

**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

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING
<https://www.youtube.com/watch?v=4FIU4XoiAQ0>