

Town of Somers

Board of Finance Regular Meeting Schedule 2024

**Meetings begin at 7:00pm and are held in the
Somers Town Hall, Lower Level**

1/23/2024

2/27/2024

3/26/2024

4/23/2024

5/28/2024

6/25/2024

7/23/2024

No meeting in August

9/24/2024

10/22/2024

11/19/2024*

12/17/2024**

*Moved ahead 1 week. 4th Tuesday is the week of Thanksgiving.

**Moved ahead 1 week. 4th Tuesday is Christmas Eve.

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, January 23, 2024, at 7:00pm**



- 1. Call to Order**
- 2. Members Present**
- 3. Board of Education Update**
- 4. Board of Selectmen Update**
- 5. CFO/Finance Department Update**
- 6. Transfers**
- 7. 2023 Grand List Summary**
- 8. Debt Service Fund Creation Request**
- 9. Purchasing & Procurement Policy Updates**
- 10. Approval of Minutes**
 - **12/19/2023 Regular BOF Minutes**
- 11. Other Business**
- 12. Adjournment**

This meeting is also being live-streamed and video-recorded and will be available for viewing on the Town's website in both real-time and after-the-fact.

*Video of this meeting can be found at
<https://www.youtube.com/channel/UCitLJvpaGq5rGsVVbsUYK8A>*

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, January 23, 2024, at 7:00pm**



CANCELLED

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**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA
Town Hall – Auditorium
Tuesday, January 30, 2024, at 7:00pm**

- 1. Call to Order**
- 2. Members Present**
- 3. Board of Education Update**
- 4. Board of Selectmen Update**
- 5. CFO/Finance Department Update**
- 6. Transfers**
- 7. 2023 Grand List Summary**
- 8. Debt Service Fund Creation Request**
- 9. Purchasing & Procurement Policy Updates**
- 10. Approval of Minutes**
 - **12/19/2023 Regular BOF Minutes**
- 11. Adjournment**

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**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING MINUTES
January 30, 2024**

1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Joe Tolisano, Kathy Devlin, Bill Salka, and Paul Hart. Also, in attendance were Brian Wissinger, Dr. Sam Galloway, and Tim Keeney.

3. Board of Education Update

Dr. Galloway informed the Board that the Superintendent's budget has been presented to the Board of Education. His request is for a 6.84% increase. This increase maintains the current staffing levels and does not create any new programs. The Board will review in the coming weeks and changes will be finalized for submission to the Board of Finance in March.

4. Board of Selectmen Update

Tim updated the Board on the state of the Town budget. The Town has met with about half of the departments currently. Fire and Police still have their presentations during the month of February.

5. CFO/Finance Department Update

Brian updated the Board on the status of the Angel Fund. This fund was created by the Town to collect donations for the two families affected by the fire. Currently, the Town has collected donations of over \$270,000. The Town is still working through issues with the IRS to be allowed to transfer files for 1099-NEC forms.

6. Transfers

Joe Tolisano made a motion to approve the transfer of \$9,034 from Land Use Regular Salaries to Fire Department Regular Salaries as presented, seconded by Bill Salka. There was no further discussion and a unanimous decision followed.

Joe Tolisano made a motion to approve the transfer of \$8,5000 from Volunteer Stipends to Vehicle Maintenance as presented, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

Copies of the transfers are attached to the minutes.

7. 2023 Grand List Summary

Brian Wissinger updated the Board on the finalization of the 2023 Grand List. The growth in the grand list was 0.75%, or \$7,350,602 of grand list growth.

8. Debt Service Fund Creation Request

Brian Wissinger updated the Board on the Debt Service Fund process. Wissinger made the changes to the policy that were requested by the Board. Wissinger gave everyone a 12-year projection of budgetary outlays versus actual expenditures to show how the fund smooths the budget process over the next 12 years and what the budgetary changes would be by using the current pay as you go debt service system.

A lengthy discussion followed.

Bill Salka made a motion to approve the creation of the Debt Service Fund and the governing policy as presented, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

9. Purchasing & Procurement Policy Updates

There were no changes to the purchasing and procurement policy.

10. Approval of Minutes

a. 12/19/2023 Regular BOF Minutes

Paul Hart made a motion to approve the minutes as presented, seconded by Joe Tolisano. There was no further discussion and a unanimous decision followed.

11. Adjournment

Joe Tolisano made a motion to adjourn at 7:28pm, seconded by Paul Hart. 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>

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, February 27, 2024, at 7:00pm**



- 1. Call to Order**
- 2. Members Present**
- 3. Board of Education Update**
- 4. Board of Selectmen Update**
- 5. CFO/Finance Department Update**
- 6. Purchasing & Procurement Policy Updates**
- 7. Other Business**
- 8. Approval of Minutes**
 - **1/30/2024 Special BOF Minutes**
- 9. Adjournment**

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**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
February 27, 2024**



1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Joe Tolisano, Kathy Devlin, Bill Salka, Bruce Devlin, and Paul Hart. Also, in attendance were Brian Wissinger, Stephanie Levin, Mike Marinaccio, and Tim Keeney.

3. Board of Education Update

Stephanie Levin updated the Board on the proposed Board of Education FY2024-2025 Budget. The proposed budget carries a 6.48% increase. The Board of Education will host a public hearing on March 11, 2024, to present the budget to the residents for questions. The Board of Education is currently in the bid process for a project manager for the HVAC project. Once a project manager has been selected, they will begin the bid process for construction. The goal is to begin construction in the summer.

4. Board of Selectmen Update

Tim Keeney updated the Board on the state of the Town budget. The Town's proposed budget carries a 4.16% increase. The Board of Selectmen are still in discussions and will finalize their budget proposal in the coming weeks. Talks with Winn Development on the old mill site are still in the works. A meeting with DECD, the Town, and Winn Development is being scheduled to determine a proper path to complete the work needed to continue to move the project along.

5. CFO/Finance Department Update

Brian Wissinger updated the Board on the on-going discussions with Stafford in regard to the EMS cost issue. So far, 2 meetings have happened with a third scheduled for this week. The two Towns are working to finalize a number that will satisfy both parties and allow for the shared service to continue. The Town has received an acceptance for the HR position that they have been seeking. Pending Board of Selectmen approval, a part-time HR employee will start in early March.

6. Purchasing and Procurement Policy Updates

Brian Wissinger discussed the changes that were recommended by Joe Tolisano to the Purchasing and Procurement Policy that was presented in December.

Joe Tolisano made a motion to approve the Purchasing and Procurement Policy, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

7. Other Business

Brian Wissinger requested that the Board schedule a Special Meeting for March 12, 2024, for presentations of the approved budgets by the Board of Education and the Board of Selectmen.

8. Approval of Minutes

a. 1/30/2024 Special BOF Minutes

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

9. Adjournment

Joe Tolisano made a motion to adjourn at 7:28pm, seconded by Bruce 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>



**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA .
Town Hall – Auditorium
Tuesday, March 12, 2024, at 7:00pm**

1. Call to Order
2. Members Present
3. Budget Presentations & Discussions
 - a. Board of Selectmen
 - b. Board of Education
4. Schedule Budget Public Hearing
5. Approval of Minutes
 - 2/27/2023 Regular BOF Minutes
6. Adjournment

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<https://www.youtube.com/channel/UCitLjvpaGg5rGsVVbsUYK8A>



**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING MINUTES
March 12, 2024**

1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Joe Tolisano, Kathy Devlin, Bill Salka, Bruce Devlin, and Paul Hart. Also, in attendance were Brian Wissinger, Sam Galloway, Stephanie Levin, Mike Marinaccio, and Bill Meier.

3. Budget Presentations & Discussions

Bill Meier presented the Board of Selectmen's proposed budget, a 3.40% increase. Dr. Sam Galloway presented the Board of Education's proposed budget, a 6.48% increase. Both budgets will be reviewed by the Board of Finance and discussed at their next meeting.

4. Schedule Budget Public Hearing

The Board has planned meetings for budget review on March 26, 2024, and April 2, 2024. The public hearing for the budget is scheduled for April 23, 2024 at 7:00 pm in the Town Hall Auditorium.

5. Approval of Minutes

a. 2/27/2024 Regular BOF Minutes

Minutes were tabled until the next meeting.

6. Adjournment

Joe Tolisano made a motion to adjourn at 7:48pm, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

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

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, March 26, 2024, at 7:00pm**



1. Call to Order
2. Members Present
3. FY2024/2025 Budget Discussion
 - a. Board of Education
 - b. Board of Selectmen
 - c. Capital Fund
 - d. Ambulance Fund
4. FY2024/2025 Budget Flyer Approval
5. Approval of Minutes
 - 2/27/2024 Regular BOF Minutes
 - 3/12/2024 Special BOF Minutes
6. Adjournment

This meeting is also being live-streamed and video-recorded and will be available for viewing on the Town's website in both real-time and after-the-fact.

Video of this meeting can be found at
<https://www.youtube.com/channel/UCitLjvpaGq5rGsVVbsUYK8A>



**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
March 26, 2024**

1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Joe Tolisano, Kathy Devlin, Bill Salka, Bruce Devlin, and Paul Hart. Also, in attendance were Brian Wissinger, Sam Galloway, Stephanie Levin, Mike Marinaccio, Tim Keeney, and members of the Board of Education.

3. FY2024/2025 Budget Discussion

The Board of Finance asked numerous questions about the Board of Education budget. The request from the Board of Finance was a \$350,000 reduction to the Board of Education budget. The Board of Finance requested a \$50,000-\$75,000 reduction in the Board of Selectmen's budget. The Board of Finance also requested a \$50,000 reduction in the Capital Fund Budget.

4. FY2024/2025 Budget Flyer Approval

There was no discussion on this topic.

5. Approval of Minutes

a. **2/27/2024 Regular BOF Minutes**

b. **3/12/2024 Special BOF Minutes**

Bruce Devlin made a motion to approve the minutes as presented, seconded by Paul Hart. There was no further discussion and a unanimous decision allowed.

Lisa Horan asked the Board if she could speak. Lisa spoke about the importance of the education budget and requested that the Board do not make any reductions in the presented budget.

6. **Adjournment**

Joe Tolisano made a motion to adjourn at 8:17pm, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

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

**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA
Town Hall – Lower-Level Conference Room
Monday, April 1, 2024, at 7:00pm**



1. Call to Order
2. Members Present
3. Budget Discussions and Possible Action
 - a. Board of Selectmen
 - b. Board of Education
 - c. Capital Fund
4. Approval of Budget Flyer
5. Approval of Minutes
 - 3/26/2024 Regular BOF Minutes
6. Adjournment

This meeting is also being live-streamed and video-recorded and will be available for viewing on the Town's website in both real-time and after-the-fact.

Video of this meeting can be found at
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**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING MINUTES
April 1, 2024**

1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Joe Tolisano, Kathy Devlin, Bill Salka, and Paul Hart. Also, in attendance were Brian Wissinger, Sam Galloway, Stephanie Levin, Mike Marinaccio, Tim Keeney, and members of the Board of Education.

3. Budget Discussions and Possible Action

The Board of Selectmen presented \$73,821 in reductions to their originally proposed budget. The new proposed Board of Selectmen budget is \$8,939,357. The Board of Finance had no questions.

The Board of Education offered \$215,000 in reductions to their originally proposed budget bringing their proposal to \$28,973,833. The Board of Finance asked additional questions about additional cuts.

Joe Tolisano made a motion to approve the Board of Selectmen's budget for \$8,939,357, cut an additional \$135,000 from the Board of Education budget with a new total of \$28,838,833, and reduce the transfer request for capital expenditures by \$50,000 with a new transfer total of \$350,000 for a total Town of Somers budget of \$39,826,728, seconded by Bill Salka. There was no further discussion and a unanimous decision followed.

Joe Tolisano made a motion under Section 6-8, paragraphs c, d, and e of the Town Charter to propose a regulation, through the Town Treasurer, effective May 1, 2024, for the Board of Education to provide monthly actual fund expenditures year to date, by budget category, and a listing of all fund transfers within and between budget categories, seconded by Bill Salka.

A discussion ensued to review the proposed regulation.

Bill Salka made a motion to table the proposed regulation, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

Joe Tolisano made a motion to approve the Capital Fund Budget as presented in the amount of \$804,868, seconded by Bill Salka. There was a no further discussion and a unanimous decision followed.

Joe Tolisano made a motion to propose the FY2024-2025 budget include a 0.65 mill rate increase and use \$420,000 from fund balance, seconded by Bill Salka. There was no further discussion and a unanimous decision followed.

4. FY2024/2025 Budget Flyer Approval

Bill Salka made a motion to approve the format of the annual budget flyer, pending review of the numbers by the Board of Finance, seconded by Joe Tolisano. There was no further discussion and a unanimous decision followed.

5. Approval of Minutes

a. 3/26/2024 Regular BOF Minutes

Bill Salka made a motion to approve the minutes as presented, seconded by Paul Hart. There was no further discussion and a unanimous decision allowed.

6. Adjournment

Joe Tolisano made a motion to adjourn at 7:42pm, seconded by Bill Salka. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

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<https://www.youtube.com/watch?v=4FIU4XoiAQ0>

**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA**

**Town Hall – Auditorium
Tuesday, April 23, 2024**

Immediately Following the Public Hearing on the Proposed FY2025 Budget



- 1. Call to Order**
- 2. Members Present**
- 3. FY2025 Budget Discussion and Vote to Recommend to the Board of Selectmen
that the FY2025 Budget be Adopted**
- 4. Discussion and Vote on Proposed Regulation**
- 5. Approval of Minutes**
 - **04/01/2024 Special BOF Minutes**
- 6. Adjournment**

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**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING MINUTES
April 23, 2024**

1. Call to Order

Michael Parker called the meeting to order at 7:51 pm.

2. Members Present

In attendance were Michael Parker, Joe Tolisano, Kathy Devlin, Bill Salka, Bruce Devlin, and Paul Hart. Also, in attendance were Brian Wissinger, Sam Galloway, Stephanie Levin, Mike Marinaccio, Tim Keeney, and members of the Board of Education.

3. FY2025 Budget Discussion and Vote to Recommend to the Board of Selectmen that the FY2025 Budget be Adopted

Bill Salka made a motion to recommend the Board of Selectmen present the Fiscal Year 2024-2025 budget at the Annual Town Meeting on May 7, 2024, with revenues and expenditures of \$39,826,728, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

4. Discussion and Vote on Proposed Regulation

Joe Tolisano made a motion under Section 6-8, paragraphs c, d, and e of the Town Charter to propose a regulation, through the Town Treasurer, effective July 1, 2024, for the Board of Education and Board of Selectmen to provide monthly actual fund expenditures year to date, by budget category, and a listing of all fund transfers within and between budget line-items, seconded by Bill Salka. There was no further discussion and a unanimous decision followed.

5. Approval of Minutes

a. 4/1/2024 Regular BOF Minutes

Paul Hart made a motion to approve the minutes as presented, seconded by Bill Salka. There was no further discussion and a unanimous decision allowed.

6. Adjournment

Joe Tolisano made a motion to adjourn at 7:59pm, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

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

PUBLIC NOTICE
Town of Somers
Board of Finance
Budget Public Hearing



The Town of Somers Board of Finance will hold a Public Hearing on Tuesday, April 23, 2024, at 7:00pm at the Somers Town Hall Auditorium. The 2024-25 Proposed Annual Budget will be considered at the time. Interested individuals are requested to attend.

Dated at Somers, Connecticut this 2nd day of April 2024.

Board of Finance
Michael Parker, Chairman

TOWN OF SOMERS

Board of Finance



Board of Finance Regulation 2024-1

The Board of Finance proposes for adoption the following regulation:

Under Town Charter, Section 6-8 (c), (d), and (e), effective July 1, 2024, the Board of Education and the Board of Selectmen shall provide, monthly, an actual fund expenditures year to date, by budget category, as well as a listing of all fund transfers within and between budget line-items. This report shall include, but not be limited to, original budget, amended budgets, expenses to date, and remaining budget, by category. Any transfers approved by the Board of Education shall be listed separately with the affected accounts listed and the amounts transferred between them.

Unanimously Approved by the Board of Finance, April 23, 2024

Unanimous Adopted by the Board of Selectmen, May 8, 2024

**Town of Somers
Annual Town Meeting Minutes
May 07, 2024**



The meeting was called to order at 7:00 pm by First Selectmen Tim Keeney with 21 individuals in attendance. The Town Clerk was requested to read the legal notice. Legal Notice below was read.

Legal Notice, Town of Somers , Annual Town Meeting, Tuesday, May 7, 2024, 7:00pm

Notice is hereby given that the Annual Town Meeting to act on the following items will be held on Tuesday, May 7, 2024, at 7:00pm, at the Town Hall Auditorium. 1. To elect a moderator, 2. To consider the annual budget for 2024/2025 Fiscal Year as proposed by the Board of Finance, consisting of total revenues and expenditures of \$39,826,728., 3. To set the date, time, and place for a referendum by optical scan voting on the question of adopting the annual budget as proposed, Selectmen recommending the referendum be conducted on Tuesday, May 21, 2024, between the hour of 6:00am and 8:00 pm, at the Town Hall Auditorium. Dated at Somers, Connecticut this 23rd day of April 2024

Board of Selectmen, Tim Keeney, First Selectman, Bill Meier, Selectman, Bob Schmidt, Selectman

Publication Date: Tuesday April 30, 2024

1. Elect a moderator

A motion was made by Town Clerk, David Marti to appoint Tim Keeney as Moderator and seconded by Bill Meier. First Selectmen Keeney asked for any other nominations. With no further nominations the nominating process was closed. The floor was open for discussion. Resident Anne Julian asked two questions. 1. When the budget mailer is sent out why does it not show actuals for current year? Brian Wissinger answered that the fiscal year is not completed yet, so actuals are not available. He also added that historically actuals have been lower than the budgeted amount. 2. Questioned the school population; is it growing, decreasing or stable? Stephanie Levin answered that it is stable. No further discussion or questions from the audience.

2. Consider annual budget for fiscal year 2024-2025 as proposed by the Board of Finance, consisting of \$39,826,728 in revenues and expenditures

A motion was made by Joseph Tolisano and seconded by Kathy Devlin, (no discussion) and unanimously voted to accept the proposed budget for 2024-2025 as proposed.

3. Set the date, time and place of a referendum vote by optical scan recommending Tuesday, May 21, 2024 between the hours of 6:00 am and 8:00 pm at the Somers Town Hall Auditorium

Motion was made by Mike Marinaccio and seconded by Kathy Devlin and unanimously voted to conduct a referendum vote on Tuesday, May 21, 2024 at the Town Hall Auditorium from 6:00 am – 8:00 pm

Meeting adjourned by Joseph Tolisano at 7:08 pm.

Respectfully submitted

David Marti

Town Clerk – Town of Somers



**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA
Tuesday, May 21, 2024**

Immediately after the polls close and the Announcement of the Referendum Results

Somers Town Hall Auditorium

Agenda

- 1. Call to Order**
- 2. Members Present**
- 3. Review Referendum Results**
- 4. Set a Mill Rate for Fiscal Year 2025**
- 5. Adjournment**

This meeting is also being live-streamed and video-recorded and will be available for viewing on the Town's website in both real-time and after-the-fact.

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<https://www.youtube.com/channel/UCitLJvpaGg5rGsVVbsUYK8A>

**Town of Somers
Legal Notice**

**Adjourned Town Meeting
May 21, 2024
for Budget Referendum Vote**



In accordance with the Town of Somers Ordinance on Annual Budget vote, the Town Meeting of May 07, 2024 has been adjourned to Tuesday, May 21, 2024 on which date the vote by optical scan voting machine will be held at the Somers Town Hall Auditorium, 600 Main Street, Somers, CT between 6:00 am and 8:00 pm for the electors and United States citizens qualified to vote in town meetings of the Town of Somers, CT on the following:

Question #1

Shall the recommendation of the Board of Finance to appropriate \$39,826,728 in Revenues and Expenditures for the Fiscal Year of July 01, 2024 through June 30, 2025 be approved?

Those desiring to vote in favor of said resolution shall mark their ballot 'Yes'. Those desiring to vote against said resolution shall mark their ballot 'No'.

Dated at Somers, CT this May 13, 2024

Board of Selectmen

Publication Date: May 14, 2024

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, May 28, 2024, at 7:00pm**



1. Call to Order
2. Members Present
3. Board of Education Update
4. Board of Selectmen Update
5. CFO/Finance Department Update
6. Approval of Suspense List
7. FY2024 Annual Audit – Appointment of Auditors
8. Approval of Auditor Engagement Letter
9. FY2024 Budget Status and Year End Projections
10. Appropriation Request
11. Report on Status of Stafford Ambulance Agreement
12. Other Business
13. Approval of Minutes
 - 4/23/2024 Special BOF Minutes
 - 5/21/2024 Special BOF Minutes
14. Adjournment

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**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
May 28, 2024**

1. Call to Order

Michael Parker called the meeting to order at 7:09 pm.

2. Members Present

In attendance were Michael Parker, Kathy Devlin, Bruce Devlin, and Paul Hart. Also, in attendance CFO Brian Wissinger, First Selectman Tim Keeney, and Assistant Treasurer Mike Marinaccio.

3. Board of Education Update

There was no one present from the Board of Education.

4. Board of Selectmen Update

Tim Keeney updated the Board on the progress at the Mill Site. Keeney also updated the Board on current happenings at the State that affect the Town; the Town is on the bonding commission docket for \$6.6m for funding for a Community Center as well as legislation passed for the Town to purchase 3 acres of land from the State for future communications tower development. The Town is also in the final stages of the selection process for a new Fire Chief.

5. CFO/Finance Department Update

Brian Wissinger informed the Board that the auditors would be on site beginning June 3 and only anticipate a day each for the Town and the Board of Education.

6. Approval of Suspense List

Bruce Devlin made a motion to approve the suspense list as proposed in the amount of \$22,745.30, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

7. FY2024 Annual Audit – Appointment of Auditors

8. Approval of Audit Engagement Letter

Bruce Devlin made a motion to approve the engagement letter as presented by Mahoney-Sabol and appoint Mahoney-Sabol as the Town's audit firm for FY2024, seconded by Paul Hart. There was no further discussion and a unanimous decision followed.

9. FY2024 Budget Status and Year End Projections

Wissinger presented the anticipated year end budget projections. Due to revenue collections being higher than forecasted, the anticipated return to fund balance for FY2024 is \$800,000 - \$900,000.

10. Appropriation Request

Bruce Devlin made a motion to approve the appropriation request of \$62,001.33 for funds necessary to pay the accrued balances remaining for the former fire chief, seconded by Paul Hart. There was no further discussion and a unanimous decision followed.

This request will be sent back to the Board of Selectmen to set a Town Meeting date for final approval.

11. Report on Stafford Ambulance Agreement

Keeney informed the Board that Stafford has exercised their right to cancel the current agreement effective June 30, 2024. The Town has retained a legal expert in the field and is preparing a new agreement to present to Stafford. If unable to reach an agreement, the Town will have legal backing to pursue other options.

12. Other Business

There was no other business discussed.

13. Approval of Minutes

a. 4/23/24 Special BOF Minutes

Bruce Devlin made a motion to approve the minutes as presented, seconded by Paul Hart. There was no further discussion and a unanimous decision followed.

b. 5/21/24 Special BOF Minutes

Paul Hart made a motion to approve the minutes as presented, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

14. Adjournment

Bruce Devlin made a motion to adjourn at 7:39 pm, seconded by Paul Hart. 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=4FIU4XoiAQ0>

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, June 25, 2024, at 7:00pm**



1. Call to Order
2. Members Present
3. Board of Education Update
4. Board of Selectmen Update
5. CFO/Finance Department Update
6. Report on Status of Stafford Ambulance Agreement
7. Other Business
8. Approval of Minutes
 - 5/28/2024 Regular BOF Minutes
9. Adjournment

This meeting is also being live-streamed and video-recorded and will be available for viewing on the Town's website in both real-time and after-the-fact.

Video of this meeting can be found at
<https://www.youtube.com/channel/UCitLjvpaGg5rGsVVbsUYK8A>



**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
June 25, 2024**

1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Kathy Devlin, Bruce Devlin, Joe Tolisano, and Paul Hart. Also, in attendance CFO Brian Wissinger, First Selectman Tim Keeney, and Superintendent Dr. Sam Galloway.

3. Board of Education Update

Dr. Galloway updated the Board on the status of the current HVAC project. The building committee has just contracted for pre-construction work to update the cost estimates to design the project to fit within the budget. They expect a construction estimate in the coming weeks.

Michael Parker asked about the other two schools and asked that Dr. Galloway urge the building committee to begin looking at them as well. A lengthy discussion ensued.

4. Board of Selectmen Update

Tim Keeney updated the Board that a new Fire Chief has been hired. Chief David Lenart will start on July 8. The Board requested he come to a future meeting and meet them. Keeney also informed the Board that the Town has engaged Tyche Planning Group to develop an affordable housing plan as required by the State of Connecticut. The plan should be completed by September. Bruce Devlin asked about the status of the Mill Project. A lengthy discussion ensued.

5. CFO/Finance Department Update

Brian Wissinger informed the Board of an initiative set forth by DPW Director Todd Rolland and himself to develop a 5-year comprehensive roads resurfacing and financing plan. The first resolution should be in front of the Board of Finance at their July meeting. Tax bills will be mailed on June 27.

Wissinger presented an article updating the Board of Finance on a piece of legislation that passed that takes the power to create a non-lapsing fund and deposit funds into that fund away from the Board of Finance and gives the authority to the Board of Education. This fund has been requested by prior superintendents and was always denied by the Board of Finance. Wissinger requested that if the Board of Education does create this fund in the future, that they are fully transparent in informing the Board of its balances and usage.

6. Report on Status of Stafford Ambulance Agreement

Wissinger updated the Board on the current negotiations with Stafford. If an agreement has not been reached by the end of this week, the Town of Somers will, by default, begin billing Stafford patients directly for medical services provided.

7. Other Business

Wissinger presented a budget transfer request.

Bruce Devlin made a motion to approve the transfer request as presented, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

8. Approval of Minutes

a. 5/28/24 Regular BOF Minutes

Bruce Devlin made a motion to approve the minutes as presented, seconded by Paul Hart. There was no further discussion and a unanimous decision followed.

9. Adjournment

Joe Tolisano made a motion to adjourn at 7:45 pm, seconded by Bruce 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>



Town of Somers Appropriation/Budget Transfer Request

Appropriation Request

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
---------------------	-----------------------	-------------------------

Total Appropriation Request		\$ -
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Budget Transfer Request

Transfer From:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
---------------------	-----------------------	-------------------------

Contingency	100-9099-090-0890-5-03	\$ 15,000.00
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Total Transfer From		\$ 15,000.00
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Transfer To:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
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Land & Building Services	100-0010-010-0335-5-00	\$ 15,000.00
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Total Transfer To		\$ 15,000.00
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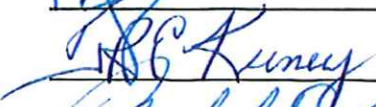
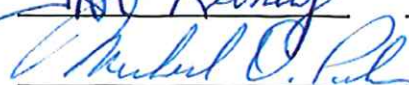
Explanation of Transfer:

To engage Tyche Planning & Policy Group for development of an Affordable Housing Plan.

Department Head

Board of Selectman

Board of Finance

	Date
	6/20/2024
	6/20/2024
	6/25/2024

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, July 23, 2024, at 7:00pm**



1. Call to Order
2. Members Present
3. Board of Education Update
4. Board of Selectmen Update
5. CFO/Finance Department Update
6. Set Special Meeting Date for Bonding Resolution
7. Other Business
8. Approval of Minutes
 - 6/25/2024 Regular BOF Minutes
9. Adjournment

This meeting is also being live-streamed and video-recorded and will be available for viewing on the Town's website in both real-time and after-the-fact.

Video of this meeting can be found at
<https://www.youtube.com/channel/UCitLjvpaGg5rGsVVbsUYK8A>

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, July 23, 2024, at 7:00pm**



CANCELLED

**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA
Town Hall – Auditorium
Tuesday, August 6, 2024, at 7:00pm**

- 1. Call to Order**
- 2. Members Present**
- 3. Board of Education Update**
- 4. Board of Selectmen Update**
- 5. CFO/Finance Department Update**
- 6. RESOLUTION AUTHORIZING AN APPROPRIATION OF \$2,000,000 FOR ROAD IMPROVEMENTS AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$2,000,000**
- 7. Other Business**
- 8. Approval of Minutes**
 - **6/25/2024 Regular BOF Minutes**
- 9. Adjournment**

This meeting is also being live-streamed and video-recorded and will be available for viewing on the Town's website in both real-time and after-the-fact.

*Video of this meeting can be found at
<https://www.youtube.com/channel/UCitLjvpaGg5rGsVVbsUYK8A>*



**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING MINUTES
August 6, 2024**

1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Kathy Devlin, Bruce Devlin, Joe Tolisano, Bill Salka, and Paul Hart. Also, in attendance CFO Brian Wissinger and First Selectman Tim Keeney.

3. Board of Education Update

No one from the Board of Education was present.

4. Board of Selectmen Update

Tm Keeney gave an update on the paramedic program with Stafford Ambulance. At this time, there are no agreements in place and the Town of Somers will be billing all patients directly. There was also discussion about the Mill Site. The Town is working on their Affordable Housing Plan but are waiting for more information from the Winn Group and their application for financing to keep the project moving forward.

5. CFO/Finance Department Update

Brian Wissinger presented the first month of the budget to actual report for the Town budget. This report is attached to the minutes of the meeting and will also be saved on our website for historical purposes.

6. RESOLUTION AUTHORIZING AN APPROPRIATION OF \$2,000,000 FOR ROAD IMPROVEMENTS AND THE FINANCING OF SAID APPROPRIATION BY THE ISSUANCE OF GENERAL OBLIGATION BONDS AND NOTES IN ANTICIPATION OF SUCH BONDS IN AN AMOUNT NOT TO EXCEED \$2,000,000

Joe Tolisano made a motion to authorize the appropriation of \$2,000,000 for road improvements and the financing of said appropriation by the issuance of general obligation bonds and notes in anticipation of such bonds in an amount not to exceed \$2,000,000, seconded by Bill Salka. A lengthy discussion ensued.

The Board of Finance has requested updated numbers for future school HVAC projects from the Board of Education. The Board of Finance would like to see how these numbers work in the long-term debt issuance plan.

The discussion ended and the vote was called. A unanimous decision followed.

7. Other Business

There was no other business.

8. Approval of Minutes

a. 6/25/24 Regular BOF Minutes

Bruce Devlin made a motion to approve the minutes as presented, seconded by Paul Hart. There was no further discussion and a unanimous decision followed.

9. Adjournment

Joe Tolisano made a motion to adjourn at 8:15 pm, seconded by Bruce 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=4FIU4XoiAQ0>

**Town of Somers
Monthly Report
FY2024 - 2025**

(Through 7/31/2024)

<u>Category</u>	<u>Item</u>	<u>Approved Budget</u>	<u>Budget Adjustments</u>	<u>Revised Budget</u>	<u>YTD Expenditures</u>	<u>Amount Remaining</u>
General Government	Selectmen	\$ 525,398	\$ -	\$ 525,398	\$ (71,055.01)	\$ 454,342.99
	Finance	\$ 293,325	\$ -	\$ 293,325	\$ (26,747.07)	\$ 266,577.93
	Town Clerk	\$ 141,584	\$ -	\$ 141,584	\$ (3,682.42)	\$ 137,901.58
	Tax Collector	\$ 136,485	\$ -	\$ 136,485	\$ (18,826.97)	\$ 117,658.03
	Assessor	\$ 155,921	\$ -	\$ 155,921	\$ (29,196.63)	\$ 126,724.37
	I.T.	\$ 186,500	\$ -	\$ 186,500	\$ (77,951.70)	\$ 108,548.30
	Insurance & Benefits	\$ 1,549,983	\$ -	\$ 1,549,983	\$ (280,064.97)	\$ 1,269,918.03
	Land Use (All Depts)	\$ 305,940	\$ -	\$ 305,940	\$ (19,514.00)	\$ 286,426.00
	Boards Combined	\$ 56,700	\$ -	\$ 56,700	\$ -	\$ 56,700.00
	Elections	\$ 79,360	\$ -	\$ 79,360	\$ (1,635.00)	\$ 77,725.00
	Sanitarian	\$ 77,159	\$ -	\$ 77,159	\$ (3,026.35)	\$ 74,132.65
	SUBTOTAL	\$ 3,508,355	\$ -	\$ 3,508,355	\$ (531,700.12)	\$ 2,976,654.88
Public Safety	Fire Dept.	\$ 612,565	\$ -	\$ 612,565	\$ (25,749.15)	\$ 586,815.85
	Police Dept.	\$ 787,625	\$ -	\$ 787,625	\$ (19,703.08)	\$ 767,921.92
	Civil Preparedness	\$ 42,280	\$ -	\$ 42,280	\$ (1,123.20)	\$ 41,156.80
	SUBTOTAL	\$ 1,442,470	\$ -	\$ 1,442,470	\$ (46,575.43)	\$ 1,395,894.57
Public Works	Muni. Facilities	\$ 715,095	\$ -	\$ 715,095	\$ (59,533.49)	\$ 655,561.51
	Public Works	\$ 874,310	\$ -	\$ 874,310	\$ (32,458.17)	\$ 841,851.83
	Highway	\$ 244,269	\$ -	\$ 244,269	\$ (8,640.69)	\$ 235,628.31
	Parks	\$ 53,665	\$ -	\$ 53,665	\$ (322.89)	\$ 53,342.11
	Transfer Station	\$ 740,446	\$ -	\$ 740,446	\$ (657.62)	\$ 739,788.38
	SUBTOTAL	\$ 2,627,785	\$ -	\$ 2,627,785	\$ (101,612.86)	\$ 2,526,172.14
Library	Library	\$ 469,726	\$ -	\$ 469,726	\$ (52,514.78)	\$ 417,211.22
	SUBTOTAL	\$ 469,726	\$ -	\$ 469,726	\$ (52,514.78)	\$ 417,211.22
Rec & Leisure	Rec & Leisure Services	\$ 273,656	\$ -	\$ 273,656	\$ (12,395.62)	\$ 261,260.38
	Senior Services	\$ 15,750	\$ -	\$ 15,750	\$ (1,078.45)	\$ 14,671.55
	Senior & Disabled Trans.	\$ 42,185	\$ -	\$ 42,185	\$ (1,539.84)	\$ 40,645.16
	SUBTOTAL	\$ 331,591	\$ -	\$ 331,591	\$ (15,013.91)	\$ 316,577.09
Social Services	Social Services	\$ 155,389	\$ -	\$ 155,389	\$ (5,200.80)	\$ 150,188.20
	SUBTOTAL	\$ 155,389	\$ -	\$ 155,389	\$ (5,200.80)	\$ 150,188.20
Miscellaneous	Contingency	\$ 129,041	\$ -	\$ 129,041	\$ -	\$ 129,041.00
	Transfers	\$ 2,323,538	\$ -	\$ 2,323,538	\$ (2,323,538.00)	\$ -
	SUBTOTAL	\$ 2,452,579	\$ -	\$ 2,452,579	\$ (2,323,538.00)	\$ 129,041.00
TOTAL Town Budget		\$ 10,987,895	\$ -	\$ 10,987,895	\$ (3,076,155.90)	\$ 7,911,739.10

TOWN OF SOMERS

BOARD OF FINANCE

RESOLUTION AUTHORIZING AN APPROPRIATION OF
\$2,000,000 FOR ROAD IMPROVEMENTS AND THE
FINANCING OF SAID APPROPRIATION BY THE
ISSUANCE OF GENERAL OBLIGATION BONDS AND
NOTES IN ANTICIPATION OF SUCH BONDS IN AN
AMOUNT NOT TO EXCEED \$2,000,000

RESOLVED, that the Board of Finance (the "Board") of the Town of Somers (the "Town") hereby accepts the recommendation of the Board of Selectmen, adopted at its meeting held on July 25, 2024, at 5:00 p.m., and recommends to the electors and citizens eligible to vote at town meetings of the Town, the following:

(1) That the Town appropriate the sum of \$2,000,000 for costs related to the pavement resurfacing, crack and chip sealing, mill and overlay, drainage improvements, maintenance work, repair, reclamation, and/or reconstruction of, and repair and improvements to, all or portions of certain town roads identified in the first year of the Town's 5-Year Road Resurfacing Plan adopted by the Board of Selectmen at its meeting of July 3, 2024 (the "Project"). The appropriation may be spent for design and construction costs, equipment, materials, site improvements, the preparation of plans and specifications, drawings, reports and studies, bid documents and other preliminary materials, grant applications, architects' fees, engineering fees, permit fees, legal fees, net interest on borrowings, costs of issuance and other financing costs, and other expenses related to the Project or its financing. The Board of Selectmen is authorized to determine the scope and particulars of the Project. The Board of Selectmen may reduce or modify the scope of the Project, and the entire appropriation authorized hereby may be spent on the Project as so reduced or modified.

(2) That to finance said appropriation for the Project, the Town issue bonds and/or notes in an amount not to exceed \$2,000,000 (or so much thereof as may be necessary after deducting grants or other sources of funds received by the Town for said project). The bonds or notes shall be issued pursuant to Chapter 109 of the Connecticut General Statutes, Revision of 1958, as amended (the "Connecticut General Statutes"), including, without limitation, Section 7-369 of the Connecticut General Statutes, and any other enabling acts.

(3) That the Town issue and renew notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the Project or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed \$2,000,000. The notes shall be issued pursuant to Connecticut General Statutes. The Town shall comply with the provisions of Section 7-378a of the Connecticut General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(4) That the First Selectman, or a majority of the Board of Selectmen, and the Treasurer of the Town (the "Officials") be authorized to sign said bonds or notes by their manual

or facsimile signatures and to determine the amounts, rates of interest, dates, maturities, dates of principal and interest payments on such bonds or notes, the form of such bonds or notes, the provisions for protecting and enforcing the rights and remedies of the holders of such bonds or notes and all other terms, conditions and particular matters regarding the issuance and securing of such bonds or notes and to execute, sell and deliver the same, and provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the provisions of the Connecticut General Statutes and any other applicable provision of law thereto enabling. The bonds and notes authorized hereby shall be general obligations of the Town secured by the full faith and credit of the Town.

(5) That the Officials are hereby authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent for such bonds and notes; to provide for the keeping of a record of the bonds or notes; to designate a municipal advisor to the Town in connection with the sale of the bonds or notes; that the law firm of Updike, Kelly & Spellacy, P.C., Hartford, Connecticut, is designated as the attorneys at law to render an opinion approving the legality of such issue or issues.

(6) That the Officials are authorized to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes, including, but not limited to, entering into a continuing disclosure agreement pursuant to Securities and Exchange Commission Rule 15c2-12. If the bonds or notes authorized by this resolution are issued on a tax-exempt basis, the Officials are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes, including covenants to pay rebates of investment earnings to the United States in future years.

(7) That the Town hereby declares its official intent under Federal Income Tax Regulations Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Officials are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(8) That the Officials are authorized to make representations and enter into written agreements or otherwise covenant for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws of rules pertaining to the sale or purchase of such bonds or notes.

(9) That the First Selectman is hereby authorized, on behalf of the Town, to execute any contracts with engineers, contractors, architects and other persons for the Project, to apply for and accept local, state and federal grants to finance the appropriation for the Project, and to execute and file any application or enter into any grant agreement or other obligations prescribed by the State of Connecticut or any other granting entity.

(10) That the Officials and other proper officers of the Town are authorized to take all other actions which are necessary or desirable to complete the Project consistent with the foregoing and to issue bonds or notes to finance the aforesaid appropriation.

(11) That this resolution shall become effective after approval at referendum vote.

Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor: Joseph Tolisano, William Salka, Bruce Devlin,
Kathleen Devlin, Paul Hart, Michael Parker

Opposed: none

I, William Salka, duly elected and qualified Secretary of the Board of Finance of the Town of Somers, hereby certify that the foregoing is a true copy of the Resolution adopted at a special meeting of the Board of Finance held on August 6, 2024, at 7:00 p.m., authorizing an appropriation of \$2,000,000 for certain road improvements and to finance such appropriation authorizing the issuance of bonds and notes in an aggregate principal amount not to exceed \$2,000,000; that said Board consists of six members; a quorum consists of four members; 6 members were present at said meeting; a roll call vote was taken and 6 members voted in favor of said Resolution, 0 members voted against the adoption of said Resolution, and 0 members abstained from voting on said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Somers, Connecticut, this 6th day of August, 2024.



William Salka
Secretary of the Board of Finance
Somers, Connecticut

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, September 24, 2024, at 7:00pm**



1. Call to Order
2. Members Present
3. Board of Education Update
4. Board of Selectmen Update
5. CFO/Finance Department Update
6. Appropriation Request – Separation Payout
7. Transfer Request –
 - a. FY2025 Salaries
 - b. FY2024 End of Year Transfers
8. Other Business
9. Approval of Minutes
 - 8/6/2024 Special BOF Minutes
10. Adjournment

This meeting is also being live-streamed and video-recorded and will be available for viewing on the Town's website in both real-time and after-the-fact.

Video of this meeting can be found at
<https://www.youtube.com/channel/UCitLJvpaGq5rGsVVbsUYK8A>



**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
September 24, 2024**

1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Bruce Devlin, Joe Tolisano, Bill Salka, and Paul Hart. Also, in attendance were Superintendent Dr. Sam Galloway, CFO Brian Wissinger, and First Selectman Tim Keeney.

3. Board of Education Update

Stephanie Levin presented the Board of Education financials through August 31, 2024. There were no questions. Dr. Galloway and Charles Warrington from Colliers updated the Board on the changes to the Somers Elementary School HVAC Project. A lengthy discussion followed.

4. Board of Selectmen Update

Fire Chief David Lenart introduced himself to the Board and gave an update on current EMS statistics. A lengthy discussion followed. Tim Keeney requested a copy of a letter sent to CFO Brian Wissinger, First Selectman Tim Keeney, and Superintendent Dr. Sam Galloway dated September 10, 2024, be added to the minutes. It is attached. A lengthy discussion about the letter followed.

5. CFO/Finance Department Update

Brian Wissinger presented the Town financials through August 31, 2024. There were no questions.

6. Appropriation Request – Separation Payout

Bruce Devlin made a motion to approve the appropriation request of \$43,141.02 to cover expenses for retired staff members, seconded by Bill Salka.

Joe Tolisano asked about the current year appropriation for the fund and stated we set this fund up to avoid this. Wissinger replied that the annual appropriation needs to be increased to establish this fund.

There was no further discussion and a unanimous decision followed.

7. Transfer Request

a. FY2025 Salaries

Joe Tolisano made a motion to approve the transfer request to cover the approved FY2025 salaries, seconded by Paul Hart. There was no further discussion and a unanimous decision followed.

b. FY2024 End of Year Transfers

Joe Tolisano made a motion to approve the FY2024 end of year transfers to balance the end of year accounts, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

8. Other Business

There was no additional business to discuss.

9. Approval of Minutes

a. 8/6/24 Special BOF Minutes

Bruce Devlin made a motion to approve the minutes as presented, seconded by Bill Salka. There was no further discussion and a unanimous decision followed.

10. Adjournment

Joe Tolisano made a motion to adjourn at 8:36 pm, seconded by Bruce 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>

Memorandum From: Board of Finance

To: Treasure, Brian Wissinger
 First Selectmen, Tim Kenney
 Superintendent, Dr. Sam Galloway

Subject: Areas of Fiscal Concern

Date: September 10, 2024

Recent events and decisions from the Board of Selectmen (BOS) and Board of Education (BOE) require the Board of Finance (BOF) to document expectations for fiscal controls in the future. The areas of concern are the misappropriation of services to Stafford, communications and last-minute decisions required by the BOF from the Finance Department and the HVAC bonding project at the BOE.

First, the BOF has documented concerns from a fiscal perspective on the continued misappropriation of ALS/EMS services to Stafford. These concerns surround the lack of an adequate mutual aid agreement to compensate Somers for this service. The taxpayers of Somers have supported Stafford close to a million dollars of their tax revenue over years without adequate compensation. There is a legal basis and ethical requirement to ensure Somers' taxpayers funds remain in Somers and the town of Stafford must provide ALS level medical care for its residents without relying on the good will of Somers. The documentation provided by Attorney Erica Nolan is more than adequate to direct the fire department to remain in the town of Somers and cease to service Stafford on an ongoing basis. The BOF is prepared to take drastic action during the next budget cycle to ensure ALS/EMS services are not misappropriated to Stafford.

The second area of concern is timely communications from the Finance Department. In the past board members have been placed in the position requiring decisions at the same meeting an initiative is brought before the BOF. This limits the board's ability to discuss initiatives or proposals. This happened again with the recent road bonding project. In the future the BOF will require a minimum of 2 meetings to discuss a proposal. One meeting to review and understand the project, the second to discuss and vote on the initiative. When the Board of Selectmen receives a proposal, this should trigger the notification to the BOF on a major project or proposal. The exceptions would be emergencies called by the First Selectmen, or the BOE Chair. In the future the BOF will not vote on projects or proposals at the first review meeting.

Third area of concern is the HVAC project at the BOE. The Treasurer at a minimum should notify the BOF of any major shortfalls on bonding projects, which jeopardize the goals of the resolution voted on by the citizens of Somers. An HVAC project on a 60 year old building is complex and may have unexpected costs and hurdles to meet expectations. I would encourage the Treasurer to have members of the BOE and Building Committee address issues of this nature and the Treasurer brief the BOF to ensure compliance with the bond and taxpayers' resolution, should problems arise.

The BOF is here to work with the BOS and BOE to solve the town's major capital projects.

Michael Parker, Chairmen

Kathy Devlin, Vice Chair

William Salka, Secretary

Joseph Tolisano

Bruce Devlin

Paul Hart



**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, October 22, 2024, at 7:00pm**

1. Call to Order
2. Members Present
3. Board of Education Update
4. Board of Selectmen Update
5. CFO/Finance Department Update
6. Fire Department Stafford Call Volume Update
7. AMENDMENT RESOLUTION AUTHORIZING AN INCREASE IN
THE APPROPRIATION AND THE AMOUNT OF GENERAL
OBLIGATION BONDS AND NOTES OF THE TOWN TO FINANCE
SAID APPROPRIATION FROM \$10,500,000 TO \$15,000,000 FOR THE
HVAC AND ELECTRICAL SYSTEM IMPROVEMENTS PROJECT
8. CIP Update
 - a. ARPA Projects Approval
9. Appropriations and Transfers
10. Discussion of Two Meeting Policy for Expenditures Requiring Town Meeting
Approval
11. Approval of 2025 Regular Meeting Schedule
12. Other Business
13. Approval of Minutes
 - 9/24/2024 Regular BOF Minutes
14. Adjournment

*This meeting is also being live-streamed and video-recorded and will be available for viewing
on the Town's website in both real-time and after-the-fact.*

Video of this meeting can be found at

<https://www.youtube.com/channel/UCitLJypaGg5rGsVVbsUYK8A>



**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
October 22, 2024**

1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Joe Tolisano, Kathy Devlin, and Paul Hart. Also, in attendance were Superintendent Dr. Sam Galloway, CFO Brian Wissinger, and First Selectman Tim Keeney.

3. Board of Education Update

Dr. Galloway gave an update on the current FY2025 budget. Joe Tolisano asked if there were any funds that transcend budget years. Dr. Galloway responded that Title Funds do. Michael Parker asked about the status of the HVAC project. Dr. Galloway brought the Board up to date on the progression of the project and the timeline after the referendum in December.

4. Board of Selectmen Update

Tim Keeney informed the Board of an agreement with Stafford Ambulance for intercept services. Keeney also updated the Board on the status of hiring an Assistant Building Official. Todd Rolland was also in the audience and gave the Board a timeline for the Asst. Building Official to become the Town's Building Official. Keeney informed the Board that an Affordable Housing Plan had been created for the Town of Somers. The Board of Selectmen will welcome comments at their next meeting, November 7, before adopting the plan.

5. CFO/Finance Department Update

Brian Wissinger presented the Town financials through September 30, 2024. There were no questions. Wissinger discussed the financial projections of the Stafford agreement and stated that based on the previous quarter call volume, the contract should make the Town break even or possibly see a slight profit.

6. Fire Department Stafford Call Volume

This item was grouped in the CFO update.

7. AMENDMENT RESOLUTION AUTHORIZING AN INCREASE IN THE APPROPRIATION AND THE AMOUNT OF GENERAL OBLIGATION BONDS AND NOTES OF THE TOWN TO FINANCE SAID APPROPRIATION FROM \$10,500,000 TO \$15,000,000 FOR THE HVAC AND ELECTRICAL SYSTEM IMPROVEMENTS PROJECT

Joe Tolisano made a motion to approve the amendment resolution authorizing an increase in the appropriation and the amount of general obligation bonds and notes of the Town to finance said appropriation from \$10,500,000 to \$15,000,000 for the HVAC and electrical system improvements project, seconded by Kathy Devlin. There was no further discussion, and a unanimous decision followed.

8. CIP Update

Joe Tolisano briefed the Board on 4 CIP approved projects to be paid for by the remaining ARPA funds. The four projects are attached to the minutes.

Joe Tolisano made a motion to approve the ARPA projects as presented for \$121,500, seconded by Paul Hart. There was no further discussion, and a unanimous decision followed.

9. Appropriations and Transfers

Brian Wissinger presented an appropriation request for \$70,939, to cover the additional cost of hiring an Assistant Building Official.

Joe Tolisano made a motion to approve the appropriation request for \$70,939, seconded by Paul Hart. Discussion followed.

Michael Parker made a motion to amend Joe Tolisano's motion to return any unused funds from this appropriation to the General Fund, seconded by Kathy Devlin. There was no further discussion, and a unanimous decision followed.

The original motion was called to vote, and a unanimous decision followed.

Brian Wissinger presented a transfer request for \$60,000 to cover the environmental remediation requests for the Somersville Mill Site.

Joe Tolisano made a motion to approve the transfer request for \$60,000, seconded by Paul Hart. Discussion followed.

Michael Parker asked if this would impact the ability to perform any additional engineering or design work for the HVAC project since the request is to transfer funds from that project to the environmental project.

Wissinger responded that it would not that future engineering and design costs for the other schools would be part of the project budget and would be worked into the resolution.

The motion was called to vote, and a unanimous decision followed.

10. Discussion of Two Meeting Policy for Expenditures requiring Town Meeting Approval

Michael Parker explained that he had a conversation with Brian Wissinger in the past week and felt that he was assured that an issue like the roads bond package would not happen again. Parker felt comfortable not requesting a formal policy be placed on the books at this time.

11. Approval of 2025 Regular Meeting Schedule

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

A copy of the meeting schedule will be attached to the minutes. It will also be available in the Town Clerk's Office and on the Town's website.

12. Other Business

There was no additional business to discuss.

13. Approval of Minutes

a. 9/24/24 Regular BOF Minutes

Joe Tolisano made a motion to approve the minutes as presented, seconded by Paul Hart. There was no further discussion, and a unanimous decision followed.

14. Adjournment

Joe Tolisano made a motion to adjourn at 7:56 pm, seconded by Paul Hart. 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>

TOWN OF SOMERS

BOARD OF FINANCE

AMENDMENT RESOLUTION AUTHORIZING AN INCREASE
IN THE APPROPRIATION AND THE AMOUNT OF GENERAL
OBLIGATION BONDS AND NOTES OF THE TOWN TO
FINANCE SAID APPROPRIATION FROM \$10,500,000 TO
\$15,000,000 FOR THE HVAC AND ELECTRICAL SYSTEM
IMPROVEMENTS PROJECT

WHEREAS, on July 25, 2023, the Board of Finance (the "Board") of the Town of Somers (the "Town"), recommended to the electors and citizens eligible to vote at town meetings of the Town a resolution authorizing an appropriation of \$10,500,000 for the funding of HVAC and electrical system improvements at Somers Elementary School (the "Project") and the issuance of bonds and notes to finance such appropriation in an amount not to exceed \$10,500,000 (the "Resolution");

WHEREAS, the Resolution was approved by the voters at referendum on November 7, 2023;

WHEREAS, the Board wishes to amend the Resolution, subject to the approval of the voters at referendum, in order to increase the amount of the appropriation and the amount of bonds and notes to finance such appropriation.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby accepts the recommendation of the Board of Selectmen, adopted at its meeting held on October 17, 2024 at 6:00 p.m., and recommends to the electors and citizens eligible to vote at town meetings of the Town, the following:

(1) That the Resolution is hereby modified to replace "\$10,500,000" wherever it appears in Sections (1) through (3) of the Resolution with "\$15,000,000";

(2) That other than as expressly set forth herein, the Resolution shall be unchanged and remain in full force and effect; and

(3) That this amendment resolution shall become effective after approval at referendum vote.

Upon Motion duly made and seconded, the foregoing Resolution was adopted by the following roll call vote:

In Favor: Michael Parker, Kathleen Devlin, Joseph Tolisano,
Paul Hart

Opposed:

I, William Salka, duly elected and qualified Secretary of the Board of Finance of the Town of Somers, hereby certify that the foregoing is a true copy of the resolution adopted at the meeting of the Board of Finance held on October 22, 2024 at 7:00 p.m.; that said Board consists of six members; a quorum consists of four members; 4 members were present at said meeting; a roll call vote was taken and 4 members voted in favor of said Resolution, 0 members voted against the adoption of said Resolution, and 0 members abstained from voting on said Resolution; the entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said Resolution.

Dated at Somers, Connecticut, this 23rd day of October, 2024.



William Salka
Secretary
Board of Finance
Somers, Connecticut

**TOWN OF SOMERS
CAPITAL EQUIPMENT / PROJECT REQUEST
TYPE D. ACQUISITION**

GOV'T FUNCTION: Board of Selectman
Contact Person: Todd Rolland
Phone: (860)763-8238

Department: Public Works
E-mail: trolland@somersct.gov
Fax: (860)749-3018

Capital Item: Town Hall Interior Painting

Proposed Acquisition Date: 7/1/2025

Proposed Acquisition Cost: \$18,000.00

1. Description of Capital Item with all accessories, spare parts, and warranties.

The proposed Town Hall Improvements include;

- Painting of the main level hall,
- Painting of the Land Use hall and map room,
- Painting of the Auditorium walls and doors,

2. Projected Useful Life.

15 years

3. Frequency of Use.

Continual

4. Repair Costs – stated on the same basis as Useful Life.

N/A

5. Price/Quality Analysis.

The main hallway walls have small holes and need a new paint job. The painting was started on the Land Use walls after the last remodel but was not finished. After removing the Auditorium stage and installing the new floor, the Auditorium walls need new painting.

6. Effect on delivery of service/cost of service if the acquisition is delayed.

These are maintenance items that should be completed as soon as possible.

7. Method of Determining Price.

Vendor Quote

Approved BOS:



10/3/2024

Date

Approved BOF Capital Committee:

Date

Approved BOF:

Date

**TOWN OF SOMERS
CAPITAL EQUIPMENT / PROJECT REQUEST
TYPE D. ACQUISITION**

GOV'T FUNCTION: Board of Selectman
Contact Person: Todd Rolland
Phone: (860)763-8238

Department: Public Works
E-mail: trolland@somersct.gov
Fax: (860)749-3018

Capital Item: Historical Museum Woodwork Repairs and Exterior Painting.

Proposed Acquisition Date: 7/1/2025

Proposed Acquisition Cost: \$45,000.00

1. Description of Capital Item with all accessories, spare parts, and warranties.

Repair the front porch deck and stairs. Scrape and prepare the exterior, and apply one coat of primer and two coats of exterior paint.

2. Projected Useful Life.

25 years

3. Frequency of Use.

Continual

4. Repair Costs – stated on the same basis as Useful Life.

Routine annual maintenance

5. Price/Quality Analysis.

The current front porch is rotted and needs repair. The exterior paint is peeling and coming off. This is a continuation of the roof and window work already completed. In 2023, we applied for a T-Mobile Hometown Grant to fund this project but were unsuccessful.

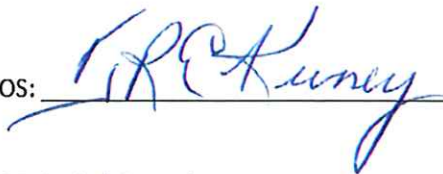
6. Effect on delivery of service/cost of service if the acquisition is delayed.

The front porch may become unsafe, and the exterior paint will continue to deteriorate, which could damage the siding and trim.

7. Method of Determining Price.

Vendor Quote

Approved BOS: _____



10/3/2024
Date

Approved BOF Capital Committee: _____

Date

Approved BOF: _____

Date

**TOWN OF SOMERS
CAPITAL EQUIPMENT / PROJECT REQUEST
TYPE D. ACQUISITION**

GOV'T FUNCTION: Board of Selectman
Contact Person: Todd Rolland
Phone: (860)763-8238

Department: Public Works
E-mail: trolland@somersct.gov

Capital Item: Make repairs and Improvements to the existing Senior Center.

Proposed Acquisition Date: 7/1/2025

Proposed Acquisition Cost: \$50,000.00

1. Description of Capital Item with all accessories, spare parts, and warranties.

Cabinet Door & Drawer Pulls	750.00	Interior doors	7,500.00
Refrigerator/Freezer	1,700.00	Restroom Door Closers	7,500.00
Electric Stove & Double Oven	3,700.00	Electrical Work	5,000.00
Range hood	900.00	Painting Throughout	15,810.00
Dishwasher	1,400.00	Outdoor Table & chairs	5,000.00
			Total 49,260.00

2. Projected Useful Life.

30 years

3. Frequency of Use.

Daily

4. Repair Costs – stated on the same basis as Useful Life.

None

5. Price/Quality Analysis.

With the voters rejecting the referendum for a new Senior Community Center, we are making do with the existing facility. This facility needs repairs and upgrades that we cannot fund through annual budgeting. We have obtained quotes and are requesting funding for these items.

6. Effect on delivery of service/cost of service if the acquisition is delayed.

Without repairs and improvements, the current Senior Center will continue to decline, and its daily use may become impossible.

7. Method of Determining Price.

Vendor Quotes

Approved BOS: _____



10/21/24

Date

Approved BOF Capital Committee: _____

Date

Approved BOF: _____

Date

TOWN OF SOMERS
CAPITAL EQUIPMENT / PROJECT REQUEST
TYPE C. ACQUISITION

GOV'T FUNCTION: Board of Selectman
Contact Person: Todd Rolland
Phone: (860)763-8238

Department: Public Works
E-mail: trolland@somersct.gov

Capital Item: Mill Pond Fishing Deck

Proposed Acquisition Date: 7/1/2025

Proposed Acquisition Cost: \$8,500.00

1. Description of Capital Item with all accessories, spare parts, and warranties.

The proposed Mill Pond Fishing deck repairs include;

- Remove and replace ramp framing with pressure-treated framing,
- Remove and replace all decking with new Trex Transcend decking,
- Remove and replace horizontal railing members.

2. Projected Useful Life.

15 years

3. Frequency of Use.

Continual

4. Repair Costs – stated on the same basis as Useful Life.

N/A

5. Price/Quality Analysis.

The existing wood decking, railings and ramp have deteriorated to the point of becoming a hazard.

6. Effect on delivery of service/cost of service if the acquisition is delayed.

These are maintenance items that should be completed as soon as possible.

7. Method of Determining Price.

Vendor Quote

Approved BOS:



10/21/24

Date

Approved BOF Capital Committee: _____

Date

Approved BOF: _____

Date

Town of Somers

Board of Finance Regular Meeting Schedule 2025

**Meetings begin at 7:00pm and are held in the
Somers Town Hall, Auditorium**

1/28/2025

2/25/2025

3/25/2025

4/22/2025

5/27/2025

6/24/2025

7/22/2025

No meeting in August

9/23/2025

10/28/2025

11/18/2025*

12/16/2025**

*Moved ahead 1 week. 4th Tuesday is the week of Thanksgiving.

**Moved ahead 1 week. 4th Tuesday is Christmas Week.

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, November 19 2024, at 7:00pm**



CANCELLED



**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA**
Town Hall – Selectmen’s Conference Room
Tuesday, December 17, 2024, at 7:00pm

1. Call to Order
2. Members Present
3. Audit Presentation – Michael VanDeventer, Mahoney Sabol
 - a. ACFR – Annual Comprehensive Financial Report
 - b. State & Federal Single Audit
 - c. Recommendations
4. Board of Education Update
5. Board of Selectmen Update
6. CFO/Finance Department Update
7. Appropriations and Transfers
8. Other Business
9. Approval of Minutes
 - 10/22/2024 Regular BOF Minutes
10. Adjournment

This meeting is also being live-streamed and video-recorded and will be available for viewing on the Town’s website in both real-time and after-the-fact.

Video of this meeting can be found at

<https://www.youtube.com/channel/UCitLJypaGg5rGsVVbsUYK8A>

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
December 17, 2024**

1. Call to Order

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

2. Members Present

In attendance were Michael Parker, Joe Tolisano, Kathy Devlin, Bruce Devlin, Bill Salka, and Paul Hart. Also, in attendance were Superintendent Dr. Sam Galloway, CFO Brian Wissinger, and First Selectman Tim Keeney.

3. Audit Presentation

Michael VanDeventer, Partner at Mahoney Sabol delivered the results and recommendations from the FY2024 audit. They delivered a clean “unmodified” opinion on the Town’s financial statements. They also delivered 5 recommendations, all of which are administrative recommendations that the Town and the Board of Education will implement. The financial statements will be available on the Town’s website once they are finalized and submitted to the State of Connecticut.

4. Board of Education Update

Dr. Galloway informed the Board that the transfer switch work at the high school is set to be completed soon. Dr. Galloway also informed the Board about the Connecticut Paid Sick Leave Act and the struggles they are incurring with how to determine the processes required to accrue, calculate, and pay those who are affected by it.

5. Board of Selectmen Update

Tim Keeney informed the Board that the Town has hired an HR Generalist, and she is set to begin on January 6, 2025. She will be the main point of contact for payroll once she is trained and up to speed. These duties closely relate to normal HR job duties. Keeney also updated the Board on the progress of the mill site. The Town hosted a meeting of our State Representative and Senator to hear from Winn Group directly of what they need. The Town will make a request to the State for funding assistance to make this project a reality.

6. CFO/Finance Department Update

Brian Wissinger presented the Town financials through November 30, 2024. Wissinger also addressed the Stafford agreement and the annual projections of that agreement. Wissinger has also reached out to the Town of Ellington to present the same agreement to them and looks to have a signed agreement in the coming year. The Town will also see a rate increase of 4% for EMS calls. Those rates take effect on January 1, 2025.

7. Appropriations and Transfers

Brian Wissinger presented a transfer request for \$3,348 to cover the approval of the additional increase for SROs in the Town.

Joe Tolisano made a motion to approve the transfer request for \$3,348, seconded by Bruce Devlin. There was no discussion and a unanimous decision followed.

8. Other Business

There was no other business to discuss.

9. Approval of Minutes

a. 10/22/24 Regular BOF Minutes

Paul Hart made a motion to approve the minutes as presented, seconded by Joe Tolisano. There was no further discussion, and a unanimous decision followed.

10. Adjournment

Joe Tolisano made a motion to adjourn at 8:11 pm, seconded by Bruce Devlin. There was no further discussion, and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

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