

**TOWN OF SOMERS  
BOARD OF FINANCE  
REGULAR MEETING MINUTES  
May 24, 2022**

**1. Call to Order**

Michael Parker called the meeting to order at 7:00 pm.

**2. Members Present**

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

**3. BOE Update**

Stephanie Levin gave an FY22 budget update. At this time, the schools are anticipating a less than \$40,000 return at year end. The HVAC Request for Qualifications is out and a mandatory walkthrough is schedule for May 25. The deadline to submit is June 13. After all are received, there will be interviews and a selection will be made. The SHS boiler is being replaced and they anticipate completion by the end of June. They have begun scheduling the repaving of the SES playground space and anticipate to do the work in July.

**4. Selectmen's Update**

Tim Keeney informed the Board of the hiring of a Land Use Director with a start date of June 20. The Selectmen have also made an offer to fill the vacant Senior Center Supervisor position. The position has been vacant since January. The Selectmen have started discussions on hiring a Human Resources Consultant to clean up job descriptions and creating a salary schedule for all positions. Keeney received word today from Congressman Joe Courtney's office that a project for the WPCA has been moved into appropriations. The Town is seeking a \$750,000 grant from the Community Project Fund to upgrade and update the local waste treatment facility.

**5. CFO's Update**

Mike Marinaccio gave an update on American Relief Plan projects and statuses. The Finance Department and the First Selectmen met with Munistat, the Town's Financial Advisors, for an introductory meeting ahead of potential bonding in the fall.

**6. FY 2022 Annual Audit – Auditor Appointment**

*Joe Tolisano made a motion to appoint Mahoney & Sabol as the Town of Somers' Audit Firm for FY2022, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.*

**7. Auditor Engagement Letter**

Marinaccio gave the Board the engagement letter to review and requested Chairman Parker to sign the letter. Chairman Parker reviewed and asked if there were any objections from the Board. There were none.

**8. FY 2022 Budget Status and Year End Projections**

Brian Wissinger presented the current budget status as well as year-end projections. Barring any unforeseen expenses, the Town is projecting a \$635,000 return to fund balance.

**9. Review and Possible Action on Draft Financial Policies**

Chairman Parker requested this be a standing item on the agenda until they are approved. The Board will submit comments for changes and look to approve these policies in 2-3 months.

**10. Appropriations**

Wissinger presented an appropriation request for FY2023 to cover salary gap measures for hiring a Senior Center Supervisor and for increasing pay for the Senior Bus Drivers. The request is for \$12,435.

*Joe Tolisano made a motion to appropriate \$12,435 from Fund Balance for Fiscal Year 2023 to cover the salary gap for Senior Center Supervisor and Senior Bus Drivers, seconded by Ralph Williams. There was no further discussion and a unanimous decision followed.*

Wissinger presented an appropriation request for Land Use Building Permit Software for \$8,500. This is to cover an estimated cost based on average permits processed. These funds will be offset by a matching budgetary revenue.

*Joe Tolisano made a motion to appropriate \$8,500 with a matching revenue for Fiscal Year 2023 to cover the cost of new building permit software, seconded by Ralph Williams. There was no further discussion and a unanimous decision followed.*

**11. Approval of Minutes**

a. **April 26, 2022 Regular Meeting**

b. **May 10, 2022 Special Meeting**

*Ralph Williams made a motion to approve the minutes of the listed meetings as presented, seconded by Kathy Devlin. There were no further discussions and a unanimous decision followed.*

**12. Other Business**

There was no other business to discuss.

**13. Adjournment**

*Joe Tolisano made a motion to adjourn at 8:20pm, seconded by Kathy Devlin. 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>