motion and the Board unanimously approved.
7. Upon motion of Mr. Shuck and seconded by Mr. Ulloa, the Board voted unanimously to adjourn the meeting at 7:12.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Erin Kirchhoffer". The signature is written in a cursive style with a large initial "E" and "K".

Erin Kirchhoffer

Transfers approved at the 10/5/2022 Board of Selectmen meeting:

The board reviewed the transfer request from interim Finance Director, Lynn Nenni regarding a increase in revenue for Family Services and a new expenditure for cleaning services at Family Services. Selectman Hartenstein moved to approve sending the following transfer requests to the Board of Finance for approval.

<i>Increase Revenue</i>	<u>Account</u>	<u>Description</u>	<u>Amount</u>
	20-05-050-538	Due from Dept of Children and Families	14,120
	20-05-050-540	Due from Dept of Mental Health and Addiction Services	4,141

<i>Increase Expenditures</i>	<u>Account</u>	<u>Description</u>	<u>Amount</u>
	20-515-000	Dept. of Children and Families	14,120
	20-520-000	Dept. of Mental Health and Addiction Services	4,141

Budget transfer to cover cleaning costs for Stafford Family Services

	<u>Account</u>	<u>Description</u>	<u>Amount</u>
From	20-330-1171	Salaries: Parks Department	8,892
To	20-200-4900	Town Hall: Miscellaneous Services	8,892

Impact of Debt issuance

<i>Borrowing Scenarios</i>			
	<u>New Bonds</u>	<u>Rollover Note</u>	<u>Mill Rate Impact</u>
Total FY 2023 Budget Principal and Interest	1,908,276	1,908,276	
FY 2023 Cost if issuing new bonds	1,833,263		
FY 2023 Cost if rolling over note		1,873,263	
Budget Surplus	75,013	35,013	
<i>FY 2024 Impact</i>			
if 5,000,000 related increase	2,177,462 269,186		0.31
if 10,000,000 related increase	2,676,767 768,491		0.89
if 20,000,000 related increase	3,675,378 1,767,102		2.06
if roll over related decrease		1,888,156 -20,120	-0.02
Current Note is \$3,295,000 and can be rolled annually to 2029			
Annual cost to roll approx 35,000			
Bonding cost approx 85,000			
Annual Cost of Existing Debt (Excluding note)		<u>Change from prior year</u>	
FY 2023	1,763,263		
FY 2024	1,678,156	-85,107	
FY 2025	1,631,556	-46,600	
FY 2026	1,584,756	-46,800	
FY 2027	1,191,581	-393,175	
FY 2028	844,106	-347,475	
Annual Cost of debt if bonding 5 million		<u>Change from prior year</u>	
FY 2024	2,177,462		
FY 2025	2,119,056	-58,406	
FY 2026	2,059,756	-59,300	
FY 2027	1,654,081	-405,675	
FY 2028	1,294,106	-359,975	

Town Match for Grants

Westford Avenue Bridge - \$945,000

This project has a conditional commitment to fund under the State Local Bridge Program. This is a 50/50 grant for qualifying expenses. The current engineer's estimate is \$1,889,000, so the local match would be \$944,500. It is possible that one portion of the project may not be considered a qualifying expense under the SLBP (replacing the concrete wall adjacent to the culvert itself). We are doing everything we can to have it included under the grant. There is also the possibility that bids may come in higher than the estimate (many towns have experienced this issue this year on similar projects). Both considerations could increase Town's portion of the cost.

Levinthal Run/SMS Parking Lot Paving - \$150,000

This project was awarded under the 2022 STEAP Grant. We were awarded a \$500,000 grant with a \$150,000 local match. The total project is estimated at \$650,000.

Willington Avenue Reconstruction – \$150,000

We are submitting a FEMA Hazard Mitigation Grant Program (HMGP) application for this project. This project includes replacing aged sewer and stormwater infrastructure as part of a full depth reconstruction of the roadway and sidewalks from Westford Avenue to Mountain Road. The engineer's current cost estimate is \$1,309,000. The grant is 90% federally funded with a 10% local match. Given the age and timing of the estimate, I am recommending we carry \$150,000 for the local match (rather than \$130,900) as I expect the final bids to come in higher than the current estimate. The application is due in February and requires us to annotate the source of the local match.