

**TOWN OF SOMERS
BOARD OF FINANCE
JULY 23, 2018
7:00 PM
LOWER LEVEL CONFERENCE ROOM**

1. Call To Order

Jim Persano called the meeting to order at 7:00 pm.

2. Members Present

In attendance were Jim Persano, Tom Mazzoli, Joe Tolisano and Michael Parker.

3. CFO Update

CFO Mike Marinaccio presented two schedules to the Board. The first schedule showed a revenue surplus for FYE2018 of approximately \$237k. The drivers for this over budget revenue are Police Services and high interest returns on monies in our banks. A strong effort to collect delinquent taxes also assisted in this number. The Town's expenditures for FYE2018 are projected to come in under budget by approximately \$499k. This is due to a strong effort from all departments to manage their budgets and return something to the General Fund. A cut of two State Troopers, replaced by two local Constables, also aided in this savings. The Town's estimated return for FYE2018 is \$737k. These monies will be placed in reserves for future year's use.

Marinaccio also stated that without the supplemental tax increase, increased revenue drivers, and the expenditure savings, the Town would have faced a \$600k deficit at year's end. This would have forced an additional tax to start FY2019 to make up the deficit.

4. Bonding Discussion

Marinaccio presented two draft resolutions for bonding. The Board of Selectmen, at a previous meeting, have charged Marinaccio with the process of bonding. The first resolution states the need for \$4,000,000 to resurface, reconstruct, and pave approximately 40 miles of major roads in Town. This information was derived from a study performed by StreetScan, a road management company, who scanned and rated all 90 miles of road in Town. The roads selected for this bond all have a PCI (Pavement Condition Index) of 68 or higher.

The second resolution states the need for \$6,000,000 for school improvements. This information was derived from a study performed by Tecton Architects that determined and rated the needs of all of the building at the school. The selection of projects for this bond are all rated one or two; one being an immediate need and two being a 1-3 year need.

Marinaccio then presented the Board with a graph that shows the current bonding commitment and its ever-declining debt owed along with the impact of a \$10 million bond at 4% interest. Marinaccio then gave the Board a timeline with drop-dead dates, all approved by both Bond Counsel and by the Town Clerk.

Michael Parker requested that a step be added to the start of the timeline and a special CIP meeting be called so that the committee can discuss the projects in more detail and recommend to the Boards as their charge states. Marinaccio agreed and said that he would plan a date in early August to call a special CIP meeting.

5. Other Business

There was no other business.

6. Year End Transfers

Assistant Finance Director Brian Wissinger presented the transfers requested to balance the fiscal year end 2018 budget. Wissinger stated that all budgets were balanced within their own budgets with the exceptions of Employee Benefits and Information Technology. These two required other departments to balance, however, their overages were also caused by other departments; Employee Benefits overage was due to the cut of two Troopers and replacement with local constables, and Information Technology was due to a change in networking at the Fire Department.

Parker asked what IT changes were made. Wissinger replied that they were added to our network so equipment was purchased and the increased cost of providing their network service was added. This allowed the Fire Department to join on the Town's high speed Nutmeg Network and have a more secure and faster network for their building.

A motion was made by Joe Tolisano to approve the transfers to balance fiscal year 2018 as presented, seconded by Michael Parker. There was no further discussion and a unanimous decision followed.

7. Approval of Minutes

a. 6/25/18 Regular BOF Meeting Minutes

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

8. Adjournment

A motion was made by Tom Mazzoli to adjourn the meeting at 7:18pm, seconded by Joe Tolisano. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING

Schedule of Transfers are attached to these minutes.

Town of Somers End Of Year Transfers - Fiscal Year 2018 Part 1

Account Name	Account Number	Amount	Account Name	Account Number	Amount
To:					
<u>First Selectman</u>			<u>First Selectman</u>		
Regular Salaries	100-0010-010-0110-5-00	\$4,861.60	Legal Services	100-0010-010-0332-5-00	\$8,439.00
Insurance (LAP & Bonds)	100-0010-010-0521-5-00	\$3,308.00	Advertising	100-0010-010-0540-5-00	\$2,342.06
Mileage	100-0010-010-0580-5-00	\$1,533.31	Office Supplies	100-0010-010-0612-5-00	\$1,688.78
Dues & Seminars	100-0010-010-0810-5-00	\$3,801.00	New Equipment	100-0010-010-0730-5-00	\$1,034.07
		<u>\$13,503.91</u>			<u>\$13,503.91</u>
<u>Finance</u>			<u>Selectman</u>		
Regular Salaries	100-0011-010-0110-5-00	\$14,650.63	Postage	100-0010-010-0535-5-00	\$1,520.94
Temp Tax Salaries	100-0011-010-0130-5-00	\$704.00	Town Hall Salaries	100-0010-010-0171-5-00	\$4,428.44
		<u>\$15,354.63</u>	<u>Finance</u>		
<u>Tax Collector</u>			Consulting & Other	100-0011-010-0170-5-00	\$6,076.60
Credit Card Fees	100-0013-002-0590-5-00	\$3,256.08	Software & Development	100-0011-010-0334-5-00	\$382.23
Advertising	100-0013-010-0540-5-00	\$1,123.84	Supplies	100-0011-010-0612-5-00	\$350.42
Dues & Seminars	100-0013-010-0810-5-00	\$120.00	Dues & Seminars	100-0011-010-0810-5-00	\$2,596.00
		<u>\$4,499.92</u>			<u>\$15,354.63</u>
<u>Assessor</u>			<u>Town Clerk</u>		
Regular Salaries	100-0015-010-0110-5-00	\$4,949.30	Regular Salaries	100-0012-010-0110-5-00	\$2,296.90
Computer Service Agreement	100-0015-010-0334-5-00	\$146.35	<u>Tax Collector</u>		
Mapping	100-0015-010-0339-5-00	\$1,487.50	QD Computer Services	100-0013-010-0334-5-00	\$1,850.24
		<u>\$6,583.15</u>	Printing & Supplies	100-0013-010-0551-5-00	\$352.78
<u>Information Technology</u>					<u>\$4,499.92</u>
Technology Services	100-0017-010-0334-5-01	\$16,084.08	<u>Assessor</u>		
Internet & Communications	100-0017-010-0410-5-00	\$19,019.12	Contractual Services	100-0015-010-0423-5-00	\$6,583.15
Copying	100-0017-010-0551-5-00	\$1,671.25	<u>Information Technology</u>		
		<u>\$36,774.45</u>	Technology Supplies	100-0017-010-0613-5-00	\$8,800.40
<u>Employee Benefits</u>			<u>Library</u>		
Health Insurance	100-0019-010-0210-5-00	\$16,747.03	Regular Salaries	100-5021-060-0110-5-00	\$5,962.09
Social Security	100-0019-010-0220-5-00	\$30,608.51	Books	100-5021-060-0640-5-00	\$3,296.24
Pension - Actuary	100-0019-010-0230-5-00	\$306.00	<u>Senior Transportation</u>		
Worker's Comp Insurance	100-0019-010-0521-5-00	\$37.60	Drivers - Part Time	100-5135-070-0120-5-00	\$18,715.72
		<u>\$47,699.14</u>			<u>\$36,774.45</u>
			<u>Employee Benefits</u>		
			Life, Disability, Other	100-0019-010-0214-5-00	\$3,520.36
			Pension - Town/Fire	100-0019-010-0230-5-01	\$731.09
			Unemployment	100-0019-010-0250-5-00	\$13,567.16
			<u>Police Department</u>		
			State Police	100-2017-020-0339-5-00	\$29,880.53
					<u>\$47,699.14</u>

Town of Somers End Of Year Transfers - Fiscal Year 2018 Part 1

Account Name	Account Number	Amount	Account Name	Account Number	Amount
To:			From:		
<u>Land Use</u>			<u>Land Use</u>		
Regular Salaries	100-0021-010-0110-5-00	\$677.79	Clerical	100-0021-010-0130-5-00	\$1,351.41
Professional Services	100-0021-010-0320-5-00	\$673.62			\$1,351.41
		<u>\$1,351.41</u>			
<u>Conservation</u>			<u>Conservation</u>		
Dues & Fees	100-0029-010-0810-5-00	\$5.00	Advertising	100-0029-010-0540-5-00	\$5.00
		<u>\$5.00</u>			
<u>Board of Assessment Appeals</u>			<u>Board of Finance</u>		
Advertising	100-0033-010-0540-5-00	\$52.40	Budget	100-0034-010-0550-5-00	\$52.40
		<u>\$52.40</u>			<u>\$52.40</u>
<u>Elections</u>			<u>Elections</u>		
Elections - Temporary	100-0035-010-0130-5-00	\$622.54	Training	100-0035-010-0322-5-00	\$1,252.35
Registrar Stipend	100-0035-010-0160-5-00	\$85.00			<u>\$1,252.35</u>
Equipment Maintenance	100-0035-010-0432-5-00	\$90.00			
Printing	100-0035-010-0551-5-00	\$78.68			
Supplies	100-0035-010-0612-5-00	\$376.13			
		<u>\$1,252.35</u>			
<u>Fire Department</u>			<u>Fire Department</u>		
Public Education	100-2016-020-0320-5-00	\$978.98	Regular Salaries	100-2016-020-0110-5-00	\$29,720.22
Training	100-2016-020-0322-5-00	\$6,686.94	Overtime	100-2016-020-0140-5-00	\$3,566.26
Health Services	100-2016-020-0333-5-00	\$7,105.86	Pager Maintenance	100-2016-020-0335-5-00	\$1,890.00
Technology Services	100-2016-020-0334-5-00	\$1,581.45	Dispatch Center	100-2016-020-0339-5-00	\$1,172.64
Vehicle Maintenance	100-2016-020-0433-5-00	\$4,803.98	Equipment Maintenance	100-2016-020-0432-5-00	\$3,690.14
Printing & Supplies	100-2016-020-0551-5-00	\$366.98	Radio Maintenance	100-2016-020-0432-5-01	\$1,828.00
Building Maintenance	100-2016-020-0614-5-00	\$12,394.79	Fire Systems Maintenance	100-2016-020-0432-5-02	\$2,488.73
Personal Protective	100-2016-020-0616-5-01	\$772.87			<u>\$44,265.99</u>
Medical Supplies	100-2016-020-0616-5-03	\$6,077.27			
Foam	100-2016-020-0616-5-04	\$388.90	<u>Police Department</u>		
Food & Related	100-2016-020-0630-5-00	\$275.05	Full-Time Officer Salary	100-2017-020-0110-5-00	\$81,845.55
Uniforms - Volunteer	100-2016-020-0650-5-02	\$1,704.07	Dog Warden Salary	100-2017-020-0120-5-00	\$494.95
New Equipment	100-2016-020-0730-5-00	\$890.58	Full-Time Office Overtime	100-2017-020-0140-5-00	\$5,377.12
Equipment Replacement	100-2016-020-0739-5-00	\$238.27	Equipment Maintenance	100-2017-020-0432-5-00	\$446.32
		<u>\$44,265.99</u>	Electric - Police	100-2017-020-0622-5-00	\$341.69
<u>Police Department</u>			Heat - Police	100-2017-020-0624-5-00	\$2,031.37
Full-Time Officer Salary	100-2017-020-0110-5-00	\$81,845.55	Uniform Maintenance	100-2017-020-0650-5-00	\$1,127.40
Dog Warden Salary	100-2017-020-0120-5-00	\$494.95			<u>\$91,664.40</u>
Full-Time Office Overtime	100-2017-020-0140-5-00	\$5,377.12			
Equipment Maintenance	100-2017-020-0432-5-00	\$446.32	Part Time Police	100-2017-020-0120-5-01	\$53,256.27
Electric - Police	100-2017-020-0622-5-00	\$341.69	Police Clerical PT	100-2017-020-0120-5-02	\$18,333.00
Heat - Police	100-2017-020-0624-5-00	\$2,031.37	Police Administrator	100-2017-020-0120-5-03	\$19,321.44
Uniform Maintenance	100-2017-020-0650-5-00	\$1,127.40	Shift Premium	100-2017-020-0151-5-00	\$753.69
		<u>\$91,664.40</u>			<u>\$91,664.40</u>

Town of Somers End Of Year Transfers - Fiscal Year 2018 Part 1

Account Name	Account Number	Amount	Account Name	Account Number	Amount
<u>Public Works</u>			<u>Public Works</u>		
Fire Protection	100-3010-010-0411-5-00	\$20,628.96	Utilities - Municipal Facilities	100-3010-010-0622-5-00	\$19,494.92
Building Maintenance	100-3010-010-0431-5-00	\$5,731.36	Regular Salaries	100-3015-030-0110-5-00	\$8,701.20
Electric - Street Lights	100-3010-010-0622-5-03	\$5,168.09	Health Services	100-3015-030-0333-5-00	\$877.88
PT Temp Salaries	100-3015-030-0110-5-04	\$14,425.66	Uniforms	100-3015-030-0650-5-00	\$1,001.84
Overtime	100-3015-030-0110-5-05	\$3,947.87	Road Maintenance	100-3018-030-0439-5-00	\$6,956.66
Supplies	100-3015-030-0551-5-00	\$771.29	Equipment Maintenance	100-3019-070-0432-5-00	\$13,054.00
Training	100-3015-030-0810-5-00	\$155.20	Recreational Maintenance	100-3019-070-0439-5-01	\$1,747.47
Stormwater Monitoring	100-3015-040-0339-5-00	\$1,439.50	Test Well Monitoring	100-3034-040-0339-5-00	\$4,421.00
Equipment Maintenance	100-3018-030-0433-5-00	\$31,258.29	Landfill Operating	100-3034-040-0421-5-01	\$1,950.92
Vehicle Fuel	100-3018-030-0626-5-00	\$11,513.49	Waste Disposal	100-3034-040-0421-5-04	\$38,474.82
Portable Toilets	100-3019-070-0423-5-00	\$2,167.50	Brush Grinding	100-3034-040-0421-5-09	\$526.50
		<u>\$97,207.21</u>			<u>\$97,207.21</u>
<u>WPCA</u>			<u>WPCA</u>		
Printing & Supplies	100-4019-040-0551-5-00	\$46.42	Dues & Seminars	100-4019-040-0810-5-00	\$46.42
		<u>\$46.42</u>			<u>\$46.42</u>
<u>Library</u>			<u>Library</u>		
Equipment Maintenance	100-5021-060-0432-5-00	\$1,860.80	Electricity	100-5021-060-0622-5-00	\$2,823.35
Audio Visual	100-5021-060-0613-5-00	\$962.55			<u>\$2,823.35</u>
		<u>\$2,823.35</u>			
<u>Senior Services</u>			<u>Senior Services</u>		
Supplies	100-5130-070-0619-5-00	\$3,092.52	Printing & Newsletter	100-5130-070-0550-5-01	\$3,092.52
		<u>\$3,092.52</u>			<u>\$3,092.52</u>
<u>Senior Transportation</u>			<u>Senior Transportation</u>		
Vehicle Maintenance	100-5135-070-0433-5-00	\$2,449.17			
Materials & Supplies	100-5135-070-0612-5-00	\$3,145.60	Drivers - Part Time	100-5135-070-0120-5-00	\$5,594.77
		<u>\$5,594.77</u>			<u>\$5,594.77</u>
Grand Total		\$371,771.02			\$371,771.02

Explanation:
To balance Fiscal Year 2018 end of year budgets.

Requestor _____ Date _____
Board of Finance _____ Date _____