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On JAN 24 2022 at 3:15pm

Attest: Brianne Diney ASST.  
Town Clerk

TOWN OF PLAINFIELD  
BOARD OF FINANCE  
REGULAR MEETING  
MINUTES

The Board of Finance for the Town of Plainfield held a Regular Meeting on Wednesday, January 19, 2022, at 6:30 p.m. at the Plainfield Town Hall. The meeting was called to order by Chairman Gorman at 6:30 p.m.

Members present: Dean Gorman, Don Kivela, Gary Stalaboin, Adrian Ferrari, and Linda Fedor (alternate).

Members absent: Tom Sinkewicz, Ted Dumaine, and Keith Sheeley (alternate)

Also present: Kevin Cunningham, First Selectman; Art Gagne, Selectman; Kelly Vachon, Finance Director.

Chairman Dean Gorman gave Linda Fedor voting privileges. Linda Fedor accepted.

**Acceptance of minutes from December 15, 2021 meeting.**

*Gary Stalaboin motioned to approve the minutes of the December 15, 2021 meeting. Don Kivela seconded. All in favor, motion carried.*

**New Business:**

- a. **To discuss and finalize the 2022 Meeting Schedule.** Dean Gorman presented the proposed meeting dates for 2022 at 6:30pm in the Plainfield Town Hall on 2/16/22; 3/16/22; 4/20/22; 5/18/22; 6/15/22; 7/20/22; 8/17/2022; 9/21/22; 10/19/22; 11/16/22; 12/21/22; 1/18/23. He asked the Board if they should still hold the July and August meetings or perhaps, if necessary, call a special meeting instead. The Board discussed removing the July meeting. *Gary Stalaboin motioned to delete the regularly scheduled 7/20/22 meeting. Seconded by Adrian Ferrari. All in favor, motion passed.*
- b. **To discuss and approve the 2022 Budget Meeting Schedule.** Dean Gorman presented an updated budget meeting schedule which now includes a meeting with the police. They discussed the budget estimate deadline for the Board of Education and Dean Gorman stated they had their workshop and should have it in by the deadline proposed. *Gary Stalaboin motioned to adopt the revised budget schedule to include the meeting with the police on 3/30. Seconded by Don Kivela. All in favor, motion passed.*

- c. **To discuss and approve Line-Item Transfers:** Kevin Cunningham, First Selectman, thanked the BOF members who attended the last BOS meeting. He explained how the contingency funds is used for items like the highway departments contracts and that there is still a need for dispatchers in the police department. Also discussed was the telephone transfer to pay for the higher speed Wi-Fi in the meeting area. Tax refunds are higher because people are purchasing the lease vehicles which ends up in more refunds. The supplies for building and grounds were high and the transfer will cover these expenses. *Gary Stalaboin motioned to accept the line item transfers as presented. Seconded by Linda Fedor. All in favor, motion passed.*
- d. **To discuss and act upon Board of Education 2% Policy:** Kelly Vachon, Finance Manager, explained that after audit for FY 2021 it shows the school underspent \$876,240 so we have a reserve policy allowing 2% of the operating budget can be rolled over into an account. The 2% is \$718,934.46 and currently there is \$509,094 in the line item. If it doesn't get rolled over it stays in the general fund, unrestricted fund balance. The list of planned expenditures was read by Dean Gorman, and he stated that they had only one purchase from the list which was software. *Gary Stalaboin motioned to retain the \$876,240 in the unrestricted fund balance for the town. Seconded by Adrian Ferrari. All in favor, motion passed.*

*Gary Stalaboin motioned to add to the agenda to review the Plainfield Police Department's request for funds from the fund balance for a generator and a records management system. Seconded by Adrian Ferrari. No discussion. All in favor, motion passed.*

- e. **Review the Plainfield Police Department's request for funds from the fund balance for a generator and records management system:** Deputy Chief Will Wolford informed the Board that their generator is over 35 years old, it is natural gas, powers half of the building and is having electrical surges and needs to be replaced. Based on estimates from last year with a 3% increase it will be about \$76,595. Dean Gorman suggested a ceiling of \$84,000 to give leeway due to availability, labor costs, etc. Kevin Cunningham suggested not to exceed 10% higher than what is requested. He stated that the generator was in Capitol funds for a few years, and he would like to get it completed this year or next year. Deputy Chief Wolford explained the need to update the records management system. Not only were there issues of traffic stops not uploading for 4 months to the State, but it is becoming obsolete. He asked for funding for NextGen software which is used by many agencies in the State, and it would allow upgrading communication to these agencies that would be on the same system; 153 of 169 towns are using it. The price would be \$220,000 which would include training. Also, NextGen will meet all State mandates. The annual maintenance would be \$16,990 and we are currently paying \$19,500 which would be a savings. *Adrian Ferrari motioned to approve the request by the police department to purchase a new records management system not to exceed \$220,000 and for a generator not to exceed \$84,000. Seconded by Gary Stalaboin. All in favor, motion carries.*
- Discussion: Kevin Cunningham stated that it needs to go to town meeting and there should be a motion to add to the agenda to set a town meeting date.

*Linda Fedor motioned to add to the agenda for the Board of Finance to set the Town meeting date. Gary Stalaboin seconded the motion. All in favor, motion passed.*

- f. To discuss and approve a date for a Town meeting.** The Board discussed the timeframe to advertise for a town meeting and agreed on 2/3/22 at 6:30pm for the meeting. *Gary Stalaboin motioned to set the date for the town meeting for 2/3/22 at 6:30pm in the town hall to discuss the purchase of a new records management system not to exceed \$220,000 and for a generator not to exceed \$84,000 for the police department. Seconded by Linda Fedor. All in favor, motion passed.*
- g. Review FY 2021-22 Budget Statement:** The Board reviewed the budget statement. Gary Stalaboin asked if the computers in the police department were replaced yet and Deputy Chief Wolford said only one has been upgraded so far. Kevin Cunningham stated in regard to the recent retirement in public works that salaries come out of salaries line item. Kelly Vachon informed the Board that they are billed quarterly for the auditors and that \$271,000 was received from distressed municipality revenue which is two payments, one from last year. Regarding tuition it stayed at \$199,000. Gary Stalaboin asked if the town is being marketed enough and Kevin Cunningham stated that there is a lack of housing and transportation in the town. Some towns are considering Uber rides to transport employees into their towns. Also discussed was the purchase of the new police vehicle and they are just waiting on delivery. *Gary Stalaboin motioned to accept the monthly budget statement as presented. Seconded by Don Kivela. All in favor, motion passed.*

Dean Gorman stated that next month they will discuss the Procurement Policy.

#### **Citizens Participation**

Matt Radant stated that he feels the July meeting should be put back on the calendar. As an elected board you owe it to the public to be available for regular meetings so they public can show up and ask questions.

Adrian Paulson agreed about putting the July meeting back on the calendar.

#### **Adjournment**

*Adrian Ferrari motioned to adjourn the meeting at 7:26 pm, seconded by Gary Stalaboin. All in favor, motion passed.*

*Respectfully submitted by,*

*Suzanne Krodel*

Suzanne Krodel

Recording Secretary