



**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, January 24, 2023 at 7:00pm**

1. Call to Order
2. Members Present
3. BOE Update
4. Selectmen's Update
5. 2022 Grand List Summary
6. CFO/Finance Department Update
7. American Relief Plan Act (ARPA) Funds Update
8. Transfers
9. Approval of Minutes
 - 12/20/2022 Regular BOF Minutes
10. Other Business
11. 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 (Amended)
Town Hall – Auditorium
Tuesday, January 24, 2023 at 7:00pm**

1. Call to Order
2. Members Present
3. BOE Update
4. Selectmen's Update
 - a. Requested Report on the status of resolving claim for reimbursement from Town of Stafford for ALS Services
5. 2022 Grand List Summary
6. CFO/Finance Department Update
 - a. Report on revisions to determine the costs incurred in providing ALS Services to the Town of Stafford
7. American Relief Plan Act (ARPA) Funds Update
8. Transfers
9. Approval of Minutes
 - 12/20/2022 Regular BOF Minutes
10. Other Business
11. Adjournment

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**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
January 24, 2023**

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

3. BOE Update

Stephanie Levin handed out a preliminary budget proposal to the Board. This will be the first draft numbers that are presented to the Board of Education at their next meeting. After Superintendent revisions, the current budget proposal asks for a 5.66% increase, or \$1,485,848. The Board requested detail at the budget presentation of line items.

4. Selectmen's Update

Tim Keeney informed the Board that Joe Courtney had recently been in Town to award the WPCA a \$945,000 Community Grant for repairs and upgrades to the wastewater treatment facility in Somersville. After the meeting, a tour of the facility with Representative Courtney happened as well.

Keeney presented updated information on the status of the Stafford ALS Services. Keeney has spoken with OEMS and has setup a meeting with an expert in the field to determine the next course of action. More information will be presented at the next meeting.

Mike Marinaccio handed out information on a revised costing measure. This number will be used in negotiations with Stafford to finalize an agreement for services.

A lengthy discussion ensued. The Board's consensus was to begin billing Stafford Ambulance for the calls responded to during the month of January and to back bill for the fiscal year as well.

Bruce Devlin made a motion to bill Stafford Ambulance for the calls responded to in the Town of Stafford by Somers Ambulance for the month of January and during the current fiscal year effective immediately, seconded by Kathy Devlin.

A discussion was had on the amount. The Board believes the billing cost should be slightly higher than Marinaccio's figure and agreed that \$400 per call should be the amount.

There was no further discussion and a unanimous decision followed.

5. 2022 Grand List Summary

Brian Wissinger gave the Board on update on the finalized Net Grand List. The overall Grand List growth was 1.33% or \$12,866,563. This equates to \$354,602 at the current 27.56 mill rate.

6. CFO/Finance Department Update

Brian Wissinger reviewed the budget calendar with the Board and determined potential dates for additional special meetings for budget follow-up.

7. ARPA Funds Update

Wissinger handed out a schedule with all approved ARPA projects to date, their original budgets, the expenses associated with the projects to date, and the remaining ARPA funds balance. As of today, there is about \$491,000 of Unallocated ARPA Funds.

8. Transfers

Wissinger presented a transfer of \$13,336.53 from Assessor and DPW salaries to the Separation Payout Fund to cover the costs of retiring staff sick and vacation payouts. *Joe Tolisano made a motion to approve the transfer as presented, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.*

Wissinger presented a second transfer for \$2,152.62 from the salary pool to the Selectmen salaries to cover the costs of the approved increase in the First Selectmen's salary.

Joe Tolisano made a motion to approve the transfer as presented, seconded by Ralph Williams. There was no further discussion and a unanimous decision followed.

9. Approval of Minutes

a. 12/20/2022 Regular BOF Minutes

Ralph Williams made a motion to accept the minutes as presented, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

10. Other Business

There was no other business conducted.

11. Adjournment

Joe Tolisano made a motion to adjourn at 8:10pm, 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
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, February 28, 2023, at 7:00pm**

- 1. Call to Order**
- 2. Members Present**
- 3. BOE Update**
- 4. Selectmen's Update**
- 5. Finance Department Strategic Plan**
- 6. Proposed Agreement Town of Somers and Town of Stafford/Stafford Ambulance**
- 7. CFO/Finance Department Update**
- 8. CIP Requests FY2023**
- 9. Capital Budget Proposal FY2024**
- 10. Budget Update FY2024**
- 11. American Relief Plan Act (ARPA) Funds Update**
- 12. Transfers**
- 13. Approval of Minutes**
 - 01/24/2023 Regular BOF Minutes**
- 14. Other Business**
- 15. Adjournment**

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**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
February 28, 2023**

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, Joe Tolisano, Bruce Devlin, Bill Salka, and Ralph Williams. Also, in attendance was First Selectman Tim Keeney, Superintendent Paul Gagliarducci, Business Manager Stephanie Levin, Assistant Finance Director Brian Wissinger and CFO Mike Marinaccio.

3. BOE Update

Superintendent Paul Gagliarducci introduced the new Superintendent, Dr. Sam Galloway, to the Board. Dr. Galloway will officially start April 3, 2023. Dr. Gagliarducci presented the approved Board of Education budget to the Board. The proposal is for a 4.34% increase over the FY2023 budget. The Board of Education will have their public hearing on March 13, 2023, for residents to ask questions regarding their budget proposal. Dr. Gagliarducci informed the Board that there would be no movement at this time on the HVAC project. The cost estimates were received, but until further information from the State on their funding assistance, the Board of Education has decided to stop any further funding requests.

4. Selectmen's Update

First Selectman Tim Keeney presented the approved Finance Department Strategic Plan to the Board.

Keeney updated the Board of the progress of an agreement with Stafford Ambulance regarding costs for providing ALS services to the Town of Stafford. Keeney stated that a proposed contract was sent to Stafford on February 8, but there had not been any communication from the Town of Stafford since. Chairman Parker requested that the Town follow orders of the Board of Finance to begin billing Stafford. A lengthy discussion ensued. It was determined that if no response is heard from Stafford, then a bill will be compiled and sent to the Town for the services rendered to date.

5. Finance Department Strategic Plan

6. Proposed Agreement Town of Somers and Town of Stafford/Stafford Ambulance

7. CFO/Finance Department Update

CFO Mike Marinaccio gave the Board a copy of the Financial Information & Operating Data that was filed by Munistat, the Financial Advisor for the Town of Somers. This filing is required by the Securities and Exchange Commission annually by February 28. Marinaccio gave the Board an updated Appropriation Process Schedule for the bonding resolution and a bonding timeline of dates. Marinaccio stated that the Town is well on time to move forward with the process.

8. CIP Requests FY2023

Brian Wissinger presented 3 requests for funding at this time from the CIP Committee. The first request is for improvements at Camp Aya-Po as recommended by the Aya-Po Committee's Final Report. This request is for \$40,350.

The second request is to change the funding source of the Fit Tester previously approved by the Board of Finance as part of the FY2023 Capital Budget. The grant funding for this item was denied by the Federal Government, so a request was made by the Fire Chief to use ARPA funds for the item.

Joe Tolisano made a motion to approve the use of ARPA Funds for \$15,700 for the purchasing of a Fit Tester as previously approved, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

The third request is to purchase a new ambulance. The estimated delivery time is 18-24 months from time of agreement. This request would allow the Fire Chief to place the order and enter the queue for a new ambulance.

The Board requested further discussion on the Camp Aya-Po Improvements and Ambulance after the total budget proposals are made by the Boards of Education and Selectmen.

9. Capital Budget Proposal FY2024

Brian Wissinger gave the Board the Proposed FY2024 Capital Projects Budget. This budget will be voted when the Board of Finance votes on the overall budget to send to public hearing.

10. Budget Update FY2024

Brian Wissinger updated the Board that both the Board of Education and the Board of Selectmen have approved their budgets. The total increase is 1.28% over the FY2023 budget. This budget would require at most a 1.25 mill increase. A presentation and detail documentation will be sent to the Board by the end of the week. The Board of Finance has a special meeting on March 14, 2023, to review both budgets and begin discussing funding and spending cuts.

11. ARPA Funds Update

Brian Wissinger handed out a schedule with all approved ARPA projects to date, their original budgets, the expenses associated with the projects to date, and the remaining ARPA funds balance. As of today, there is \$570,353 of Unallocated ARPA Funds. After approving the Fit Tester, the Unallocated Balance is \$554,653. Other requested uses of ARPA Funds would bring this balance to \$380,803.

12. Transfers

There were no transfers.

13. Approval of Minutes

a. **1/24/2023 Regular BOF Minutes**

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

14. Other Business

Lisa Horan spoke to the Board of Finance on the Board of Education's proposed budget. The Board was very receptive of her comments and urged that she attend the Board of Education's Public Hearing to speak to them directly about it as well.

15. Adjournment

Joe Tolisano made a motion to adjourn at 8:22pm, 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=4FIU4XoiAQ0>

**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA
Town Hall – Auditorium
Tuesday, March 14, 2023, at 7:00pm**



1. Call to Order
2. Members Present
3. Budget Presentations & Discussions FY2024
 - a. Board of Selectmen
 - b. Board of Education
 - c. Capital Fund
4. Transfers
5. FY2023 Capital Requests
6. Approval of Minutes
 - 02/28/2023 Regular BOF Minutes
7. 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 AGENDA
Town Hall – Auditorium
Tuesday, March 14, 2023, at 7:00pm**



CANCELLED



**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA
Town Hall – Auditorium
Tuesday, March 21, 2023, at 7:00pm**

- 1. Call to Order**
- 2. Members Present**
- 3. Transfers**
- 4. Board of Finance Budget Discussion FY2024**
 - a. Board of Selectmen**
 - b. Board of Education**
 - c. Capital Fund**
- 5. FY2023 Capital Requests**
- 6. Approval of Minutes**
 - 02/28/2023 Regular BOF Minutes**
- 7. 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
March 21, 2023**

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, Joe Tolisano, Bruce Devlin, Bill Salka, and Ralph Williams. Also, in attendance was First Selectman Tim Keeney, Superintendent Paul Gagliarducci, Business Manager Stephanie Levin, Assistant Finance Director Brian Wissinger and CFO Mike Marinaccio.

3. Transfers

Brian Wissinger presented a transfer for \$15,354.12 to cover the payout of Allison Maynard for accrued sick and vacation time upon resignation.

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

A copy of the transfer is attached to the minutes.

4. Board of Finance Budget Discussion FY2024

The Board of Finance discussed in depth the budgets of the Town Government, the Board of Education, the Ambulance Fund, and the possible funding scenarios for those budgets. The Board also discussed the potential for bonding in the future for the Senior/Community Center and for the school's HVAC system. No votes were taken on any matters.

5. FY2023 Capital Requests

There was no discussion on the tabled requests.

6. **Approval of Minutes**

a. **2/28/2023 Regular BOF Minutes**

There was no discussion on the minutes and will be approved later.

7. **Adjournment**

Joe Tolisano made a motion to adjourn at 7:46pm, 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=4FIU4XoiAQ0>



Town of Somers Appropriation/Budget Transfer Request

Appropriation Request

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Total Appropriation Request		\$ -

Budget Transfer Request

Transfer From:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Contingency	100-9099-090-0890-5-03	\$ 15,354.12
Total Transfer From		\$ 15,354.12

Transfer To:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Transfer To Separation Benefits Fund	100-9099-090-0930-5-05	\$ 15,354.12
Total Transfer To		\$ 15,354.12

Explanation of Transfer:

For sick and vacation payout for Allison Maynard.

	Date
Department Head	_____
Board of Selectman	_____
Board of Finance	_____

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, March 28, 2023, 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. FY2024 Budget Discussion and Action
 - a. General Fund
 - b. Ambulance Fund
 - c. Road Maintenance Fund
 - d. Capital Fund
 - e. Recreation Fund
7. FY2024 Budget Flyer Approval
8. Set Budget Public Hearing Date – April 18, 2023
9. Appropriation and Bonding Resolution
 - a. RESOLUTION AUTHORIZING AN APPROPRIATION OF \$12,500,000 FOR THE SENIOR/COMMUNITY CENTER PROJECT 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 \$12,500,000
10. Appropriation – Separation Benefits Fund
11. FY2023 Capital Requests
 - a. Ambulance Purchase
 - b. Camp Aya-Po Request

12. Approval of Minutes

- 02/28/2023 Regular BOF Minutes
- 03/21/2023 Special BOF Minutes

13. Adjournment

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**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
March 28, 2023**

1. Call to Order

Michael Parker called the meeting to order at 7:03 pm.

2. Members Present

In attendance were Michael Parker, Kathy Devlin, Joe Tolisano, Bruce Devlin, and Bill Salka. Ralph Williams attended via Microsoft Teams. Also, in attendance was First Selectman Tim Keeney, Superintendent Paul Gagliarducci, Business Manager Stephanie Levin, Assistant Finance Director Brian Wissinger and CFO Mike Marinaccio.

3. Board of Education Update

Superintendent Gagliarducci updated the Board on the state of the current budget. The Superintendent was posed a series of questions on the status of an HVAC project for the schools. A lengthy discussion ensued.

4. Board of Selectmen Update

First Selectman Keeney requested the CFO discuss the Community Center Project with the Board of Finance. A lengthy discussion ensued. CFO Marinaccio requested that this project be given to the public and allow them to vote on it. First Selectman Keeney informed the Board that a meeting between the Town and Winn Companies on a potential development of the old mill site has occurred.

5. CFO/Finance Department Update

There was no additional update.

6. FY2024 Budget Discussion and Action

Michael Parker asked about the Ambulance Fund Budget. Brian Wissinger had updated the budget proposal to include vehicle fuel and billing costs as requested. Some discussion was had regarding the capital costs of the ambulances.

Ralph Williams made a motion to approve the FY2023-24 General Fund Budget with expenses of \$38,048,558 with matching revenues requiring a 0.75 mill increase and use of fund balance of \$493,880, and to approve all special revenue fund budgets as proposed, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

7. FY2024 Budget Flyer Approval

Brian Wissinger presented the budget flyer for the Fiscal Year 2023-24/ This flyer has been reworked to be a tri-fold mailer to all households, a change from the postcard that has been sent in the past.

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

8. Set Budget Public Hearing Date

Joe Tolisano made a motion to set the Annual Budget Public Hearing date for April 18, 2023 at Town Hall Auditorium, 600 Main Street at 7:00pm, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

9. Appropriation and Bonding Resolution

Bill Salka made a motion to set a referendum date for the bonding in November to coincide with the general election, seconded by Ralph Williams.

Discussion revolved around the impacts of delaying the vote on this project.

Michael Parker, Ralph Williams, and Bill Salka voted yes; Joe Tolisano and Kathy Devlin voted no; Bruce Devlin abstained from voting.

The Board was informed they do not have the authority to set referendum dates and this date was strictly for their own feelings.

Ralph Williams made a motion to approve the resolution as presented, seconded by Joe Tolisano. There was no further discussion. Joe Tolisano voted yes; Bill Salka, Kathy Devlin, Ralph Williams, Bruce Devlin, and Michael Parker voted no. The motion failed.

Joe Tolisano made a motion to amend the previously approved flyer to remove the wording regarding the bonding question, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

10. Appropriation – Separation Benefits Fund

Ralph Williams made a motion to approve the appropriation of \$30,874.88 to payout the accrued sick and vacation time of retiring Captain Glen Reynolds and recommend the Board of Selectmen set a Town Meeting date to approve such appropriation, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

Bruce Devlin made a motion to approve the fire department transfers of \$9,849.26, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

11. **FY2023 Capital Requests**

Bill Salka made a motion to approve the purchase of a new ambulance with a not to exceed cost of \$425,000, seconded by Joe Tolisano. There was no further discussion and a unanimous decision followed.

Bill Salka made a motion to approve the request of \$40,350 and authorize the use of ARPA funds for the costs associated with improvements at Camp Aya-Po, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

12. **Approval of Minutes**

a. 2/28/2023 Regular BOF Minutes

b. 3/21/2023 Special BOF Minutes

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

13. **Adjournment**

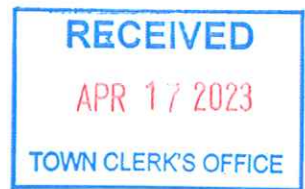
Joe Tolisano made a motion to adjourn at 8:36pm, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING

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



**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA
Tuesday, April 18, 2023**

Immediately after the Public Hearing on the Proposed FY2024 Budget

Somers Town Hall Auditorium

Agenda

- 1. Call to Order**
- 2. Members Present**
- 3. FY2024 Budget discussion and vote to recommend to the Board of Selectmen that the FY2024 budget be adopted**
- 4. 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
BOARD OF FINANCE
SPECIAL MEETING MINUTES
April 18, 2023**

1. Call to Order

Kathy Devlin called the meeting to order at 7:42 pm.

2. Members Present

In attendance were Kathy Devlin, Joe Tolisano, Bruce Devlin, and Ralph Williams. Also, in attendance were Assistant Finance Director Brian Wissinger and CFO Mike Marinaccio.

3. FY2024 Budget Discussion and Vote to Recommend to the Board of Selectmen that the FY2024 Budget be Adopted

Joe Tolisano made a motion to recommend the Board of Selectmen present the Fiscal Year 2023-2024 budget at the Annual Town Meeting on May 2, 2023, with revenues and expenditures of \$38,048,558, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

4. Adjournment

Joe Tolisano made a motion to adjourn at 7:44pm, 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=4FlU4XoiAQQ>

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 18, 2023, at 7:00 pm at the Somers Town Hall Auditorium. The 2023-24 proposed Annual Budget will be considered at that time. Interested individuals are requested to attend.

Dated at Somers, Connecticut this 6th day of April, 2023.

Board of Finance
Michael Parker, Chairman

Also ran in Journal Inquirer on April 7, 2023



**TOWN OF SOMERS
BOARD OF FINANCE
PUBLIC HEARING AGENDA
Tuesday, April 18, 2023
7:00 PM**

Somers Town Hall Auditorium

Agenda

1. Call to Order
2. Members Present
3. FY2024 Budget Presentation
4. Public Comments & Questions
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.

Video of this meeting can be found at
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**TOWN OF SOMERS
BOARD OF FINANCE
PUBLIC HEARING MINUTES
April 18, 2023**



1. Call to Order

Joe Tolisano called the meeting to order at 7:03 pm.

2. Members Present

In attendance were Kathy Devlin, Joe Tolisano, Bruce Devlin, and Ralph Williams. Also, in attendance was First Selectman Tim Keeney, Superintendent Paul Gagliarducci, Superintendent Sam Galloway, Assistant Finance Director Brian Wissinger and CFO Mike Marinaccio.

3. FY2024 Budget Presentation

Joe Tolisano opened the meeting welcoming the public. Superintendent Gagliarducci introduced the new Superintendent Sam Galloway. Gagliarducci presented the Board of Education budget. First Selectman Tim Keeney presented the Town Government budget. Assistant Finance Director Brian Wissinger presented the Total Combined Budget and Revenue Projections.

4. Public Comments & Questions

Joe Tolisano presented the rules for the public comments section.

Steve Krasinski – 42 Wells Road –

Steve asked a question about state aid projections. Steve also asked if a 3.5% salary pool is sufficient. Steve ended by thanking Paul Gagliarducci for coming back to Somers in the interim.

Lisa Horan – 43 Shady Dale Lane –

Lisa thanked Paul Gagliarducci and welcomed Sam Galloway. Lisa is also concerned about the current resignations and the salaries of Town staff.

Katherine Mashiak – 54 Springfield Road –

Katherine commented on the size of the Towns that the departing staff went to.

Joe Tolisano asked Sam Galloway to introduce himself. Dr. Galloway introduced himself to the community.

A short discussion was had on the Senior/Community Center project and why it was not on the ballot.

5. **Adjournment**

Joe Tolisano closed the public hearing at 7:40pm.

Respectfully Submitted,

Brian Wissinger

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

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, April 25, 2023, 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 Minutes
 - 03/28/2023 Regular BOF Minutes
 - 04/18/2023 Special BOF Minutes
7. 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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**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
April 25, 2023**

1. Call to Order

Michael Parker called the meeting to order at 7:42 pm.

2. Members Present

In attendance were Michael Parker, Kathy Devlin, Bruce Devlin, Bill Salka, and Ralph Williams. Also, in attendance were Assistant Finance Director Brian Wissinger, First Selectman Tim Keeney, Superintendent Sam Galloway, Business Manager Stephanie Levin, and BOE member Anne Kirkpatrick.

3. Board of Education Update

Dr. Galloway updated the Board on the status of the HVAC project at Somers Elementary School. The Board of Education has authorized him to move forward with the project, to obtain construction quotes and design plans. The Board of Finance will be looking for a ready to approve project in July.

4. Board of Selectmen Update

Tim Keeney informed the Board that they are in the final stages of revising the Employee Handbook. A panel has been formed to meet to discuss the appointment of a new tax collector. Tim requested a designee from the Board of Finance to form a panel to appoint a Treasurer/CFO. A committee has been formed to interview for the Building Official position. Interviews are to be held on Thursday. The Town is currently negotiating with Winn Companies for development of the Somersville Mill site. The Board of Selectmen expects to have a final Exclusive Developer Agreement by their May 18 meeting.

5. CFO/Finance Department Update

Brian Wissinger informed the Board that the Fire Department has been hit with a large engine repair on one of their pieces of equipment. They have been instructed to proceed with the repair and an appropriation for budgetary purposes will come in front of the Board of Finance next month. The Board did not have an issue with this needed repair.

6. Approval of Minutes

a. **3/28/2023 Regular BOF Minutes**

b. **4/18/2023 Special BOF Minutes**

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

7. **Adjournment**

Kathy Devlin made a motion to adjourn at 7:22pm, 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=4FIU4XoiAQ0>



**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING AGENDA
Tuesday, May 16, 2023**

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 2024**
- 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.

Video of this meeting can be found at
<https://www.youtube.com/channel/UCitLJvpaGg5rGsVVbsUYK8A>



**TOWN OF SOMERS
BOARD OF FINANCE
SPECIAL MEETING MINUTES
May 16, 2023**

1. Call to Order

Michael Parker called the meeting to order at 8:11 pm.

2. Members Present

In attendance were Michael Parker, Kathy Devlin, Joe Tolisano, and Ralph Williams. Also, in attendance were Assistant Finance Director Brian Wissinger and CFO Mike Marinaccio.

3. Review Referendum Results

Michael Parker read the question from the referendum, "Shall the 2023-2024 Annual Budget of \$38,048,558 proposed by the Board of Finance for the Town of Somers Fiscal Year July 1, 2023 – June 30, 2024, be approved?"

The results were 330 total votes consisting of 238 yes, 92 no.

4. Set a Mill Rate for Fiscal Year 2024

Ralph Williams made a motion to approve and adopt the Fiscal Year 2023-2024 annual budget of \$38,048,558 and adopt a new mill rate of 28.31, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

5. Adjournment

Joe Tolisano made a motion to adjourn at 8:13 pm, seconded by Kathy 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>



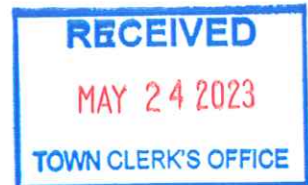
**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Tuesday, May 23, 2023
7:00 PM
Somers Town Hall Auditorium**

Agenda

1. Call to Order
2. Members Present
3. BOE Update
4. Selectmen's Update
5. CFO's Update
6. FY2023 Annual Audit – Auditor Appointment
7. Auditor Engagement Letter
8. Suspense List
9. FY2023 Budget Status and Year End Projections
10. Transfers
11. Approval of Minutes
 - a. 4/25/23 Regular BOF Meeting Minutes
12. Other Business
13. 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
May 23, 2023**

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, Bill Salka, and Ralph Williams. Also, in attendance were CFO Mike Marinaccio, Assistant Finance Director Brian Wissinger, First Selectman Tim Keeney, and Superintendent Sam Galloway.

3. Board of Education Update

Dr. Galloway informed the Board that they have been notified by CT DEEP that the underground oil tank at Somers High School has reached the end of its useful life. The BOE have met current deadline and are seeking quotes to replace the oil tank.

Dr. Galloway updated the Board on the status of the HVAC project at Somers Elementary School. The BOE will have a cost estimate before the next regular meeting of the Board of Finance.

4. Board of Selectmen Update

Tim Keeney informed the Board that the appointment panel had been formed per the Town Charter. The panel has met and have unanimously recommended Brian Wissinger for the CFO Position effective July 1, 2023. A letter of recommendation will be sent to the Board of Selectmen for their June 1 meeting. The Town continues to search for a Building Official. They have interviewed and made an offer and are negotiating the details but should have someone on board very soon. The Town received notification from the Department of Transportation that they have been awarded over \$2.8 million for repairs and upgrades to the Maple Street Bridge. This project is 100% funded by this grant. The Town has signed a contract with Sullivan & Leshane for lobbying services to assist in securing grant funding for future projects.

5. CFO/Finance Department Update

Brian Wissinger informed the Board that Mike Marinaccio and himself have met with the Town's Financial Advisory Group, Munistat, and developed 4 funding scenarios for future bonding for the HVAC and Community Center projects. Finance anticipates having these scenarios in mid-June and will deliver them to the Board of Finance at their next regular meeting.

6. FY2023 Annual Audit – Auditor Appointment

Brian Wissinger presented a request to appoint Mahoney & Sabol as the auditor for FY2023.

Bruce Devlin made a motion to appoint Mahoney & Sabol as the Town of Somers' Audit Firm for FY2023, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

7. Auditor Engagement Letter

Brian Wissinger informed the Board that they have to authorize the Chairman to sign the engagement letter as they are the governing body responsible for engaging an annual audit firm.

Bill Salka made a motion to authorize Chairman Michael Parker to sign the engagement letter for audit services for FY2023 with Mahoney & Sabol, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

8. Suspense List

Mike Marinaccio presented the suspense list as requested by Tax Collector, Alissa Hanvey.

Bruce Devlin made a motion to accept the suspense list as presented and authorize Chairman Michael Parker to sign the suspense list, seconded by Bill Salka. There was no further discussion and a unanimous decision followed.

9. FY2023 Budget Status and Year End Projections

Brian Wissinger presented the estimated end of year projections. Revenues continue to come in over budget and at this time, it is anticipated to return \$700,000 - \$800,000 to the General Fund balance.

10. Transfers

Brian Wissinger presented a transfer request for \$4,671.74.

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.

A copy of the transfer is attached to the minutes.

11. Approval of Minutes

a. 4/25/2023 Regular BOF Minutes

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

12. Other Business

Bruce Devlin asked First Selectman Tim Keeney for an updated on the Winn Co. project at the Somersville Mill Site. Keeney explained that documents have been sent over and they are in the review process. A joint meeting of planning and zoning is being scheduled for some time in the coming month.

13. **Adjournment**

Bruce Devlin made a motion to adjourn at 7:32pm, seconded by Kathy 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=4FIU4XoiAQ0>



Town of Somers Appropriation/Budget Transfer Request

Appropriation Request

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Total Appropriation Request		\$ -

Budget Transfer Request

Transfer From:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Regular Salaries	100-0013-010-0110-5-00	\$ 4,671.74
Total Transfer From		\$ 4,671.74

Transfer To:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Transfer To Separation Payout	100-9099-090-0930-5-05	\$ 4,671.74
Total Transfer To		\$ 4,671.74

Explanation of Transfer:

To cover the remaining sick time (86.25 hours) and vacation time (22.75 hours) @ \$42.86/hour to be paid out to Lisa Madden upon her resignation.

Department Head		Date
Board of Selectman	_____	_____
Board of Finance	_____	_____



**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Tuesday, June 27, 2023
7:00pm
Somers Town Hall Auditorium**

1. Call to Order
2. Members Present
3. BOE Update
4. Selectmen's Update
5. CFO Update
6. Bond Appropriation Update
7. America Rescue Plan Act (ARPA) Funding Status Report
8. Transfers & Appropriations
9. Approval of Minutes
 - 05/23/23 Regular BOF Meeting Minutes
10. Other Business
11. 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
June 27, 2023**

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, Joe Tolisano, and Ralph Williams. Also, in attendance were CFO Mike Marinaccio, Assistant Finance Director Brian Wissinger, Superintendent Sam Galloway and Business Manager Stephanie Levin.

3. Board of Education Update

Dr. Galloway gave the Board an update on the HVAC project. The early cost estimates are \$10,500,000 including the current costs for engineering services. The Board of Education is scheduled to vote on the project at their July 10 meeting. After that, the project will move to the CIP Committee and the Resolutions will be sent to the Board of Selectmen for approval. The Board urged Dr. Galloway and Stephanie to meet with the Finance Department regularly to remain on the same page for funding amounts and for wording for the resolutions.

4. Board of Selectmen Update

There was no one present from the Board of Selectmen.

5. CFO/Finance Department Update

CFO Mike Marinaccio informed the Board that the Town has entered into a new agreement with the Town of Stafford for building official services. This contract will cost \$8,000/month and provides 20 hours of coverage. It also requires the Town to provide Stafford with 10 hours of Fire Marshal services. This is a 6-month contract. Marinaccio informed the Board that the Board of Selectmen have approved the recommendation to appoint Brian Wissinger as CFO effective July 1, 2023, with a 2-year term. Tax bills have been mailed and households should have received their bills. After 2 days, the tax collector reported roughly \$500,000 in collections.

Joe Tolisano asked if Stafford Ambulance had paid the invoice for ALS Intercept services provided. Marinaccio informed the Board that payment had been received for the \$40,000 invoice and that Finance was finalizing the next invoice to be sent to Stafford Ambulance.

6. Bond Appropriation Update

Brian Wissinger presented the new timeline for the bonding process. Wissinger explained how the timeline was created and that we purposely built in some flexibility should it be needed. Wissinger also gave the Board a packet showing all of the potential timeline and funding options for the potential upcoming bond issuance. Marinaccio and Wissinger both reiterated that the appropriation that is being voted on by the Boards and by the public is not an open invitation to spend, but instead it is the authorization to seek funding for the projects. Without an appropriation, donors and grant offerings will not be available to the Town.

7. American Rescue Plan Act Funding Status Report

Brian Wissinger updated the Board on the status of available ARPA funding. The Town has until December 31, 2024, to appropriate the remainder of the funds, currently \$402,000, and then until December 31, 2026, to spend the funds. Wissinger is anticipating the closing of some projects in the coming months with residual that will increase the current unappropriated amount.

8. Transfers & Appropriations

Brian Wissinger presented a transfer request for \$4,290.00 to cover the anticipated cost for the first 3 months of Fire Marshal service being provided to Stafford. After the 3-month period, an analysis of actual cost to transfer will be performed to determine if any funding is needed for the second 3 months of the contract.

Ralph Williams made a motion to approve the transfer request as presented, seconded by Joe Tolisano. There was no further discussion and a unanimous decision followed. A copy of the transfer is attached to the minutes.

Brian Wissinger presented an appropriation request for \$28,080 to cover the salary of our Emergency Management Director.

Ralph Williams made a motion to approve the appropriation request as presented, seconded by Joe Tolisano. There was no further discussion and a unanimous decision followed.

This appropriation will require a Town Meeting. The Board of Selectmen will schedule a date at their next regular meeting. A copy of the appropriation request is attached to the minutes.

9. Approval of Minutes

a. 5/23/2023 Regular BOF Minutes

Ralph Williams made a motion to approve the minutes as presented, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed. Joe Tolisano abstained since he was not present at the meeting.

10. Other Business

There was no other business to conduct.

11. Adjournment

Joe Tolisano made a motion to adjourn at 7:44pm, seconded by Ralph Williams. 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 Appropriation/Budget Transfer Request

Appropriation Request

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Total Appropriation Request		\$ -

Budget Transfer Request

Transfer From:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Land Use Regular Salaries	100-0021-010-0110-5-00	\$ 4,290.00
Total Transfer From		\$ 4,290.00

Transfer To:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Fire Dept Regular Salaries	100-2016-020-0110-5-00	\$ 4,290.00
Total Transfer To		\$ 4,290.00

Explanation of Transfer:

To cover the additional cost of Fire Marshal services being provided to the Town of Stafford as part of the Building Official Agreement. This transfer is based on an average blended rate of all certified FMOs in the Town of Somers (\$33.00/hour) for 10 hours per week for 13 weeks; half of the length of the agreement. This was an unbudgeted expense. A comparison of actual cost to transfer will be performed at that point to determine any additional request needed.

	Date	
Department Head	_____	_____
Board of Selectman	_____	_____
Board of Finance	_____	_____



Town of Somers Appropriation/Budget Transfer Request

Appropriation Request

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
EMD Salary	100-2029-020-0110-5-00	\$ 28,080.00
Total Appropriation Request		\$ 28,080.00

Budget Transfer Request

Transfer From:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Total Transfer From		\$ -

Transfer To:

<u>Account Name</u>	<u>Account Number</u>	<u>Amount Requested</u>
Total Transfer To		\$ -

Explanation of Transfer:

To fund the Emergency Management Director for FY2024; \$27.00/hour for 20 hours per week for 52 weeks. The offset will be an increase in approved revenues from State Aid.

	Date
Department Head	_____
Board of Selectman	_____
Board of Finance	_____

FY2024 Budget Book



The Fiscal Year 2023-24 Budget Book is here!! This book is full of charts and data to better assist you in understanding this year's budget. Bound hard copies will be available in the Town Clerk's Office beginning Monday, April 17, 2023.



Town of Somers



Proposed Budget



BOARD OF FINANCE

Michael Parker, Chairman
Ralph Williams
Joseph Tolisano

Kathleen Devlin, Vice Chairman
William Salka
Bruce Devlin

BOARD OF SELECTMEN

Tim Keeney
William Meier, III
Robert Schmidt

First Selectman
Selectman
Selectman

DEPARTMENT DIRECTORS

Michael Marinaccio
Brian Wissinger
Kim LaFleur
Dave Marti
Daniel Parisi
Todd Rolland
John Roache
Kim Littig
Matthew Cox
Maureen Parsell
Joanne Nichting

Treasurer
Assistant Finance Director
Operations Director
Town Clerk
Land Use Director
Director of Public Works
Fire Chief
Police Administrator
Human Services Director
Director of Rec & Leisure Services
Library Director

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Important Dates

April 18, 2023

Public Hearing
Somers Town Hall

May 2, 2023

Annual Town Meeting
Somers Town Hall

May 16, 2023

Referendum
Somers Town Hall

All meetings recorded and livestreamed on the Town's YouTube channel. Please go to www.somersct.gov and follow the link to access.



BUDGET DETAILS

GENERAL FUND

The General Fund is the chief operating fund of the Town. Local tax dollars, State Aid, and fees charged are revenues in the General Fund. The annual budget voted upon by the residents and adopted by the Town is for the expenses and associated revenues for the General Fund.

Board of Selectmen's 2023-24 Budgetary Changes

The Board of Selectmen worked diligently to maintain the services provided to Town residents, while staying fiscally responsible. The Board was faced with many challenges along the way. Some major changes to the budget this year are:

- ✓ Addition of a Part-Time HR Assistant
- ✓ 3.5% Salary pool for all eligible employees
- ✓ Full-Time Recreation Coordinator added into the budget that was previously funded with ARPA monies
- ✓ Increased the employee cost share for health insurance from 10% to 11%, creating a savings of \$9,500
- ✓ Town's IT Firm was added into the budget that was previously funded with ARPA monies
- ✓ A reorganization of the Finance Department to create efficiencies and a budgetary savings of \$27,000
- ✓ Separated EMS expenses and relocated them to the Ambulance Fund for transparency on expenses and associated costs

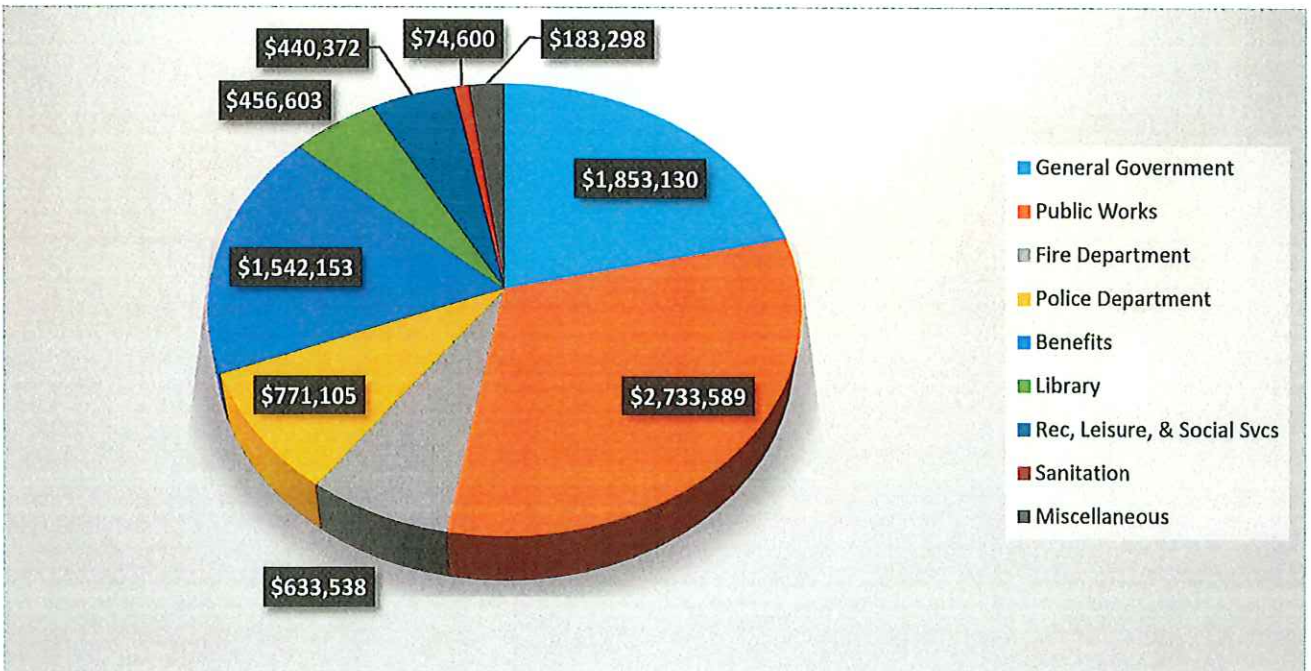
Board of Selectmen's 2023-24
Proposed Town Government Budget

Town Government Budget Amended Prior Year (2022-23)	\$8,592,511
Town Government Budget Proposed Fiscal Year (2023-24)	\$8,688,388
Increase	\$95,877
% Change	1.12%

Budget Summary By Department

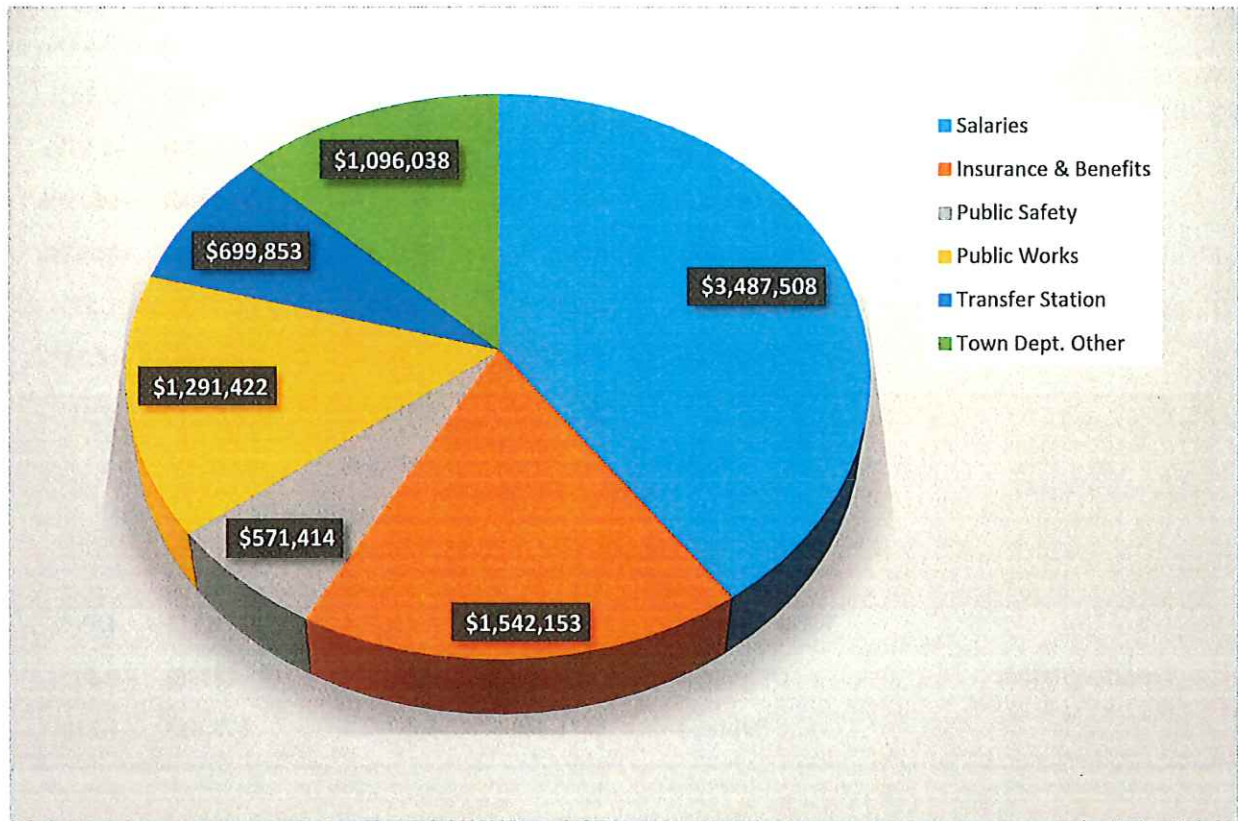
Town Government

Department	22-23 Budget	23-24 Budget	Change	Percentage
General Government	\$1,738,332	\$1,853,130	\$114,798	6.60%
Public Works	\$2,374,692	\$2,733,589	\$358,897	15.11%
Fire Department	\$1,165,004	\$633,538	(\$531,466)	-45.62%
Police Department	\$795,833	\$771,105	(\$24,728)	-3.11%
SSI, Benefits & Insurance	\$1,436,079	\$1,542,153	\$106,074	7.39%
Library	\$539,385	\$456,603	(\$82,782)	-15.35%
Rec, Leisure, & Social Services	\$406,272	\$440,371	\$34,100	8.39%
Sanitation	\$81,350	\$74,600	(\$6,750)	-8.30%
Miscellaneous	\$55,564	\$183,298	\$127,734	229.89%
TOTAL	\$8,592,511	\$8,688,388	\$95,877	1.12%



Budget Summary by Category

<u>Category</u>	<u>22-23 Budget</u>	<u>23-24 Budget</u>	<u>Change</u>	<u>Percentage</u>
Salaries	\$4,025,024	\$3,572,406	(\$425,618)	-11.25%
Insurance & Benefits	\$1,436,079	\$1,542,153	\$106,074	7.39%
Public Safety	\$667,382	\$571,414	(\$95,968)	-14.38%
Public Works	\$959,507	\$1,291,422	\$331,915	34.59%
Transfer Station	\$671,440	\$699,853	\$28,413	4.23%
Town Dept. Other	\$833,079	\$1,011,140	\$178,061	21.37%
TOTAL	\$8,592,511	\$8,688,388	\$95,877	1.12%



Budget Detail by Category

CATEGORY	ITEM	2022-23	2023-24	INC/(DEC)	%
	Town Hall	\$1,110,435	\$1,117,955	\$7,520	0.68%
	Public Safety	\$1,306,655	\$846,629	(\$460,026)	-35.21%
	Public Works	\$743,745	\$742,314	(\$1,431)	-0.19%
Salaries	Library	\$351,460	\$357,353	\$5,893	1.68%
	Senior & Rec	\$390,957	\$423,257	\$32,300	8.26%
	Salary Pool	\$121,772	\$84,898	(\$36,874)	-30.28%
	Subtotal	\$4,025,024	\$3,572,406	(\$425,618)	-11.25%
	Health Insurance	\$849,241	\$929,153	\$79,912	9.41%
	Social Security	\$276,940	\$300,000	\$23,060	8.33%
Insurance & Benefits	Pension	\$183,898	\$195,000	\$11,102	6.04%
	Unemp. WC & Life	\$126,000	\$118,000	(\$8,000)	-6.35%
	Subtotal	\$1,436,079	\$1,542,153	\$106,074	7.39%
	Fire Dept. Stipends	\$75,100	\$46,100	(\$29,000)	-38.62%
	Overtime & Premiums	\$52,379	\$56,894	\$4,515	8.62%
	State Police	\$190,000	\$200,000	\$10,000	5.26%
Public Safety	Maintenance & Training	\$122,648	\$119,494	(\$3,154)	-2.57%
	PPE & Medical Supplies	\$67,300	\$24,100	(\$43,200)	-64.19%
	Other Services	\$146,755	\$111,426	(\$35,329)	-24.07%
	Civil Preparedness	\$13,200	\$13,400	\$200	1.52%
	Subtotal	\$667,382	\$571,414	(\$95,968)	-14.38%
	Facilities	\$634,792	\$705,636	\$70,844	11.16%
Public Works	PW Non-Salary & Parks	\$150,715	\$137,600	(\$13,115)	-8.70%
	Highway	\$174,000	\$448,186	\$274,186	157.58%
	Subtotal	\$959,507	\$1,291,422	\$331,915	34.59%
	Waste Disposal	\$634,790	\$663,903	\$29,113	4.59%
Transfer Station	Operations	\$36,650	\$35,950	(\$700)	-1.91%
	Subtotal	\$671,440	\$699,853	\$28,413	4.23%
Town Dept. Other	Subtotal	\$833,079	\$1,011,140	\$178,061	21.37%
	GRAND TOTAL	\$8,592,511	\$8,688,388	\$95,877	1.12%

Budget Detail by Category

Salaries**Decrease:**
\$415,744

The budget includes a 3.5% salary increase pool amounting to \$84,898. The Board of Selectmen have also added a part-time Human Resources Assistant to the budget as well as bringing the previously ARPA-Funded Recreation Coordinator into the General Operating Budget. The Board of Selectmen removed EMS expenses from the General Fund Budget and will fund those expenses directly from the Ambulance Fund where the revenues are recognized. Within those EMS expenses were salaries for both Full-Time and Part-Time Paramedics. Those salaries were \$476,926.

Insurance & Benefits**Increase:**

Health Insurance premiums are projected to increase 7.1%. This is the first increase over 1% for the Town since joining the State Partnership Plan in July, 2019. The Board of Selectmen also approved changing the co-pay on the premium from 10% to 11% for employees.

\$106,074

Public Safety**Decrease:**
\$95,968

Much of this decrease is driven by removing EMS costs as previously noted. EMS Stipends, medical supplies, and an allocation of the cost for the Town's dispatch center are the main savings shown here.

Public Works**Increase:**
\$331,915

As with other departments, Public Works picked up the utility expenses from the library this year. These costs, as well as increased energy and fuel costs are two of the increase drivers. Last year, the annual transfer to the road maintenance fund was eliminated from the budget. This year, it is being added back in at \$200,000.

Transfer Station**Increase:**
\$28,413

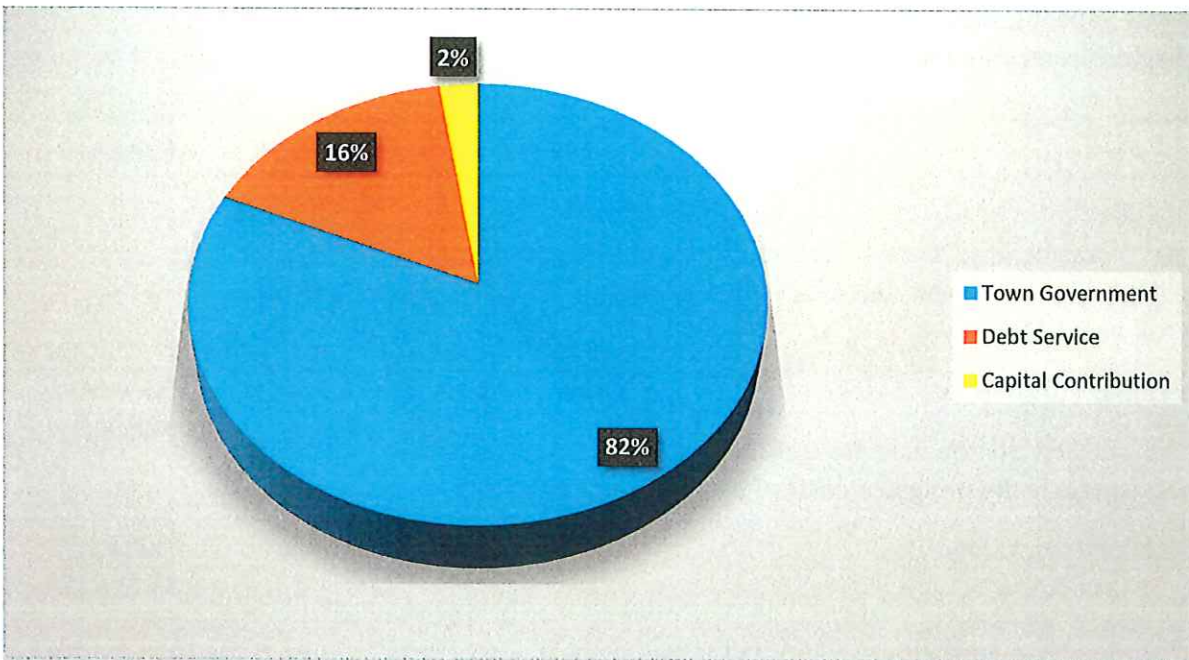
The Transfer Station increase is directly related to the continually increasing and contractually obligated costs of hauling waste and recycling materials.

Town Depts. Other**Increase:**
\$141,187

This grouping contains various Town department supply budgets, legal lines, dues & seminars, an allocation for our revaluation, an allocation for the separation payout fund, and other miscellaneous costs.

**Town Government Budget Including
Debt Service and Capital Contributions**

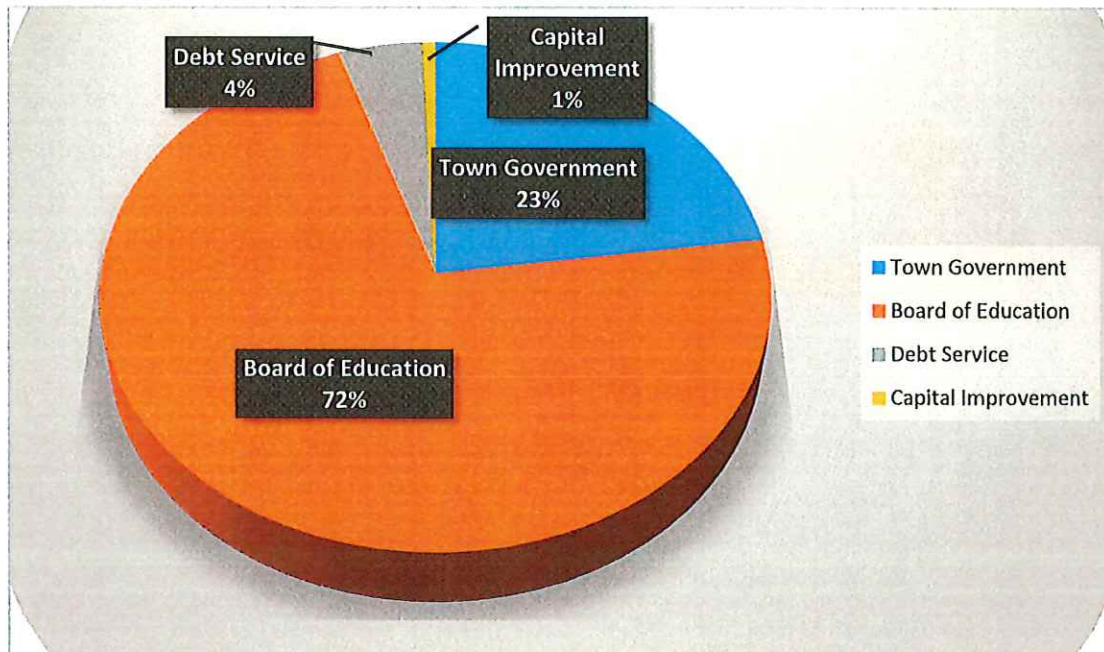
	<u>22-23 Budget</u>	<u>23-24 Budget</u>	<u>Change</u>	<u>Percentage</u>
Town Government	\$8,592,511	\$8,688,388	\$95,877	1.12%
Debt Service	\$1,737,838	\$1,698,538	(\$39,300)	-2.26%
Capital Contribution	\$968,235	\$250,000	(\$718,235)	-74.18%
Subtotal	\$11,298,584	\$10,636,926	(\$661,658)	-5.86%



Overall Budget – Town & Board of Education
Including Debt Service & Capital Improvement

	FY22-23 Amended	FY23-24 Proposed	Increase / (Decrease)	Percentage
Town Government	\$8,592,511	\$8,688,388	\$95,877	1.12%
Board of Education	\$26,270,772	\$27,411,632	\$1,140,860	4.34%
Debt Service	\$1,737,838	\$1,698,538	(\$39,300)	-2.26%
Capital Improvement	\$968,235	\$250,000	(\$718,235)	-74.18%
Total	\$37,569,356	\$38,048,558	\$479,202	1.28%

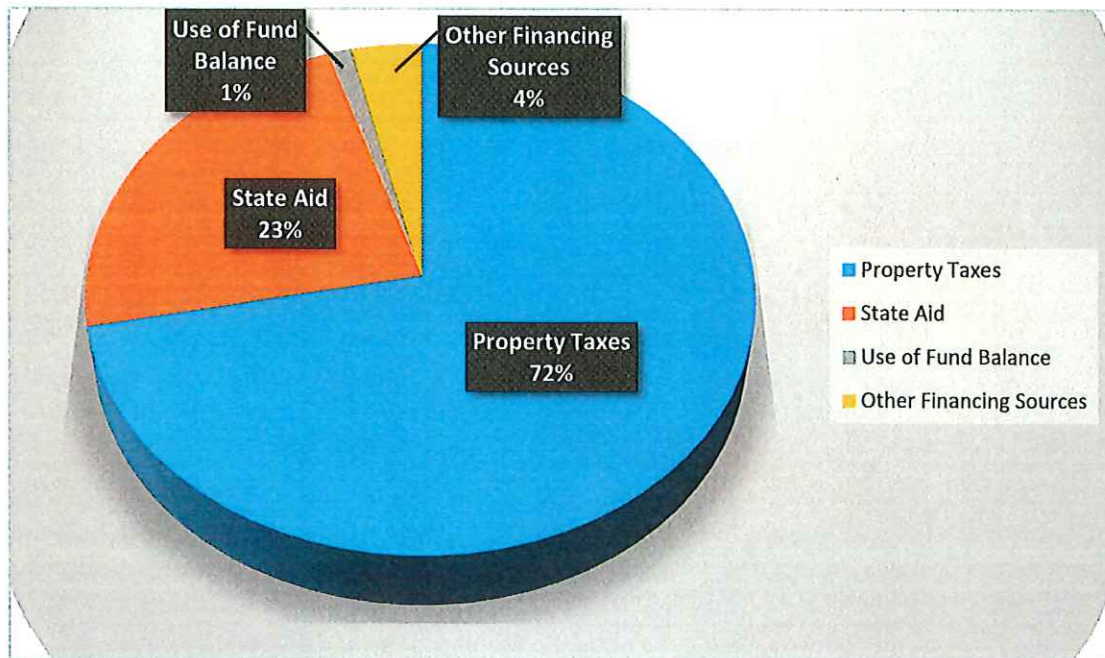
Total Budget Allocations



Revenue Summary

	FY22-23 Amended	FY23-24 Proposed	Increase / (Decrease)	Percentage
Property Taxes	\$26,227,718	\$27,333,400	\$1,105,682	4.22%
State Aid	\$8,837,318	\$8,842,270	\$4,952	0.06%
Use of Fund Balance	\$805,670	\$493,880	(\$311,790)	-38.70%
Other Financing Sources	\$1,698,650	\$1,379,008	(\$319,642)	-18.82%
Total	\$37,569,356	\$38,048,558	\$479,202	1.28%

Revenue Budget Allocations



Revenue vs. Expenditure

Revenues

Property Taxes	\$27,333,400
State Aid	\$8,842,270
Use of Fund Balance	\$493,880
Other Financing Sources	\$1,379,008
Revenue Total	\$38,048,558

Expenditures

Town Government	\$8,688,388
Board of Education	\$27,411,632
Debt Service	\$1,698,538
Capital Improvement	\$250,000
Expenditure Total	\$38,048,558
Budget Gap	-0-

Grand List

The primary duty of the Assessor is to discover, list, and value property. The purpose is to develop a Net Taxable Grand List. The Net Taxable Grand List is used to develop a mill rate each year. The mill rate is developed by taking the budgetary needs of the Town referred to as the budget and subtracting all sources of revenue expected to be received. This is the Net Levy. The Net Levy is then divided into the Net Taxable Grand List to produce a mill rate.

	2021 Grand List	2022 Grand List	Increase / (Decrease)	Percentage
Real Estate	\$785,295,270	\$790,640,722	\$5,345,452	0.68%
Personal Property	\$64,591,060	\$67,413,121	\$2,822,061	4.37%
Motor Vehicle	\$119,534,570	\$124,233,620	\$4,699,050	3.93%
Total	\$969,420,900	\$982,287,463	\$12,866,563	1.33%

Tax Revenue Calculation

Total Grand List	\$982,287,463
Less: Pending Litigation, Estimated BAA, & Exemptions	(\$14,755,455)
Net Grand List	\$967,532,008
99.25% Collection Grand List	\$960,275,518
Tax Revenue @ 28.31 Mill Rate	\$27,185,400

Mill Rate Calculation

Revenue Projections

State Aid	\$8,842,270
Interest & Liens	\$148,000
Other Financing Sources	\$1,379,008
Use of Fund Balance	\$493,880
Total Revenue Projections (No Tax)	\$10,863,158

Funding Gap

Total Proposed Expense Budget	\$38,048,558
Property Tax Needed	\$27,185,400

Mill Rate

Mill Rate to Generate Property Tax	28.31
Current Mill Rate	27.56
Increase/(Decrease) Mill Rate	0.75

Value of 1 Mill

Property Tax Revenue @ Current Mill Rate	\$26,465,193
Value of 1 Mill	\$960,276

Various Mill Equivalents

1/4 Mill	\$240,069
1/3 Mill	\$316,891
1/2 Mill	\$480,138
3/4 Mill	\$720,207



OTHER FUND BUDGETS

AMBULANCE FUND

The Ambulance Fund is a special revenue fund that provides expenses and revenues in a self-supporting atmosphere for the sole purpose of running an EMS service for the Town of Somers. The revenues generated in this fund are from insurance payments and any Third-Party Agreements in place annually.

Expenses in this fund are submitted by the Fire Chief as part of the annual budget process.

Ambulance Fund Expenses

Salaries	\$476,926
Uniform Allowance	\$2,340
Volunteer Stipends	\$22,000
Training	\$13,850
Health Services	\$5,500
Technology Services	\$8,150
TN Dispatch	\$35,909
Ambulance/Fly Car Maintenance	\$2,500
Medical Supplies	\$48,000
Oxygen	\$1,125
Bloodborne Pathogens	\$1,200
Career Uniforms	\$4,300
Volunteer Uniforms	\$2,150
Equipment Replacement	\$3,000
Dues	\$600
Vehicle Fuel	\$24,000
Billing Services	\$62,100
Total Expense Budget	\$713,650

Revenue Projections

Client Fees	\$690,000
Stafford Contract (ALS Intercept Services)	\$80,000
Interest Earnings	\$8,000
Total Revenue Projection	\$778,000

*Estimated Benefits Cost = \$158,773 – Health Insurance, FICA, & Town Obligated Pension

ROAD MAINTENANCE FUND

The Road Maintenance Fund is a special revenue fund that provides expenses and revenues in a self-supporting atmosphere for the sole purpose of maintaining our roadways in the Town of Somers. The revenues generated in this fund are from State Aid (Town Aid Road and Municipal Grants In-Aid) and an annual transfer in from the General Fund Operating Budget.

Expenses in this fund are submitted by the Director of Public Works as part of the annual budget process.

Road Maintenance Fund Expenses

Asphalt for Pavement Repairs	\$15,000
Drainage Products	\$5,000
Catch Basin Replacement	\$35,750
Catch Basin Cleaning	\$43,530
Road Project Engineering	\$150,000
Guide Rail Repair/Replacement	\$15,000
Line Striping	\$48,321
Sign Repair/Replacement	\$5,000
Treated Road Salt	\$113,796
Tree Trimming, Removals, Plantings	\$93,000
Roadway Stabilization Materials	\$5,000
Street Sweeping	\$15,000
Total Expense Budget	\$544,397

Revenue Projections

Transfer-In General Fund	\$200,000
Town Aid Road	\$262,898
Municipal Grants In-Aid	\$82,324
Total Revenue Projection	\$545,222

RECREATION SELF-SUPPORT FUND

The Recreation Self-Support Fund is a special revenue fund that provides expenses and revenues in a self-supporting atmosphere for the sole purpose of providing recreational programs for the Town of Somers. The revenues generated in this fund are from program registrations and private donations.

The expenses in this fund are submitted by the Director of Recreation and Leisure Services as part of the annual budget process.

Recreation Fund Expenses

Summer Camp	\$90,000
Small Fry Camp	\$14,661
Recreation Programs	\$95,000
After School Program	\$25,000
Before School Program	\$12,000
Credit Card Fees	\$7,500
Coordinator Overtime	\$3,000
Miscellaneous Expenses	\$13,000
Total Expense Budget	\$260,161

Revenue Projections

Summer Camp	\$110,000
Small Fry Camp	\$16,820
Recreation Programs	\$120,000
After School Program	\$80,000
Before School Program	\$15,000
Interest	\$10,000
Total Revenue Projection	\$351,820

CAPITAL BUDGET

The Capital Equipment Fund is a special revenue fund that provides expenses and revenues in a self-supporting atmosphere for the sole purpose of purchasing capital equipment for the Town of Somers. The revenues generated in this fund are from an annual General Fund contribution as well as contributions from other special revenue funds when proper for the purchasing of capital.

The expenses in this fund are submitted by various department heads and voted on by the Capital Improvement Committee, a sub-committee of the Board of Finance. Final approval of these expenses are voted on by the Board of Finance as part of the annual budget process.

Capital Equipment Budget

	Revenue Source				Total Cost
	General Fund	Ambulance Fund	ARPA Fund	Lease Package	
Town Government					
Leases					
School Roofs	\$19,293				\$19,293
FY20 Lease – Ambulance & Mower	\$27,532	\$64,056			\$91,588
FY21 Lease – Fire SUV, PW Trucks	\$79,648				\$79,648
FY22 Lease – Trucks, SCBA	\$56,142	\$13,492			\$69,634
Total Leases					\$260,163
Infrastructure					
Security Cameras – Police Department			\$18,500		\$18,500
Blacksmith Shop Roof	\$8,500				\$8,500
Underground Oil Tank Monitoring – FD			\$15,000		\$15,000
Fire Dept Roof Replacement			\$100,000		\$100,000
Total Infrastructure					\$142,000
Heavy Equipment					
Large Plow Truck w/ Sander				\$56,184	\$255,500
Total Heavy Equipment					\$255,500
Board of Education					
Light Equipment					
Maintenance Boom-Lift				\$9,236	\$42,000
Pressure Washer w/ Trailer	\$12,750				\$12,750
Maintenance Pickup Truck				\$11,215	\$51,000
Total Light Equipment					\$105,750
Total Requests	\$203,865	\$77,548	\$133,500	\$76,635	\$763,413

RECEIVED
APR 10 2023
TOWN CLERK'S OFFICE





**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, July 25, 2023, 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. CIP Update
7. Appropriation and Bonding Resolution
 - a. **RESOLUTION AUTHORIZING AN APPROPRIATION OF \$13,200,000 FOR THE SENIOR/COMMUNITY CENTER PROJECT 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 \$13,200,000**
 - b. **RESOLUTION AUTHORIZING AN APPROPRIATION OF \$10,500,000 FOR THE HVAC AND ELECTRICAL SYSTEM IMPROVEMENTS PROJECT 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 \$10,500,000**
8. Approval of Minutes
 - 06/27/2023 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/UCitLJvpaGq5rGsVVbsUYK8A>

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
July 25, 2023**



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, Joe Tolisano, Bruce Devlin, and Ralph Williams. Also, in attendance were Mike Marinaccio, Brian Wissinger, Stephanie Levin, and Tim Keeney.

3. Board of Education Update

Stephanie Levin updated the Board on the projected end of year FY2023 returns. The BOE have closed their fiscal year and have reconciled with the Town Finance Department. Currently, they are returning an unaudited amount of \$72,000. The BOE has unfilled positions for the upcoming school year still to fill. They anticipate filling those vacancies before August 25.

4. Board of Selectmen Update

Tim Keeney updated the Board on the status of the Maple Street Bridge project. The Town is anticipating that the project will be completed in 12-18 months. DECD has accepted 19 Field Road as part of its Abandoned Brownfield Cleanup Program (ABC Program). This requires the Town to take ownership of the site. The Town is expected to take ownership in January. Joe Tolisano asked what the long-term plan for the site was. Keeney informed him that the goal is to clean the site and sell it to the adjacent neighbor to get it back on the tax rolls. Keeney and Marinaccio met with Sullivan and LeShane, lobbyists for the Town. They are working to find funding for HVAC projects for new buildings as well as assist with issues at Camp Aya-Po and funding for a 3-phase proposal for sidewalks in Town. The Town met with GEI Consultants to discuss the potential development at the former Somersville Mill Site. A meeting is scheduled for Thursday with Winn Companies, the Town, and GEI Consultants to discuss the future of this site and its development.

5. CFO/Finance Department Update

Wissinger updated the Board on the Town finances. The Town has one more week of payables. After that, the Town will close the books on FY2023 and determine the total return. The Town will begin to put together the year-end transfers and have them in front of both the Selectmen and the Board of Finance by the end of September. The Town has completed their training on the new accounting software. In the coming weeks of payroll, the Town will run parallel payrolls to check for accuracy. Joe Tolisano recommended that

the Town keep a backup of the old software so if there are any issues with the transition, we can continue to utilize the old software and set a new transition date.

6. CIP Update

Joe Tolisano informed the Board that CIP had met last week and approved the 2 bonding projects that are being presented tonight. These projects passed unanimously in CIP.

7. Appropriation and Bonding Resolution

- a. RESOLUTION AUTHORIZING AN APPROPRIATION OF \$13,200,000 FOR THE SENIOR/COMMUNITY CENTER PROJECT 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 \$13,200,000**

Joe Tolisano made a motion to authorize the resolution of an appropriation of \$13,200,000 for the Senior/Community Center Project 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 \$13,200,00, seconded by Ralph Williams. There was no further discussion and a unanimous decision followed.

- b. RESOLUTION AUTHORIZING AN APPROPRIATION OF \$10,500,000 FOR THE HVAC AND ELECTRICAL SYSTEM IMPROVEMENTS PROJECT 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 \$10,500,000**

Joe Tolisano made a motion to authorize the resolution of an appropriation of \$10,500,000 for the HVAC and Electrical Systems Improvements Project 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 \$10,500,00, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

8. Approval of Minutes

- a. 6/27/2023 Regular BOF Minutes**

Ralph Williams made a motion to approve the minutes as presented, seconded by Joe Tolisano. There was no further discussion and a unanimous decision followed. Joe Tolisano abstained since he was not present at the meeting.

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=4FIU4XoiAQ0>

TOWN OF SOMERS

BOARD OF FINANCE

RESOLUTION AUTHORIZING AN APPROPRIATION OF \$13,200,000 FOR THE SENIOR/COMMUNITY CENTER PROJECT 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 \$13,200,000

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 20, 2023 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 Town appropriate the sum of \$13,200,000 for costs related to the Senior/Community Center project, consisting of the planning, design and construction of a new senior/community center facility comprising approximately 15,600 square feet to be located at 19 Battle Street and the demolition of the existing Senior Center, which shall include, without limitation, (i) gymnasium space, an indoor walking track, administrative offices for the Town's Recreation and Leisure Services Department, a catering kitchen, a fitness studio, a lounge, a multipurpose room, a classroom for arts and crafts and other activities and purposes, meeting room space, storage space and other support areas, public areas, showers and laboratories, (ii) electrical, mechanical, plumbing, lighting, telephones and communications, fire protection, security system, HVAC system and other building system improvements, (iii) code compliance work, including handicapped accessibility code improvements, (iv) the purchase of furniture, fixtures, equipment and other materials, (v) on-site and off-site improvements, including landscaping, parking, drainage improvements and technology improvements, (vi) the preparation and printing of bid documents, cost estimate reports and studies, environmental reports, informational materials and other preliminary materials, studies and reports, and (vii) design, demolition, excavation, construction, site work, engineering, construction management, architectural, permitting expenses, legal, insurance, administrative, advertising and printing expenses, testing, inspections, capitalized interest, temporary and permanent financing costs and expenses and any other costs and expenses related thereto, all of the above with such changes as the Board may approve (the "Project"). 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 \$13,200,000 (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 \$13,200,000. 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: Michael Parker, Kathleen Devlin, Joseph Tolisano,
Bruce Devlin, Ralph Williams

Opposed:

I, William Salka, duly appointed 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 July 25, 2023 at 7:00 p.m. authorizing an appropriation of \$13,200,000 for the senior/community center project and to finance such appropriation authorizing the issuance of bonds and notes in an aggregate principal amount not to exceed \$13,200,000; that said Board consists of six members; a quorum consists of four members; 5 members were present at said meeting; a roll call vote was taken and 5 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 25 day of July, 2023.



William Salka
Secretary
Board of Finance
Somers, Connecticut

TOWN OF SOMERS

BOARD OF FINANCE

RESOLUTION AUTHORIZING AN APPROPRIATION OF \$10,500,000
FOR THE HVAC AND ELECTRICAL SYSTEM IMPROVEMENTS
PROJECT 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
\$10,500,000

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 20, 2023 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 Town appropriate the sum of \$10,500,000 for costs related to (i) the removal, repair and replacement of heating, ventilation and air conditioning (HVAC) system equipment and improvements at Somers Elementary School ("SES"), including the replacement of the building management system, (ii) the purchase, installation and construction of HVAC system equipment and improvements at SES and electrical work related thereto, (iii) the removal, replacement and installation of fire protection system improvements at SES and (iv) the design, engineering and other preliminary work and studies associated with SES, Mabelle B. Avery Middle School and Somers High School (the "Project"). The appropriation may be spent for the removal and replacement of acoustical ceiling tiles in classrooms and corridors, design, engineering, architectural, demolition, manufacture, installation, replacement and construction costs, equipment, materials, electrical costs, sitework, roof work, patching work, steel dunnage work, piping, duct work, the preparation and printing of bid documents, grant applications, cost estimate reports and studies, informational materials and other preliminary materials, studies and reports, the preparation of schematic drawings, plans and specifications, site work, architects' fees, engineer/designer fees, architectural fees, construction management fees, permit fees, legal fees, net interest on borrowings, costs of issuance, temporary and permanent 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 \$10,500,000 (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 \$10,500,000. 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: *Michael Parker, Kathleen Devlin, Joseph Tolisano,
Bruce Devlin, Ralph Williams*

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 July 25, 2023 at 7:00 p.m. authorizing an appropriation of \$10,500,000 for the HVAC and electrical system improvements project and to finance such appropriation authorizing the issuance of bonds and notes in an aggregate principal amount not to exceed \$10,500,000; that said Board consists of six members; a quorum consists of four members; 5 members were present at said meeting; a roll call vote was taken and 5 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 25 day of July, 2023.



William Salka
Secretary
Board of Finance
Somers, Connecticut

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, September 26, 2023, 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. CIP Update
7. CIP Project Request Approvals
8. FY2023 End of Year Transfers
9. Debt Service Fund Creation Request
10. Approval of Minutes
 - 07/25/2023 Regular BOF Minutes
11. 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 26, 2023**

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, Bruce Devlin, and Bill Salka. Ralph Williams attended via telephone. Also, in attendance were Mike Marinaccio, Brian Wissinger, Dr. Sam Galloway, and Tim Keeney.

3. Board of Education Update

Dr. Galloway updated the Board on the new accounting software. The Board of Education is expecting a smooth transition. At this time there are no concerns about the current year's budget. Negotiations are underway for the teachers and the administrators' unions. Michael Parker and Ralph Williams have both been involved with the sessions and anticipate continuing being a part of the sessions.

4. Board of Selectmen Update

Tim Keeney informed the Board that the Town has applied for an extension of the current DECD grant to continue remediation work at the mill site. The grant request was for \$995,000. The Town had made an offer for an HR Professional, but the potential hire declined the offer. The Selectmen will now regroup to determine how they would like to post it again in the future, but they will continue to look for someone to fill the budgeted vacancy. The Town also continues to look for a building official and has a potential candidate at this time.

5. CFO/Finance Department Update

Brian Wissinger updated the Board on the current finance department work. The finance department is currently collecting and uploading all requested documents for the annual audit. The audit firm will be on site beginning October 10th to perform the field work. Brian concurred with Dr. Galloway that the new accounting software is ready to go, and that testing is complete and that we expect a smooth transition. Joe Tolisano asked that Stephanie Levin and Danielle Urbon be recognized for their work on this project and that Brian and Dr. Galloway come up with a plan to do so.

6. CIP Update

Joe Tolisano presented 2 approved CIP requests for HVAC replacements. One is at DPW and the other at the library. Both are 20-year-old systems that have died and need to be replaced.

Ralph Williams made a motion to approve the HVAC replacement at DPW for \$19,500 and the HVAC replacement at the library for \$9,500 and that the funds be appropriated from the available capital equipment fund balance, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

Joe Tolisano requested that the Board consider 3 more projects that were discussed at CIP but had not yet been approved by the Board of Selectmen at that time. The projects have since been approved by the Board of Selectmen, a diesel exhaust system at the Fire Department, bunker gear washer, and additional new bunker gear racks for proper storage. Joe explained that he had been to the firehouse recently and discussed these items with the Chief as well as understands that these items are a matter of responder safety.

Joe Tolisano made a motion to approve the diesel exhaust system, bunker gear washer, and bunker gear racks for a total of \$275,000 to be appropriated from either ARPA or LoCIP at the CFO's discretion, seconded by Bill Salka. There was no further discussion and a unanimous decision followed.

7. FY2023 Year End Transfers

Joe Tolisano made a motion to approve the transfers as presented in the amount of \$358,604.96, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

8. Debt Service Fund Creation Request

Brian Wissinger presented a request to establish a Debt Service Fund. Wissinger explained that the fund would be used to smooth the budgeting of debt service for the future and would pay for all debt service costs annually.

Michael Parker requested additional information on the fund. No action was taken on the fund at this time.

9. Approval of Minutes

a. 7/25/2023 Regular BOF Minutes

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

10. **Adjournment**

Joe Tolisano made a motion to adjourn at 7:42pm, 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=4FIU4XoiAQ0>

**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, October 24, 2023, 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. CIP Update
7. CIP Project Request Approvals
8. Approval of 2024 Regular Meeting Schedule
9. Approval of Minutes
 - 9/26/2023 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/UCitLJvpaGq5rGsVVbsUYK8A>*



**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
October 24, 2023**

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, Bruce Devlin, Kathy Devlin, Ralph Williams, and Bill Salka. Also, in attendance were Mike Marinaccio, Brian Wissinger, Dr. Sam Galloway, and Tim Keeney.

3. Board of Education Update

Dr. Galloway updated the Board on the new accounting software. The go-live has been a smooth transition. The process has begun on the FY2025 budget as well. The FY2024 budget continues to be in a good place. A temporary hiring freeze was put in place during August, but was lifted in September.

4. Board of Selectmen Update

Tim Keeney updated the Board on multiple personnel changes. The Town's Prevention Coordinator has resigned. This position was funded by the Federal Drug Free Communities Grant; however, her resignation will not affect the federal grant. The Town is still in the process of hiring an HR Specialist. The consultant has a few current candidates that are going through the preliminary interview process. A lengthy discussion about a proposed solar farm as well as a currently under-construction solar farm ensued.

5. CFO/Finance Department Update

Brian Wissinger updated the Board on the new accounting software transition. Much like the Board of Education, the transition has been a smooth one. A module that the Town utilizes that the Board of Education does not use for daily time entry has had a few hiccups but has not caused any major issues. The FY2025 budget is also underway for the Town and Directors are requested to submit their budgets to the Finance Department by November 30, 2023. Wissinger also informed the Board that he has briefed the Board of Selectmen on the proposed Debt Service Fund and the Board of Selectmen has blessed its creation.

6. CIP Update

Joe Tolisano presented 2 approved CIP requests for transfer switch replacements. One is at Somers High School for \$100,000 and the other at the Firehouse for \$20,000.

7. CIP Project Request Approvals

Bruce Devlin made a motion to approve the capital projects request for transfer switch replacement at the Somers High School for \$100,000 and at the Firehouse for \$20,000, seconded by Ralph Williams. There was no further discussion and a unanimous decision followed.

8. Approval of 2024 Regular Meeting Schedule

Brian Wissinger presented the proposed Regular Meeting Schedule for the Board of Finance for 2024.

Bruce Devlin made a motion to approve the 2024 Regular Meeting Schedule as proposed, seconded by Joe Tolisano. There was no further discussion and a unanimous decision followed.

A copy of the approved schedule is attached to these minutes.

9. Approval of Minutes

a. 9/26/2023 Regular BOF Minutes

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

10. Adjournment

Joe Tolisano made a motion to adjourn at 7:35pm, 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=4FIU4XoiAQ0>

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, November 28, 2023, at 7:00pm**

1. Call to Order
2. Members Present
3. Vote to Establish Chairman, Vice Chairman, and Secretary
4. CIP Committee Appointment
5. Board of Education Update
6. Board of Selectmen Update
7. CFO/Finance Department Update
8. Debt Service Fund Creation Request
9. Approval of Minutes
 - 10/24/2023 Regular BOF Minutes
10. Other Business
11. 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
November 28, 2023**

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, Bruce Devlin, Kathy Devlin, and Paul Hart. Also, in attendance were Mike Marinaccio, Brian Wissinger, Dr. Sam Galloway, and Tim Keeney.

3. Vote to Establish Chairman, Vice Chairman, and Secretary

Bruce Devlin made a motion to appoint Michael Parker Chairman, seconded by Kathy Devlin. There was no further discussion and a unanimous decision followed.

Michael Parker made a motion to reappoint Kathy Devlin as the Vice Chairman and Bill Salka as the Secretary, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

4. CIP Committee Appointment

Michael Parker made a motion to reappoint all current members of the CIP Committee for the new year, Joseph Tolisano, Kathy Devlin, Michael Marinaccio, and Stephanie Levin, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

5. Board of Education Update

Dr. Galloway updated the Board on the union negotiations. The teacher's union and the administrator's union agreements have been settled. Planning and Finance sub-committees will begin meetings on the budget for FY2025. Michael Parker asked about our ability to get into the second tranche of state monies for the HVAC project. December 1 will begin the application process. The Board anticipates submission of the application by December 20.

6. Board of Selectmen Update

Tim Keeney updated the Board that the Town is going to continue to seek funding for the Senior/Community Center project. The Town continues to search for a Part-Time Human Resources Generalist. The Town has hired Arianna Flagg as the Prevention Coordinator, funded by the Federal Drug Free Communities Grant.

7. CFO/Finance Department Update

Brian Wissinger updated the Board on the Town finance happenings. The annual audit is about 95% complete. The auditors plan to issue it in the coming days and will be at the December 19 meeting to present it to the Board of Finance. The Town received the GFOA Certificate of Excellence in Financial Reporting again. The GFOA sent a new plaque to the Town to continue adding its awarded year to. The FY2025 Budget is almost complete for the first iteration of the Town. Finance is waiting for 3 department budgets to come in. The directors have until November 30 to submit. The FY2024 budget is trending 4% below on spending. The Town has collected 52.5% of its budgeted revenues. Bank interest continues to soar with collections of \$182,000 in the first 4 months. It is anticipated to collect \$400,000 by the end of the year.

8. Debt Service Fund Creation Request

Michael Parker circulated edits to the request to members of the Board and to Brian Wissinger. Wissinger will make the edits and submit an updated request for the December 19 meeting.

9. Approval of Minutes

a. 10/24/2023 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.

10. Other Business

Bruce Devlin asked Tim Keeney if there were any positional needs of the Town that were not currently funded that the Board could assist with in the upcoming budget. Tim Keeney stated that the Fire Department needs more people to cover the weekends. Staffing issues on the weekend are becoming an issue.

11. Adjournment

Joe Tolisano made a motion to adjourn at 7:24pm, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

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**TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING AGENDA
Town Hall – Auditorium
Tuesday, December 19, 2023, 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. Debt Service Fund Creation Request**
- 8. Purchasing & Procurement Policy Updates**
- 9. Approval of Minutes**
 - 11/28/2023 Regular BOF Minutes**
- 10. Other Business**
- 11. 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
December 19, 2023**

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, Bruce Devlin, Kathy Devlin, and Paul Hart. Also, in attendance were Mike Marinaccio, Brian Wissinger, Dr. Sam Galloway, and Tim Keeney.

3. Audit Presentation – Michael VanDeventer, Mahoney Sabol

Michael VanDeventer presented the Annual Comprehensive Financial Report as well as the State and Federal Single Audit information. VanDeventer also presented their two recommendations to the Board.

4. Board of Education Update

Dr. Galloway informed the Board that the oil tank at the High School has been delivered and should be connected during the winter break. The grant application for the HVAC project has been submitted.

5. Board of Selectmen Update

Tim Keeney updated the Board on a Supreme Court ruling on a case involving cars in the Town of Somers. The ruling was favorable for the Town of Somers.

6. CFO/Finance Department Update

Brian Wissinger updated the Board on the FY2025 budget process. All department submissions have been received and the total document has been completed. The first draft has been submitted to the Board of Selectmen. January 4, 2024, begins the weekly departmental meetings to review the budgets and make changes.

7. Debt Service Fund Creation Request

Michael Parker asked for some definitions within the policy to define what short-term debt is and to also specify that items such as capital leases would not be included within this fund. Parker also requested a projection of the structure of the fund and how the numbers were created to anticipate future transfers and expenses.

8. Purchasing & Procurement Policy Updates

Wissinger presented a draft copy of an updated purchasing policy for the Town. Wissinger requested the Board review and come back in January with any changes, updates, or questions.

9. Approval of Minutes

a. **11/28/2023 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.

10. Other Business

There was no other business.

11. Adjournment

Joe Tolisano made a motion to adjourn at 7:44pm, seconded by Bruce Devlin. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

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