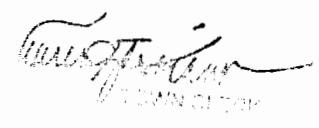


19 pages

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2023 MAR 13 PM 1:41



**Board of Finance
Regular Meeting
March 6, 2023 6:30 PM
Veterans Meeting Room
Warren Memorial Town Hall**

1. The meeting was called to order at 6:30 pm by member David Walsh, as Chairman Francis Moriarty would not be in attendance. Also present were members Steve Geryk, Matthew McKenney, Richard Shuck, and alternate Shelley West.

Upon motion of Mr. Geryk and seconded by Mr. McKenney, the Board voted unanimously to seat Mr. Walsh as Chairman for the meeting.

2. Present were members Steve Geryk, Matthew McKenney, Richard Shuck, David Walsh, and alternate Shelley West.

Upon motion of Mr. Geryk and seconded by Mr. McKenney, the Board, by unanimous vote, seated alternate member Shelley West.

Also present was interim Finance Director Lynn Nenni.

3. The minutes from the December 19, 2022 meeting erroneously stated that Mr. Geryk motioned to adjourn the meeting. Upon motion of Mr. Walsh and seconded by Mr. Shuck, the Board by unanimous vote approved the minutes of December 19, 2022, with the correction that Mr. Walsh motioned to adjourn the meeting.

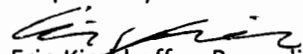
4. Upon motion of Mr. McKenney and seconded by Mr. Shuck, the Board unanimously approved the Transfers as presented by interim Finance Director Lynn Nenni, noting that the transfer from 20-220-7200 (dams and bridges) to 20-240-4400 (tree warden) in the amount of \$23,591.25 will require Town Meeting approval.
(see attached)

5. The Town received a request from the North Central Health District for a \$300 donation to be used to provide educational materials, Narcan training, and referrals for treatment to combat opioid abuse.

Upon motion of Mr. Geryk and seconded by Mr. McKenney, the Board unanimously agreed to the \$300 donation to the North Central Health District, and the monies will come out of funds the Town received in the Opioid Settlement.

6. Upon motion of Mr. McKenney and seconded by Mr. Geryk, the Board voted unanimously to adjourn the meeting at 6:48 PM.

Respectfully submitted:


Erin Kirshoffer, Recording Secretary

Attachments

TRANSFER REQUEST FORM

Department Name: TREASURER

Transfer From Account # 20-170-1100 TREASURER SALARIES

Transfer To Account # 20-170-3300 REPAIRS & OFFICE EQUIPMENT

Transfer Amount \$ \$5000

Please describe the reason for the transfer (why is the account overbudget).

Surplus Available in "Accountant" line due to vacancy.
Request to transfer \$5000 to pay for cubicles & office dividers in Treasurer office.

LYNN HENNI
Printed Name: (person requesting transfer)

Lynn Henni
Signature: (person requesting transfer)

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: TREASURY

Transfer From Account # 20-170-1100 TREASURY SALARIES

Transfer To Account # 20-170-3530 TEMPORARY HELP

Transfer Amount \$ 35,500

Please describe the reason for the transfer (why is the account overbudget).
COVER SHORTFALL IN TEMP-HELP ACCT AND ADD 2 MONTH CUSHION. DIFFICULTY IN RECRUITING FINANCE DIRECTOR HAS CREATED SURPLUS IN TREASURY SALARIES BUDGET

Lynn Dennis
Printed Name: (person requesting transfer)

Lynn Dennis
Signature: (person requesting transfer)

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

FY-22-23

TRANSFER REQUEST FORM

Department Name: Building / Highway

Transfer From Account # 20-300-7200 - Highway Prvng

Transfer To Account # 20-270-3200 Legal fees - Building Dept (Zoning)

Transfer Amount \$ ~~20,000~~ 19,900

Please describe the reason for the transfer (why is the account overbudget).

APPEALS CASES - 118 LAKEVIEW BLVD (ongoing)
- 359 EAST STREET

LARGER than expected costs for Appeals cases. LAST year spent 15K, this year expected 20,000 RANGE.

LYNN NENNI
Printed Name: (person requesting transfer)

Lynn Nenni
Signature: (person requesting transfer)

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

FY 22-23

TRANSFER REQUEST FORM

Department Name: Public Works / Parks

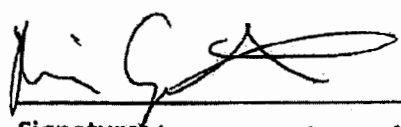
Transfer From Account # 20-330-1171

Transfer To Account # 20-330-1160

Transfer Amount \$ \$8,000.00

Please describe the reason for the transfer (why is the account overbudget).
The Parks Department Overtime budget line item (20-330-1160) is forecasted to be over expended this year. This is due to increased responsibilities for town-wide events and grounds maintenance requirements. In addition, the Parks Department has experienced vacancies which have required additional overtime labor to overcome the staffing shortage. As such, the Parks Department Salaries budget line item (20-330-1171) is forecasted to be under expended.

Devin Cowperthwaite
Printed Name: (person requesting transfer)


Signature: (person requesting transfer)

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

FY 22-23

TRANSFER REQUEST FORM

Department Name: Public Works / Transfer Station

Transfer From Account # 20-280-1160

Transfer To Account # 20-280-1166

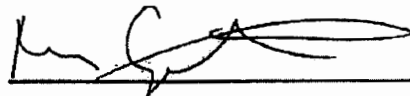
Transfer Amount \$ \$7,700.00

Please describe the reason for the transfer (why is the account overbudget).

The Transfer Station Overtime budget line item (20-280-1166) is forecasted to be over expended this year. This is due to unforeseen overtime expenditures required to staff the transfer station as a result of a staff vacancy. As such, the Transfer Station Salaries budget line item (20-280-1160) is forecasted to be under expended.

Devin Cowperthwaite

Printed Name: (person requesting transfer)



Signature: (person requesting transfer)

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: Public Works

Transfer From Account # 20-220-7220 - Dams + Bridges

Transfer To Account # 20-240-4400

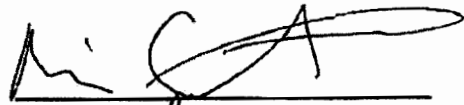
Transfer Amount \$ \$23,591.25

Please describe the reason for the transfer (why is the account overbudget).

The Tree Warden budget has seen an increase in expenditures due to hazard tree removals.

Devin Cowperthwaite

Printed Name: (person requesting transfer)



Signature: (person requesting transfer)

2/8/2023

Date: _____

Reviewed by the Board of Selectmen

Date: _____

Approved by Board of Finance

First Selectman

Board of Finance Chairman

FY 22-23

TRANSFER REQUEST FORM

Department Name: FACILITIES DEPT.

Transfer From Account # 20 - 200 - 4650

Transfer To Account # 20 - 200 - 4675

Transfer Amount \$ 14,000.00

Please describe the reason for the transfer (why is the account overbudget).
O&M SERVICES FOR THE SOLAR ARRAY'S WAS PRORATED IN THE PREVIOUS FISCAL YEAR, PAID IN THIS CURRENT FISCAL YEAR.

BRUCE DAVIS

Printed Name: (person requesting transfer)

Bruce Davis

Signature: (person requesting transfer)

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: Board of Selectman

Fiscal Year: 2022-2023

Transfer From Account # 20-100-1005

Account Name: General Gov't Salaries

Transfer To Account # 20-320-1009

Account Name: Recreation Salaries

Transfer Amount \$ 15,000

Please describe the reason for the transfer (why is the account overbudget).

Recreation salaries over budget due to increase in minimum wage.

Funds available in full time salaries line due to vacancies.

Printed Name: (person requesting transfer)

Signature: (person requesting transfer)

Requires Town Meeting approval per C.G.S. 7-348 Yes _____ No

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: Board of Selectman

Fiscal Year: 2022-2023

Transfer From Account # 20-100-1005

Account Name: General Gov't Salaries

Transfer To Account # 20-100-1004

Account Name: General Gov't OT and PT Clerical

Transfer Amount \$ 10,000

Please describe the reason for the transfer (why is the account overbudget).

Part time personnel filling in for departmental vacancies in building dept and OT in treasurer dept caused shortage in part time/overtime budget.

Funds available in full time salaries line due to vacancies.

Printed Name: (person requesting transfer)

Signature: (person requesting transfer)

Requires Town Meeting approval per C.G.S. 7-348 Yes _____ No ✓

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

FY 22-23

TRANSFER REQUEST FORM

Department Name: Police Department

Transfer From Account # 20-241-7405 1131

Transfer To Account # 20-241-4500

Transfer Amount \$ 1600

Please describe the reason for the transfer (why is the account overbudget).

When submitting the budget, PD was advised to reduce the amount for this line item.

Sgt. Joseph Strogoff
Printed Name: (person requesting transfer)

Sgt. J. Strogoff #140
Signature: (person requesting transfer)

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: Stafford Community Center

Transfer From Account # Maintenance 20-505-3330

Transfer To Account # Utilities: Water 20-505-4102

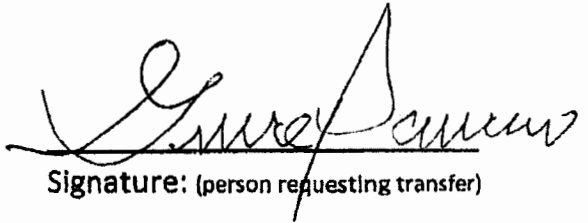
Transfer Amount \$ 1,000.00

Please describe the reason for the transfer (why is the account overbudget).

toilet running in Senior Center
potentially faulty old meter
(being replaced on 3/6/23)

Grace Parrow

Printed Name: (person requesting transfer)



Signature: (person requesting transfer)

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: Stafford Community Center

Transfer From Account # Maintenance 20-505-3330

Transfer To Account # Telephone 20-505-4500

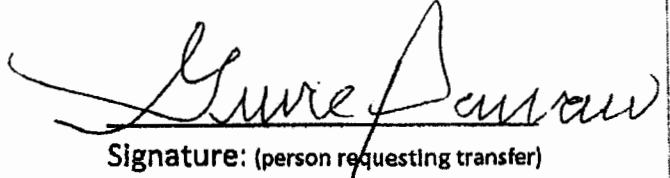
Transfer Amount \$ 400.00

Please describe the reason for the transfer (why is the account overbudget).

Increase in internet fees after 2021/2022 budget was submitted

Grace Parrow

Printed Name: (person requesting transfer)



Signature: (person requesting transfer)

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

FY 22-23

TRANSFER REQUEST FORM

Department Name: Family Services

Transfer From Account # 510-3503

Transfer To Account # 510-1016

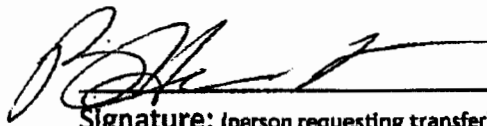
Transfer Amount \$ 4,000

Please describe the reason for the transfer (why is the account overbudget).

Supervising 4 interns

Brenda Henderson

Printed Name: (person requesting transfer)



Signature: (person requesting transfer)

2/1/23

Date: _____

Reviewed by the Board of Selectmen

Date: _____

Approved by Board of Finance

First Selectman

Board of Finance Chairman

FY 22-23

TRANSFER REQUEST FORM

Department Name: Family Services

Transfer From Account # 510-3503

Transfer To Account # 510-3506

Transfer Amount \$ 1400

Please describe the reason for the transfer (why is the account overbudget).

22 claim - Billing
credentiating clinicians

Ryan Henderson
Printed Name: (person requesting transfer)

[Signature]
Signature: (person requesting transfer)

2/9/23

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

FY 22.23

TRANSFER REQUEST FORM

Department Name: Family Services

Transfer From Account # 510-3503

Transfer To Account # 510-1018

Transfer Amount \$ 7,000

Please describe the reason for the transfer (why is the account overbudget).

Seeing more patients.

Brenda Henderson

Printed Name: (person requesting transfer)

[Signature]

Signature: (person requesting transfer)

2/9/23

Date: _____

Reviewed by the Board of Selectmen

Date: _____

Approved by Board of Finance

First Selectman

Board of Finance Chairman

FY 22-23

TRANSFER REQUEST FORM

Department Name: Family Services

Transfer From Account # 510-3503

Transfer To Account # 510-1017

Transfer Amount \$ \$ 300

Please describe the reason for the transfer (why is the account overbudget).

MISO classifications of money

Brenda Henderson
Printed Name: (person requesting transfer)

[Signature]
Signature: (person requesting transfer)

2/9/23

Date: _____
Reviewed by the Board of Selectmen

Date: _____
Approved by Board of Finance

First Selectman

Board of Finance Chairman

February 23, 2023

To: Board of Selectman
Board of Finance

From: Lynn Nenni, Interim Finance Director

Stafford Family Services has received additional funding from the Department of Children and Families in the amount of \$376. Please approve the following increase to the related revenue and expenditure accounts:

Revenue:	20-05-050-538	Family Services Grant	\$376
Expenditure:	20-515-3501	Family Therapy	\$376

Stafford Treasurer

From: Stafford Treasurer
Sent: Monday, January 30, 2023 11:48 AM
To: Brenda Henderson
Subject: RE: new YSB fund level

Thanks Brenda- I will put it on the next finance committee agenda.

Lynn

From: Brenda Henderson <henderson@staffordct.org>
Sent: Monday, January 30, 2023 11:34 AM
To: Stafford Treasurer <treasurer@staffordct.org>
Cc: Erin Kirchhoffer <payroll@staffordct.org>
Subject: FW: new YSB fund level

Hi Lynn,
Judy wanted me to pass this along, another increase in DCF grant of \$376.

From: Judy Gardner <jgardner@staffordct.org>
Sent: Monday, January 23, 2023 4:24 PM
To: Brenda Henderson <henderson@staffordct.org>
Subject: new YSB fund level

Hi Brenda. DCF has increased the annual award for the YSB money by \$376 for the 2022-23 fiscal year. This brings the total amount of our DCF grant to \$42,724 for the year. Please add the money to the counseling line item. Thank you
😊 Judy

Judy Gardner, LMFT
Executive Director
Stafford Family Services
jgardner@staffordct.org
(860)684-4239 x103