



Town of Madison, CT

Board of Finance

Subject to Approval

Minutes of a regular meeting of the Board of Finance held on April 25, 2022, 7:20 p.m. at the Polson School and via Zoom Online Platform

Present: John Picard, Cindy Breckheimer, Filmore McPherson, Justin Murphy, and Katie Stein

Also present: First Selectwoman Peggy Lyons; Stacy Nobitz, Finance Director; Kristen Bartosic, Manager of Budgets and Planning; John Ienacco, Director of Public Works; William McMinn, Director of Facilities; Scott Cochran, Agency Director, Youth and Family Services; Lauren Rhines, Town Services Coordinator/Risk Manager

Mr. Picard called the meeting to order at 7:01 p.m.

REGULAR SESSION

1. Pledge of Allegiance. The Board of Finance stood and recited the Pledge of Allegiance.
2. Approval of minutes – Regular meeting of March 23, 2022.

On motion made by Ms. Fitzgerald, and seconded by Ms. Stein, the Board voted unanimously to approve the minutes of the regular meeting of March 23, 2022 as submitted.

3. Chairman's comments.

There were no Chairman's comments.

4. Finance member comments/liaison reports.

Mr. McPherson noted that the Senior Tax Relief Review Committee is still looking for members and he encouraged Board of Finance members to refer individuals they believe would be interested to the Selectmen's Office. One new individual who has recently expressed interest is Jeff Downs, who will be an effective participant.

5. Report from First Selectman

First Selectwoman Lyons reported that the Town has receive \$4 million from a State grant for the Academy project. The Selectmen's Office continues to pursue other grants for this project. They are also continuing to develop ideas for projects for the funds from the Infrastructure Bill. Selectwoman Lyons also reported that the State Bond Commission has approved a grant for the Garvan Point Improvement project and the Board of Finance will act on accepting this grant under item #10 this evening.

6. Citizen Comments

There were no citizen comments.

NEW BUSINESS

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to open the agenda and add as Item #13, Approve Town and Board of Education expenditures for FY 2022-23 to be referred to Town referendum.

7. Discuss and take action to approve Line Item Transfer requests from the Public Works Department totaling \$15,000.

On motion made by Ms. Fitzgerald, and seconded by Mr. Murphy, the Board voted unanimously to approve the request of the Public Works Department to transfer \$12,000 from Account #PW60000A-51040, Wages, to Account #PW60000A-51320, Highway Overtime, to cover additional Highway Overtime Expenses and to transfer \$3,000 from Account #PW60000A-55801, Staff Travel, to Account # PW6000A-55301, Telephone, to cover additional telephone expenses.

8. Discuss and take action to approve Line Item Transfer requests from the Youth & Family Services Department in the amounts of \$2,500 and \$940.

On motion made by Ms. Stein, and seconded by Ms. Fitzgerald, the Board voted unanimously to approve the request of Youth and Family Services to transfer \$2,500 from Account #YF2000A/55801 to Account #YF2000A/51351, Stipend-Non Supervisory, for a stipend for staff providing required supervision for one intern and two contractual staff this year and to transfer \$640 from Account #YF2000A/55801, Staff Travel, and \$300 from Account #YF82000A/55301, Telephone, to Account #YF82000A/51350, After Hours Phone Stipend, to increase the daily rate of reimbursement for MYFS Staff when they carry the MYFS After-hours Cell Phone

In response to a question by Mr. Murphy, Mr. Cochran noted that he believes this transfer will cover this expense through the balance of the current fiscal year.

9. Discuss and take action to approve a Line Item Transfer Request from the Facilities Department in the amounts of \$50,000.

On motion made by Ms. Stein, and seconded by Mr. McPherson, the Board voted unanimously to approve the request from the Facilities Department for the following line item transfers totaling \$50,000:

\$9,500 Account #TF63081A-56210 Utility Water

\$5,500 Account #TF63600A-56210 Utility Water

\$10,000 Account #TF55800A-56220 Electricity

\$10,000 Account #TF60060A-56220 Electricity

\$10,000 Account #TF63570A-56220 Electricity

\$ 1,000 Account #TF63061A-56206 Utility Gas

\$ 1,000 Account #TF63570A-56220 Utility Gas

\$ 2,000 Account #TF63079A-56206 Utility Gas

\$ 1,000 Account #TF70073A-56206 Utility Gas

to Account #TF55260A-54300, Building Maintenance to cover the balance for the Maintenance Repair Account to continue with maintenance needs and upcoming HVAC service repairs.

In response to a question by Mr. Murphy, Mr. McMinn noted that he believes this transfer will cover this expense through the balance of the current fiscal year.

10. Discuss and take action to approve accepting a State Bond Commission Grant for the Garven Point Improvement Project in the amount of \$770,000: funding requires matching funds in CIP.

On motion made by Ms. Stein, and seconded by Ms. Fitzgerald, the Board voted unanimously to approve accepting a State Bond Commission Grant in the amount of \$770,000 for the Garven Point Improvement Project with the required match to come from CIP.

Ms. Lyons noted that these funds were awarded by the State Bonding Commission last year. This project had been under budgeted a number of years ago as it turned into a larger than projected project. This grant will be matched with CIP funds. The project will be going out for RFP fairly soon and the plan is to obtain various options but a selection will be focused on finding the best option that will last a long period of time.

11. Discuss and take action to approve Special Appropriation requests as follows:

From the Emergency Management Department in the amount of \$16,721.92 to fund expenses due to Hurricane Henri.

From the Land Use Department in the amount of \$20000 to fund the project to revise the Plan of Conservation and Development.

From the Selectman's Office in the amount of \$75,000 to fund the Legal Services account; pending Town Meeting approval.

As reviewed in the Budget process, from the First Selectwoman in the amount of \$29,147 for the purchase of electronic speed signs as requested in the 2022-23 budget request; pending Town Meeting approval.

As reviewed in the Budget process, from the First Selectwoman in the amount of \$290,000 into the major roads account to fund road paving; ending Town Meeting approval.

On motion made by Mr. Murphy, and seconded by Ms. Stein, the Board voted unanimously to approve the following Special Appropriation requests:

From the Emergency Management Department for a Special Appropriation of \$16,721.92 from Contingency with \$15,706.92 to go to Account FM64300A/51040 and \$1,015 to go to Account #FM64300A/56900, to cover expenses incurred due to Hurricane Henri which did not qualify for FEMA reimbursement.

From the Land Use Department for a Special Appropriation of \$20,000 from Unassigned Fund Balance to the Planning Reserve Account to provide additional funds anticipated for the 2023-24 Plan of Conservation and Development.

From the Selectmen's Office for a Special Appropriation of \$75,000 from Unassigned Fund Balance to Account #LG00000A-53101, Legal Services, pending Town Meeting approval, to fund the remainder of the current fiscal year due to certain higher than expected legal cases.

From the First Selectwoman for a Special Appropriation of \$29,147 from Contingency to Account #PD9500T/57350, pending Town Meeting approval, for the installation of six Solar-Battery powered Radar Illuminated Speed signs to be placed in various locations as determined by the Board of Police Commission.

From the Public Works Department for a Special Appropriation of \$290,000 from Unassigned Fund Balance to Account #PW00600-57105, Major Roads, pending Town Meeting approval, to provide funds needed to maintain the normal annual paving program.

In response to a question by Mr. McPherson about the Legal Services line, First Selectwoman Lyons noted that there have been a number of items that have increased the Legal Line for the current year including FOIA requests, the Boston Post Road Easement, the purchase of property, referendums, a case through the Building Code of Appeals and the Madison Beach Hotel event series issue. She noted that a detailed list of legal issues from the past year is available for review. Because many of these items are unique for this year, she does not believe there is a need to increase the Legal Line for the upcoming budget year.

In response to a question by Mr. McPherson about the Major Roads line, Mr. Ienacco, noted that this was an unusual year with two bridges being addressed and two more bridges coming up for work. Receiving this Special Appropriation will put this line back into a good position going into next year. In response to a question by Mr. Murphy, Mr. Ienacco noted that they had received a 50% match grants for the bridge work. First Selectwoman Lyons noted that inflation has driven up the cost of many of the upcoming projects and Mr. Ienacco noted that he is seeing a 12% increase at this time.

12. Review of Financials.

In response to a question by Mr. McPherson, Ms. Nobitz reviewed the Self Insurance Account noting last fiscal year there was \$5.8 million in assets and a deficit of \$870,000 so the beginning balance was reduced. This figure includes expenditures through March so the numbers for April, May and June still need to be provided. She noted that even with these expenses the account remains 25% above the recommended level so it is still in good condition. The Actuary has provided a figure to include in the FY 22-23 budget based on actual as well as a built-in trend so they are anticipating that the balance amount will remain healthy. There are no plans to need to touch any of the reserve balance.

Ms. Nobitz advised of a potential special appropriation request related to gas and oil costs and line item transfers for salary that will be brought to the Board in May, as well as the normal end of the year line items transfers and special appropriation requests needed to balance line items.

13. Added Item: Approve Town and Board of Education expenditures for FY 2022-23 to be referred to Town referendum.

On motion made by Ms. Fitzgerald, and seconded by Ms. Stein, the Board of Finance voted unanimously to approve the Town of Madison recommended expenditures for the FY 2022-23 budget of the Board of Finance for Town of Madison budget in the amount of \$31,104,668 which represents at 6.77% increase

On motion made by Mr. McPherson, and seconded by Mr. Murphy, the Board of Finance voted unanimously to approve the Town of Madison recommended expenditures for the FY 2022-23 budget of the Board of Finance for the Board of Education for the in the amount of \$60,255,417 which represents at 1.66% increase.

On motion made by Ms. Stein, and seconded by Mr. McPherson, the Board of Finance voted unanimously to approve the Town of Madison recommended expenditures for the Fiscal Year 2022-23 of the Board of Finance for the Town and Board of Education in the amount of \$91,360,085 which represents at 3.34% increase.

14. Citizen comments.

There were no citizen comments.

15. Adjourn.

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to adjourn the meeting at 7:55 p.m.

Respectfully submitted

Terry Holland-Buckley