

**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

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING

<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	_____