

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
January 25, 2022**

1. Call to Order

Michael Parker called the meeting to order at 7:02 pm.

2. Members Present

In attendance were Michael Parker, Ralph Williams, Joe Tolisano, Bill Salka, and Kathy Devlin. Also, in attendance was CFO Michael Marinaccio and Assistant Finance Director Brian Wissinger, First Selectman Tim Keeney, Selectman Bill Meier, III, Superintendent Brian Czapla, and School Business Manager Stephanie Levin.

3. BOE Update

Superintendent Brian Czapla gave an update on the Board of Education's current budget process. Czapla anticipates a final vote at the BOE's February 14 meeting. The BOE anticipates a completed HVAC study report soon and will present the report to the Board once they have reviewed it.

4. Selectmen's Update

First Selectman Tim Keeney gave an update on the recent pay increases in Town. Maureen Parsell was given an increase to bring her annualized salary to \$75,000 and Debra Murphy was given an increase of \$1.54/hr. to bring her hourly rate to \$23.50/hr. Neither of these increases have a budgetary impact in the current year. Joe Tolisano asked First Selectman Keeney about the currently tabled appropriation. There was a lengthy discussion.

Joe Tolisano made a motion for the Board of Finance to appropriate the full amount of the compensatory benefits payout \$130,056.15 from the General Fund into the Retirement Funds sub-account for the following individuals: Ann Logan, Bud Knorr, Marie Caron, and Steve Jacobs, it being the recommendation of the BOF that all four former employees be paid in full, but that in all events the former salaried employees be paid without delay. It is further ordered that there shall be an independent audit of the facts and circumstances related to the decision of the Selectmen to refuse to pay compensatory benefits as claimed by the former First Selectman, Bud Knorr, relating to unused sick time. The independent auditors shall be selected by the Chief Financial Officer and confirmed by the BOF. The auditors shall be authorized to engage and rely upon the opinions of independent legal counsel or of governmental agencies having expertise in the subject matter. Any individual whose claim is not to be substantiated in full by the audit shall have an opportunity to deliver any evidence or other information to the auditors for their consideration prior to the filing of their final report. Any final payout recommended by the audit shall be effected, subject to review by the Board of Selectmen, with notice to the Board of Finance, seconded by Bill Salka. There was no further discussion and a unanimous decision followed.

5. CFO's Update

CFO Mike Marinaccio updated the Board on the Covid-19 Small Business Initiative. A small committee has been formed and met with the consultant already.

6. Budget Update Mid-Year FY 2022

Brian Wissinger gave an update on the current budget status. The current spend rate is approximately 6% under trend while revenues continue to trend high. End of year projections will be available at the next Board of Finance meeting.

7. Budget Update FY2023

Brian Wissinger gave a status update on the current budget. Wissinger is anticipating an end of year return to fund balance of \$500,000 but that number could shift either way depending upon spending rates before year end. Each meeting, this number will be updated based on current data. Wissinger also gave the Board of list of budget dates that is attached to the minutes.

Ralph Williams made a motion to set the date for the Budget Public Hearing for April 19, 2022, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

8. CIP Update

Wissinger informed the Board that the CIP Committee had met in January and a list of requests had been formed. The requested list was given to the Board and is attached to the minutes.

9. American Rescue Plan Funding Request Approvals

There were no requests for funding.

10. Appropriations and Transfers

This item was handled during the Selectmen's Update.

11. Approval of Minutes

a. 1/11/22 – Special Meeting

Joe Tolisano made a motion to approve the meeting minutes as presented, seconded Kathy Devlin. There was no further discussion and a unanimous decision followed.

12. Adjournment

Joe Tolisano made a motion to adjourn at 8:10pm, seconded by Ralph Williams. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING

<https://www.youtube.com/watch?v=4FlU4XoiAQ0>

Capital Projects Requests

Fiscal Year 2023

Town Government

Infrastructure

- Fire Department Repairs
- Historical Museum Roof
- Town Hall Auditorium Flooring
- Recycling Center Fencing

Heavy Equipment

- HD Parks Truck Snow Plow/Dump
- Compact Tracked Loader

Light Equipment

- Parks Pick-Up w/ Snow Plow
- Parks Pick-Up w/ Snow Plow
- Road Sweeper Repairs
- Police Cruiser
- Fire Dept. Extrication Tools
- Fire Dept. Fit Tester
- Thermal Imager

Leases

- School Roofs
- FY19 Lease - Trailer, Mower, Dump w/ Plow
- FY20 Lease - Ambulance & Mower
- FY21 Lease - Fire SUV, PW Trucks
- FY22 Lease - Trucks, SCBA

Board of Education

Infrastructure

- MBA Security System Upgrade
- SES Recess Area Resurfacing
- SHS Generator Transfer Switch

Light Equipment

- Pick-Up Truck w/ Plow
- Boom Lift

IMPORTANT DATES in FY 2023 Budget Process

Save the Date

Date	Event	Purpose
February 22, 2022	Regular BOF Meeting	Vote on 2023 CIP Projects
March 8, 2022	Special BOF Meeting	First Round Budget Presentation
March 22, 2022	Regular BOF Meeting	Accept/Modify Budgets
March 29, 2022	Special BOF Meeting	If needed
April 5, 2022	Special BOF Meeting	If needed
<i>April 5, 2022</i>	<i>Approved Budget Flyer</i>	<i>Send out date</i>
<i>April 8, 2022</i>	<i>Budget Deadline</i>	<i>Budgets must be approved no later</i>
<i>April 9, 2022</i>	<i>Public Hearing Notice</i>	<i>Public Hearing noticed no later</i>
April 19, 2022	BOF Public Hearing	Voter comments received
April 19, 2022	Special BOF Meeting	Vote to recommend budget to BOS
May 3, 2022	Annual Town Meeting	Vote to send budget to referendum
<i>May 10, 2022</i>	<i>Budget Referendum Vote</i>	<i>6:00 a.m. to 8:00 p.m.</i>
May 10, 2022	Special BOF Meeting	Vote to set tax levy/mill rate