

Board of Finance
May 6, 2024
Veteran's Meeting Room
Warren Memorial Town Hall

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STAFFORD, CT

2024 MAY -8 AM 10:43

14 pages.


TOWN CLERK

1. Chairman Steve Geryk called the meeting to order at 6:30 PM.
2. Present were members Anthony Armelin, Blake Hatch, Matt McKenney, and Tony Pellegrino. Upon motion of Mr. McKenney and seconded by Mr. Armelin, the Board unanimously approved seating Alternate Shelley West for absent member David Walsh. A quorum was established.

Also present was Alternate member Conrado Ulloa. Also, Director of Finance John Lund, First Selectman Bill Morrison, Board of Education Finance Director Charmaine Hill and BOE Facilities Director Rob Butler.

3. Upon motion of Mr. McKenney and seconded by Mr. Hatch the Board unanimously approved the minutes from the April 24, 2024, Special meeting.
4. The Board reviewed budget transfer requests that were most recently reviewed and approved at the First Selectmen's meeting of May 1, 2024. In total \$18,342.62 of transfers were reviewed for consideration. There were general questions about the requests and discussion on when the Board would be seeing transfers again this year. CFO Lund noted that they would most likely be in July when final transfer requests, if necessary, for the current fiscal year would be submitted for approval. It was noted that more often than not they are to address ongoing expenses such as timing of salaries and benefits. On occasion there will be a singular transfer to settle up a one-time budget overage, which department managers should be well aware of in advance. Upon motion by Mr. Armelin and seconded by Mr. McKenney it was recommended for approval all the transfers presented. The Board unanimously voted to approve the transfers as presented and are attached.
5. Finance Director Hill presented two memos drafted to the Board of Finance and to CFO Lund outlining the need for and approval of the release of funds to support BOE projects and reimbursement for ongoing expenses. The first memo as drafted by Superintendent Moccio requested the release of \$210,000 from the Unexpended Capital Improvement fund. In addition, the memo requested \$79,100 from the same fund for upcoming water line connection hook-up costs. The memo addressed by Director Hill outlined how the money was to be spent, which was originally allocated to the BOE as part of the budget cuts directed by the Board at the March 20, 2024, Special Meeting. Questions were asked and confirmed regarding the timing of the project and while the \$210,000 was directed for the FY 25 budget, the expenditure of the allocation was to commence soon.

The second memo from Director Hill requested the transfer of the first payment of \$317,439 in the Education Excess Cost account. The monies, as received through CORE CT, were

confirmed as reimbursements of Special Education and related transportation costs. There were several questions regarding per pupil costs and the process of ascertaining overhead expenses beyond teacher's salaries and benefits.

Upon motion by Mr. Pellegrino and seconded by Mr. Armelin the Board unanimously approved the release of the \$210,000 as requested. Upon motion by Mr. Pellegrino and seconded by Mr. Armelin the Board unanimously approved the release of the \$79,100.

Upon motion by Mr. Pellegrino and seconded by Mr. Hatchc the Board unanimously the release of the \$317, 439 Education Excess Cost funds.

6. CFO Lund gave an update on the FY 2024 YTD budget to actual reporting. He noted on average all departments, as budgeted through the General Fund, appeared to be tracking in line with where the month of April was ending. He did note that some negative balances, which were recently addressed as a part of the transfer process should no longer exist, however some could persist into the fiscal year close like salaries and recurring benefits. This would be addressed at or around the last meeting in July of the Board. He noted that First Selectmen will be asking department heads to submit requests for orders and spend outside of salaries, no later than mid-May to help promote fiscal responsibility. There will be exceptions of course.
7. CFO Lund presented a YTD report of the self-insurance fund for the BOE health insurance plan. The report noted that while somewhat improving from the prior quarter, the deficit of the fund balance through March remained. The Board had several questions regarding how the level of claims appeared to be accelerating while it appeared premiums were going down and if the BOE was prepared to make additional contributions and budget allocations to reduce the deficit. The General Fund pays all bills for this fund. The Board requested additional follow-up questions for the BOE including statistics on premium payment allocations, broker comments on premium estimates and directional plans to address the deficit. This will be followed up at the next regularly scheduled meeting.

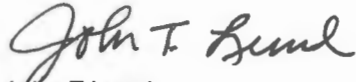
Subsequent to this report, the Board had several informational requests from the BOE to better understand how they oversee their budget. These requests included how budget transfers are made and done for budget line item overages, and what reporting is available to report spending and trends to budget in much greater detail. The Board also wanted to understand what payments are made back to the General Fund if they do not spend their budget, and what is their approach on this subject. Questions were also asked as to what bank accounts the BOE solely has access to and what makes up those accounts. Director Hill committed to follow up on these requests.

CFO Lund presented a memorandum, general checklist, and outline as examples of addressing the close out process of a fiscal year end and associated milestones. This was done to help demonstrate the commitment to not only filing financial statements on time

for FY 2024, but also to further establish systems and protocols to promote accountability and on-time and recurring, required reporting. This was for informational purposes only.

8. A motion at 9:00PM was made by Mr. McKenney and seconded by Ms. West to adjourn and so voted unanimously.

Respectfully Submitted,



John T Lund

Recording Secretary

attachments

TRANSFER REQUEST FORM

Department Name: Tree Warden

Fiscal Year: 2023 - 2024

Transfer From Account # 20-220-7220

Account Name: Repairs & Maintenance of Dams/Bridge

Transfer To Account # 20-240-4400

Account Name: Tree Warden

Transfer Amount \$ 4,000.00

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

Cover overexpenditure in Tree Warden budget due to emergency hazard tree removals.

Devin Cowperthwaite

Printed Name: (person requesting transfer)

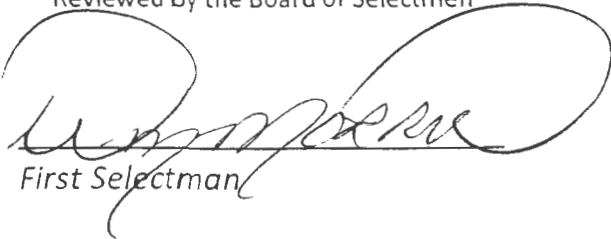


Signature: (person requesting transfer)

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

Date: 5-1-2024

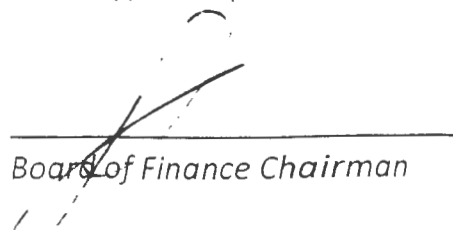
Reviewed by the Board of Selectmen



First Selectman

Date: 5-6-24

Approved by Board of Finance



Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: Tree Warden

Fiscal Year: 2023_2024

Transfer From Account # 20-300-7240

Account Name: Repairs : Bridges and Flexbeam

Transfer To Account # 20-240-4400

Account Name: Tree Warden

Transfer Amount \$ 10,000.00

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

Cover overexpenditure in Tree Warden budget due to emergency hazard tree removals.

Devin Cowperthwaite

Printed Name: (person requesting transfer)

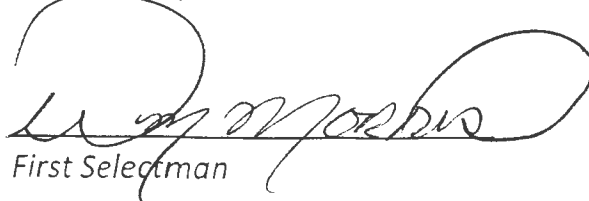


Signature: (person requesting transfer)

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

Date: 5-1-2024

Reviewed by the Board of Selectmen



First Selectman

Date: 5-6-24

Approved by Board of Finance



Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: Fire Marshal

Fiscal Year: 2023-2024

Transfer From Account # 20-248-3504

Account Name: Computer Software

Transfer To Account # 20-248-5320

Account Name: Vehicle Gas-Oil

Transfer Amount \$ 500⁰⁰

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

fuel audit aug

Mark Morrison
Printed Name: (person requesting transfer)

[Signature]
Signature: (person requesting transfer)

[Signature]

Date: 5-1-2024
Reviewed by the Board of Selectmen

Date: 5-6-24
Approved by Board of Finance

Requires Town Meeting approval per C.G.S. 7-348 Yes

No

Approved at Town Meeting: _____

[Signature]

TRANSFER REQUEST FORM

Department Name: Stafford Family Services

Fiscal Year: 23 - 24

Transfer From Account # 510-3503

Account Name: Counseling / Prevention

Transfer To Account # 510-3506

Account Name: Billing Services

Transfer Amount \$ 239.23

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

underbudgeted

Brenda Henderson
Printed Name: (person requesting transfer)

[Signature]
Signature: (person requesting transfer)

[Signature]
Date: 5-1-2024 Reviewed by the Board of Selectmen
Date: 5-4-24 Approved by Board of Finance

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

Approved at Town Meeting: _____

[Signature]

TRANSFER REQUEST FORM

Department Name: Community Center

Fiscal Year: FY 2024

Transfer From Account # 20-505-3330

Account Name: Maintenance

Transfer To Account # 20-505-4110

Account Name: Sewer Fees


Total Transfer

Amount- \$370.00

Explanation: To cover deficit balance in sewer fees.

John T. Lund

Printed Name: (person requesting transfer)



Signature: (person requesting transfer)

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

Date: 5-1-2024

Reviewed by the Board of Selectmen



First Selectman

Date: 5-6-24

Approved by Board of Finance



Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: Stafford Family Services

Fiscal Year: 23 - 24

Transfer From Account # 515-6100

Account Name: Dues / Fees.

Transfer To Account # 515-3501

Account Name: Family Therapy

Transfer Amount \$ \$ 35.50

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

Cover over expenditure in line item.

Brenta Henderson
Printed Name: (person requesting transfer)

[Signature]
Signature: (person requesting transfer)

[Signature]

Date: 5-1-2024
Reviewed by the Board of Selectmen

Date: 5/6/24
Approved by Board of Finance

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

Approved at Town Meeting: _____

[Signature]

TRANSFER REQUEST FORM

Department Name: Fixed Charges

Fiscal Year: FY 2024

Transfer From Account # 20-210-4650

Account Name: Insurance Deductible Fund

Transfer To Account # 20-210-4630

Account Name: General Liability


Total Transfer

Amount- \$3,052.94

Explanation: To cover deficit balance in general liability insurance policy payments.

John T. Lund

Printed Name: (person requesting transfer)


Signature: (person requesting transfer)

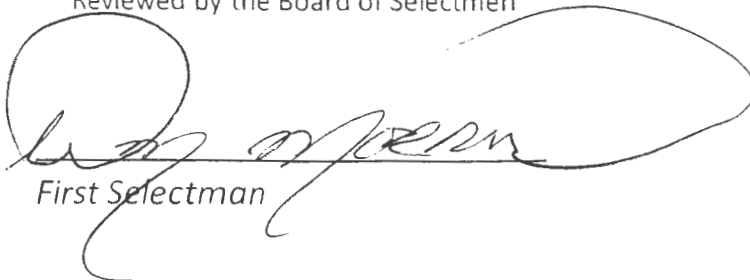
Requires Town Meeting approval per C.G.S. 7-348 Yes- No xx

Date: 5-1-2024

Reviewed by the Board of Selectmen

Date: 5-6-2024

Approved by Board of Finance


First Selectman


Board of Finance Chairman

TRANSFER REQUEST FORM

Department Name: Fixed Charges

Fiscal Year: FY 2024

Transfer From Account # 20-210-4600

Account Name: General Protection and Bond

Transfer To Account # 20-210-2020

Account Name: Workers Comp

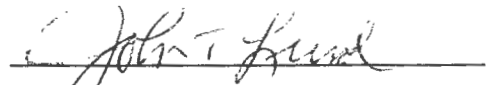
Total Transfer

Amount- \$144.95

Explanation: To cover deficit balance in workers comp payment fees.

John T. Lund

Printed Name: (person requesting transfer)


Signature: (person requesting transfer)

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

Date: 5-1-2024

Reviewed by the Board of Selectmen

Date: 5 6 24

Approved by Board of Finance


First Selectman


Board of Finance Chairman



Stafford Public Schools

Office of the Superintendent of Schools

16 Levinthal Run
Stafford Springs, CT 06076
Tel. 860.684.2208 · Fax 860.684.5172
www.stafford.k12.ct.us

Steven A. Moccio
Superintendent of Schools

May 1, 2024

Mr. Steve Geryk, Chairperson
Stafford Board of Finance
1 Main Street
Stafford Springs, CT 06076

Dear Mr. Geryk:

This letter is to request Board of Finance approval to utilize funds included in the Board of Education's Non-Lapsing Unexpended Capital Improvement Fund, specifically a portion of the proceeds from the sale of Borough School, to connect West Stafford School to the public water supply recently added along West Stafford Road.

Currently, West Stafford School (WSS) is on a private well system consisting of a well, water treatment, in-ground storage tank, and pump system. The well pumps water into the school where it is treated and then stored in a vault approximately 35-feet to the left of the school and adjacent to the access road. Pumps then pressurize the water lines providing the school with their water. This process is very similar to the system recently updated at Stafford Middle School.

Due to the well system, the District is responsible for daily pH and water usage readings, as well as maintenance and calibration of the machine that records the information. Quarterly samples for lead and copper are also tested to ensure proper levels are maintained. The District currently maintains a service contract with Aqua Pump who acts as the District's certified operator, and Microbac Laboratories who completes testing. On average, the District spends approximately \$16,000 yearly, depending on required repairs and services. Currently, the system is in need of repairs, which become more costly due to confined space requirements, as the vault is located below ground.

Should funding for this project be approved, upon completion West Stafford School will have a continuous supply of water, even during times of power outages. The project work on the exterior of the building will be overseen / coordinated by Robert Butler, III, Director of School Facilities, who will be working with an experienced contractor. The interior work will be completed by a certified plumber. Included below is a breakdown of actions and associated costs for the project:

- | | |
|---|-------------|
| • Outdoor piping, trenching, backfill and patch (labor and materials) | \$34,000.00 |
| • Indoor piping and fittings (materials) | \$10,725.00 |
| • Indoor insulation of all piping (labor and materials) | \$3,355.00 |
| • Hardware, hangers and supports (materials) | \$3,330.00 |
| • Large fittings - Backflow preventer, flanges and pressure-reducer valve (materials) | \$5,300.00 |

• Projected plumbing contractor labor costs and permits	\$15,000.00
• Contingency for price fluctuation changes and unanticipated issues	\$5,000.00
<hr/>	
Project Total Cost	\$76,100.00

Along with the projected total cost for the project, I am requesting the Board of Education be reimbursed \$3,000.00 from the Non-Lapsing Unexpended Capital Improvement Fund for costs associated with a plumbing engineer that created a plumbing riser diagram, as required for permitting purposes by the Town of Stafford Building Department.

On behalf of the Board of Education, I thank you in advance for your attention to this matter.

Sincerely,



Steven A. Moccio
Superintendent of Schools

Copies to: Mrs. Charmaine Bradshaw-Hill, Director of Finance and Operations
Mrs. Sara Kelley, Chairperson, Stafford Board of Education
Mr. John Lund, Town of Stafford Chief Financial Officer



Stafford Public Schools

OFFICE OF BUSINESS SERVICES
16 LEVINTHAL RUN
STAFFORD SPRINGS, CT 06076
TEL. 860-684-4211 EXT 3 * FAX 860-684-4260
E-MAIL bradshawhillc@stafford.k12.ct.us

Charmaine Bradshaw-Hill
Director of Finance and Operations

April 30, 2024

John Lund
Treasurer, Town of Stafford
Warren Memorial Town Hall
1 Main Street
Stafford Springs, CT 06076

Re: Excess Cost Transfer

Good afternoon,

Please transfer the first payment of \$317,439 from the Town of Stafford Board of Education Excess Cost account to the Town of Stafford for further credit to the Stafford Board of Education 2023-2024 budget. These transfers are for excess cost reimbursement of eligible Special Education Transportation and Tuition costs.

The excess cost grant payment is made in two installments (\$317,439 on February 28, 2024 and the balance of \$105,813 before June 30, 2024) and built into the FY2324 General Fund Budget for the Board of Education. I will enter the transfer in our system. Please advise of any questions you may have.

Sincerely,

Charmaine Bradshaw-Hill
Director of Finance and Operations