

BOARD OF FINANCE
TOWN HALL ROSE ROOM
JULY 15, 2019
MINUTES

Present: D. Onofrio, J. Adler, A. Maklari, T. Hollinger, K. Carr, J. Scully Welch, Melanie Yanus and
O. NejdI (arrived at 6:05 PM)

Also present: Sue Cunningham, Finance Director
Erica Falanga, Assistant Finance Director

D. Onofrio called the meeting to order at 6:00 pm. Everyone stood for the pledge of allegiance. D. Onofrio welcomed new board member Melanie Yanus. T. Hollinger made a motion, seconded by J. Adler to seat K. Carr for O. NejdI. The motion was unanimously approved. O. NejdI arrived to the meeting at 6:05 PM. T. Hollinger rescinded his motion.

APPROVAL OF MINUTES – JUNE 17, 2019

T. Hollinger made a motion, seconded by J. Adler to approve the minutes from June 17, 2019. The motion was unanimously approved with one abstention from J. Scully Welch.

CORRESPONDENCE

The board received an email request from a resident inquiring about procuring another electronic speed sign for the Police Department. Chief DeMaio reported that there is no funding in the budget to purchase another sign. The current sign is on rotation so it gets moved to different locations throughout town.

VISITOR AND PUBLIC COMMENTS

No visitors wished to speak at this time.

APPROPRIATION REQUEST FOR THE INDIAN RIVER RECOVERY WORK NEAR THE MORGAN SCHOOL BRIDGE RELATED TO THE FLASH FLOODS FROM SEPTEMBER 2018

The board received an appropriation request of \$248,750 for the Indian River recovery work related to the September 2018 Flash Floods. Thomas Morgart with NRCS (Natural Resources Conservation Service) reviewed the project scope with the board. NRCS has jurisdiction from 40 feet beyond the infrastructure. The proposed recovery measure would be to reshape and stabilize the streambanks downstream of the bridge, cut back slopes at 3:1 near the raingarden, install riprap on stabilized streambanks and a downstream channel cleanout. The total project cost estimated by the state engineers is \$995,000. The town will have to contribute 25 percent in in-kind services which represents a cost of \$248,750. If the town doesn't commit now, then the contribution from NRCS will be redistributed to another project. The earlier appropriation of \$750,000 was for the emergency repairs to the bridge and bank reinforcement. T. Mogart with NRCS stated that the project should be complete within 160 days from May 2019. If the project is not complete by the deadline, then the town can request an extension. T. Mogart also stated that NRCS will give the town an additional 7.5 percent over and above the \$1,000,000 for administrative costs which is equivalent to approximately \$75,000. J. Adler made a motion, seconded by A. Maklari to appropriate up to \$248,750 from undesignated fund balance for the Indian River Recovery Work near the Morgan School Bridge related to the

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recovery measure including mitigation to reshape and stabilize streambanks downstream of the bridge, cut back slopes near raingarden, install Riprap on stabilized streambanks and downstream channel cleanout and send to town meeting. The motion was unanimously approved.

FINANCE DIRECTOR'S REPORT AND LINE ITEM TRANSFER REQUESTS

S. Cunningham introduced Erica Falanga to the board as the town's new Assistant Finance Director.

O. NejdI made a motion, seconded by J. Scully Welch to approve the Police Department line item transfer request to decrease communication devices by \$8,400, armory by \$6,968, service contracts by \$1,615, fuel by \$1,627 and increase special investigations (other supplies) by \$18,610. The motion was unanimously approved.

T. Hollinger made a motion, seconded by O. NejdI to approve the following line item transfers totaling \$393,906 which includes \$56,191 as presented by the Finance Director and send to Town meeting. The motion was unanimously approved.

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FINANCE			Transfer To	Transfer From	Contingency
014119	51310	SALARIES-FULL TIME	47,870.00		
014197	58086	CONTINGENCY		38,163.00	38,163.00
014119	51311	ELECTED OFFICIALS SALARY		500.00	
014119	54304	IT/TECHNOLOGY MAINTENANC		9,207.00	
TAX COLLECTOR			Transfer To	Transfer From	
014135	51310	SALARIES-FULL TIME	25,051.00		
014197	58086	CONTINGENCY		18,028.00	18,028.00
014135	51320	SALARIES - PART TIME		967.00	
014135	53400	OTHER PROF SERVICES		2,500.00	
014135	55301	POSTAGE		2,099.00	
014135	56100	GENERAL SUPPLIES		681.00	
014135	56290	OTHER		469.00	
014135	58100	DUES & FEES		307.00	
PLANNING & ZONING COMM			Transfer To	Transfer From	
014153	53010	LEGAL SERVICES	28,282.00		
014153	51310	SALARIES-FULL TIME		28,282.00	
014153	53400	OTHER PROF SERVICES	33,102.00		
014153	51310	SALARIES-FULL TIME		33,102.00	
POLICE			Transfer To	Transfer From	
014201	51310	SALARIES-FULL TIME	46,354.00		
015100	52200	EMPLOYER SOC SEC (Fringe Benefits)		31,331.00	
014201	51320	SALARIES - PART TIME		106.00	
014201	54311	VEHICLE MAINTENANCE		386.00	
014201	56100	GENERAL SUPPLIES		208.00	
014201	56210	DIESEL - GASOLINE FUEL		634.00	
014201	56900	OTHER SUPPLIES		119.00	
014201	51335	HOLIDAY PAY		13,570.00	
014201	51330	OVERTIME	36,649.00		
015100	52300	STATE RETIRE CONTRIB (Fringe Benefits)		11,931.00	
014215	51330	OVERTIME (Animal Control)		1,372.00	
014215	53200	PROFESSIONAL SERVICES (Animal Control)		906.00	
014215	53225	TRAINING (Animal Control)		1,825.00	
014215	56100	GENERAL SUPPLIES (Animal Control)		430.00	
014215	58900	OTHER ITEMS (Animal Control)		1,132.00	
014215	51310	SALARIES-FULL TIME (Animal Control)		19,053.00	

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COMMUNICATIONS			Transfer To	Transfer From	
014221	51330	OVERTIME	36,722.00		
014221	51335	HOLIDAY PAY		11,592.00	
015100	52700	WORKERS' COMPEN (Fringe Benefits)		25,130.00	
PUBLIC WORKS			Transfer To	Transfer From	
014301	53300	OTHER PROF/TECH SERVICES	43,930.00		
014301	51320	SALARIES - PART TIME		850.00	
014301	51330	OVERTIME		6,248.00	
014301	51332	OVERTIME FIELDS		1,321.00	
014301	51334	OVERTIME SNOW/ICE		10,308.00	
014301	54103	SNOW PLOWING/SANDING		3,167.00	
014301	54300	REPAIRS & MAINTENANCE		5,777.00	
014301	54306	TOWN BLDG & FACILITIES		6,879.00	
014301	54318	EQUIPMENT MAINTENANCE AL		350.00	
014301	54900	LANDFILL COST		721.00	
014301	56210	DIESEL - GASOLINE FUEL		4,971.00	
014301	56906	SAFETY MANAGEMENT		420.00	
014301	57390	OTHER EQUIPMENT		441.00	
014143	54304	IT/TECHNOLOGY MAINTENANC		2,477.00	
STREET LIGHTING			Transfer To	Transfer From	
014311	56275	STREET LIGHTING	74,712.00		
015100	52810	HEALTH INSURANCE (Fringe Benefits)		74,712.00	
TOWN DEBT PRINCIPAL			Transfer To	Transfer From	
014802	58350	PD VEHICLE LEASES	21,234.00		
014802	58345	HEAVY EQUIPMENT LEASE		21,234.00	
Total Transfers			393,906.00	393,906.00	56,191.00

T. Hollinger made a motion, seconded by J. Scully Welch to approve the following line item transfers totaling \$133,914 which includes \$7,743 from contingency as presented by the Finance Director. The motion was unanimously approved.

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FINANCE			Transfer To	Transfer From	Contingency
014119	53300	OTHER PROF/TECH SERVICES	5,795.00		
014119	54304	IT/TECHNOLOGY MAINTENANC		5,795.00	
014119	54304	IT/TECHNOLOGY MAINTENANC	20.00		
014119	55301	POSTAGE		20.00	
ASSESSOR			Transfer To	Transfer From	
014131	51310	SALARIES-FULL TIME	2,239.00		
014131	53220	IN SERVICE		1,490.00	
14131	56100	GENERAL SUPPLIES		110.00	
014131	54304	IT/TECHNOLOGY MAINTENANC		639.00	
014131	53400	OTHER PROF SERVICES	1,148.00		
014131	54304	IT/TECHNOLOGY MAINTENANC		1,148.00	
TOWN CLERK			Transfer To	Transfer From	
014147	51310	SALARIES-FULL TIME	970.00		
014147	51320	SALARIES - PART TIME		970.00	
014147	56100	GENERAL SUPPLIES	281.00		
014147	57350	TECHNOLOGY SOFTWARE		281.00	
HARBOR COMMISSION			Transfer To	Transfer From	
014165	51320	SALARIES - PART TIME	3,662.00		
014165	51310	SALARIES-FULL TIME		3,662.00	
014165	56100	GENERAL SUPPLIES	250.00		
014165	51310	SALARIES-FULL TIME		250.00	
WATER POLLUTION CONTROL			Transfer To	Transfer From	
014191	54902	WELL MONITORING	83.00		
014191	54910	STATE WATER TESTING		83.00	

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WASM MAINTENANCE			Transfer To	Transfer From	
014193	51320	SALARIES - PART TIME	697.00		
014193	51310	SALARIES-FULL TIME		697.00	
ELECTIONS & MEETINGS			Transfer To	Transfer From	
014195	51620	PART TIME WAGES	1,235.00		
014195	58100	DUES & FEES		1,235.00	
014195	58110	MISC EXPENDITURES	289.00		
014195	56100	GENERAL SUPPLIES		289.00	
GENERAL GOVERNMENT ADMIN			Transfer To	Transfer From	
014197	58088	HAZARDOUS WASTE SITE	2,103.00		
014197	58086	CONTINGENCY		2,103.00	2,103.00
014197	58092	REGIONAL MENTAL HEALTH	776.00		
014197	58086	CONTINGENCY		776.00	776.00
014197	58095	SENIOR ACTIVITIES	724.00		
014197	58086	CONTINGENCY		724.00	724.00
014197	58097	ESTUARY TRANSIT	1,040.00		
014197	58086	CONTINGENCY		1,040.00	1,040.00
014197	58807	TREE WARDEN	53.00		
014197	58802	TREE COMMITTEE		53.00	

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GENERAL GOVERNMENT OTHER			Transfer To	Transfer From	
014199	52900	TRAVEL EXPENSE	353.00		
014199	53401	UNION NEGOTIATOR		353.00	
014199	53010	LEGAL SERVICES	10,880.00		
014199	53401	UNION NEGOTIATOR		10,880.00	
014199	53310	AUDIT/ACCOUTING SERVICES	10,402.00		
014199	53401	UNION NEGOTIATOR		10,402.00	
014199	55200	INSUR OTHER THAN EE BENE	2,479.00		
014199	52600	UNEMPLOYMENT COMPENSATIO		2,479.00	
014199	58105	BANK FEES	17,734.00		
014199	53401	UNION NEGOTIATOR		17,734.00	
014201	51333	LONGEVITY	2,394.00		
014201	51335	HOLIDAY PAY		2,394.00	
014201	51335	HOLIDAY PAY			
014201	51340	OTHER EMPLOYEE BENEFITS	530.00		
014201	51335	HOLIDAY PAY		530.00	
014201	53225	TRAINING	130.00		
014201	51335	HOLIDAY PAY		130.00	
BUILDING DEPARTMENT			Transfer To	Transfer From	
014213	51310	SALARIES-FULL TIME	6,247.00		
014197	58086	CONTINGENCY		3,100.00	3,100.00
014213	53300	OTHER PROF/TECH SERVICES		367.00	
014213	53303	INSPECTION COVERAGE		1,620.00	
014213	56100	GENERAL SUPPLIES		328.00	
014213	56290	OTHER		500.00	
014213	57390	OTHER EQUIPMENT		137.00	
014213	58100	DUES & FEES		195.00	
ANIMAL CONTROL			Transfer To	Transfer From	
014215	51320	SALARIES - PART TIME	2,126.00		
014215	51310	SALARIES-FULL TIME		2,126.00	
014215	56903	UNIFORMS	32.00		
014215	58900	OTHER ITEMS		32.00	

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014221	51310	SALARIES-FULL TIME	1,158.00	
014221	51335	HOLIDAY PAY		1,158.00
014221	51320	SALARIES - PART TIME	4,273.00	
014221	51335	HOLIDAY PAY		4,273.00
PUBLIC WORKS			Transfer To	Transfer From
014301	51310	SALARIES-FULL TIME	4,195.00	
014301	51330	OVERTIME		4,195.00
YOUTH & FAMILY			Transfer To	Transfer From
014419	51310	SALARIES-FULL TIME	2,018.00	
014419	51320	SALARIES - PART TIME		2,018.00
PARKS & RECREATION			Transfer To	Transfer From
014505	51310	SALARIES-FULL TIME	14,412.00	
014505	51320	SALARIES - PART TIME		14,412.00
ECON DEVELOPMENT			Transfer To	Transfer From
014603	58100	DUES & FEES	500.00	
014603	55400	ADVERTISING		500.00

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FRINGE BENEFITS			Transfer To	Transfer From	
015100	52325	PENSION POLICE	12,847.00		
015100	52300	STATE RETIRE CONTRIBUTIO		12,847.00	
015100	52830	PENSION PLAN - FIRE DEPT	16,652.00		
015100	52300	STATE RETIRE CONTRIBUTIO		16,652.00	
CAPITAL			Transfer To	Transfer From	
604301	59035	DPW DIESEL FARM ENG FY17	3.00		
604301	59303	TOWN INFRASTRUCTURE FY19		3.00	
604301	59113	DPW TOWN INFRAST FY18	75.00		
604301	59303	TOWN INFRASTRUCTURE FY19		75.00	
HEART & HYPERTENTION			Transfer To	Transfer From	
754201	59100	HEART & HYPERTENTION	1,590.00		
015100	52810	HEALTH INSURANCE (Fringe Benefits)		1,590.00	
POLICE					
014201	53225	Police Department Training	1,519.00		
015100	52300	State Retirement Contribution (Fringe Benefits)		1,519.00	
Total Transfers			133,914.00	133,914.00	7,743.00

S. Cunningham reviewed the current revenue report, undesignated fund and contingency fund with the board. A copy of the RSM Planning Communication was distributed to the board.

COMMITTEE/LIAISON REPORTS

Several board members provided updates on various boards/commission. C. Goupil asked the board for a liaison to Planning & Zoning. A. Maklari was appointed as the new liaison. M. Yanus will report on the library.

OLD BUSINESS

D. Onofrio had asked the Fire Department to attend a future board meeting. D. Onofrio created a subcommittee and appointed K. Carr and T. Hollinger to serve on the committee. K. Carr and T. Hollinger will meet with the Fire Department and report back to the board.

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NEW BUSINESS

D. Onofrio met with Doug Thomas from SGR regarding the search for the new Town Manager.

ADJOURN

O. NejdI made a motion, seconded by J. Scully Welch and unanimously adjourned the meeting at 7:30 PM.

Respectfully submitted,

Mary Schettino