

TOWN OF PLAINFIELD
BOARD OF FINANCE
MINUTES

Received For Record At Plainfield CT

On JUN 22 2021 at 11:57AM

Attest: *Barbara J. Gardiner* ASST
Barbara J. Gardiner, Town Clerk

The Board of Finance for the Town of Plainfield held a Regular Meeting on Wednesday, June 16, 2021 at 6:30 p.m. the meeting was called to order by Chairman Tom Sinkewicz.

Members present: Tom Sinkewicz, Matt Radant, Don Kivela, Gary Stalaboin, Dean Gorman and Ted Dumaine.

Member absent: Keith Sheeley, Travis Irons.

Also present: First Selectman – Kevin Cunningham, Finance Director-Kelly Vachon, Selectman – Art Gagne and Police Chief – Mario Arriaga

Tom Sinkewicz appointed Matt Radant for voting.

Minutes of May 19, 2021 meeting

Ted Dumaine motioned to accept the minutes of May 19, 2021. Gary Stalaboin seconded. Motion passed.

New Business

Item 1. Fill vacancy.

Chairman Sinkewicz noted one letter of interest, Virginia Sampietro to fill the vacancy of Travis Irons.

Ted Dumaine motioned to appoint Virginia Sampietro as a full member to the Board of Finance. Matt Radant seconded. All in favor, motion carried.

Item 2. Appoint BOF Vice Chairman.

Gary Stalaboin motioned to appoint Ted Dumaine as Vice Chairman of the Board of Finance. Don Kivela seconded. All in favor, motion carried.

Item 3. To discuss and act on Board of Selectman Line Item Transfers

First Selectman Cunningham discussed line item transfers. Town Clerk is in need for A/C for vault upstairs and downstairs. This purchase is part of the line item transfers. The Town was cited by the State of CT in 2007 to repair their A/C. A/C for Auditorium is part of the five year Capital Plan and part of line item transfers. Police Gas Generator, Animal Control Roof, lights at railroad avenue, police parking lot sealed are some line item transfers. Ted Dumaine asked who will maintain the Gas Generator for police department. Police Chief noted Chenail will maintain it. Gary Stalaboin asked if Generator will cover the entire police building. Mario stated yes. Dean asked what was the police video screen in the budget. First Selectman stated it was for town information screen which police department is center location for the town and good location to have such video screen. In the future the town will try to purchase video screen. Gary questioned contract service line item transfer asked if this was part of another line item transfer. Kevin stated yes it was requested before. This is due to their highway uniforms. Kevin stated he will discuss with department head about the contract. Gary asked how many tractors does the town own for buildings and grounds. Kevin stated only 1 and it currently

broke down. We ordered a new tractor to replace the broken one. Matt questioned postage line item transfer. Finance Director stated due to covid the town departments were mailing information out to residents when town hall was closed.

Matt Radant motioned to approve Board of Selectman line item transfers. Ted seconded. All in favor, motion carried.

Item 4. To discuss and act on using Fund Balance in the amount of \$350,000 for Dow Road Bridge Project and Matching State of CT Grant

First Selectman stated the bridge was reviewed by the State of Connecticut and placed on a list to be replaced. This bridge is bad condition. State of Connecticut will cover half the cost of the bridge project. The estimated cost by the State of Connecticut is \$700,000 in which that State will pay up to \$350,000. Ted Dumaine asked how long will this project take. Gary stated Sterling Hill Road Bridge took 6 or 7 months. Kevin did not know how long it will take to complete. Gary asked if this requires a match from the Town? Kevin stated yes, 50/50 grant. Matt asked what is the date of completion. Matt asked will the town have a town meeting to approve. Kevin said yes. Ted stated anything over \$50,000 from fund balance goes to town meeting.

Gary Stalaboin motioned to send the Town Meeting the usage of up to \$350,000 to town meeting on June 21, 2021 at 7 P.M. Seconded by Don. All in favor, motion carried.

Item 5. Review current Town Financial Statement

Finance Director reviewed the revenue part of the financial statement. Noting the budget will be short in Tuition out of town and tuition of special education. Recreation receipts are budgeted \$50,000 received \$13,317 to date. Building permit fees, planning zoning, and town clerk fees are over the budgeted amount. Police special duty is based on receivables posted at the end of year, the finance director estimates \$30,000 or \$35,000 for the year. Education Cost Share is less than budget by \$37,630. Property tax revenue has \$48,911 left to collect. Back Taxes are higher than budgeted amount. Dean Gorman asked the chief about the police salary savings. Chief said it was due to not being able to send cadets to the academy until now. Ted Dumaine asked how many officers does the town have now. Chief says 19 counting himself and deputy chief. Ted Dumaine asked if they will need more officers. Tom noted the police department will need my officers in 2 or 3 more years. Chief agreed. Ted Dumaine asked if local hires. Chief stated two of them are. Gary Stalaboin asked about Willimantic waste contract. First Selectman noted the increase will be 3% each year unlike other years were more. Ted Dumaine asked what percentage is our pension fund. Finance director stated about 86% funded. Ted asked how is that calculated. Finance director state Hooker Holcombe is town actuary that calculates the report. It is based on job duties, age, and retirement age. Many factors. Finance director states it is up to the town how the budget for the pension actuarial contribution. Finance director stated if the town budgets too little it will affect bond rating.

Item 6. Review current Board of Education financial statement.

Matt Radant noted the board of education budget estimating \$900,000 under budget expenditures. Tom Sinkewicz stated enrollment of students should be reviewed.

Citizens Participation

Sean Peterson asked about the Town Hall HVAC project. He stated the Town Hall has a problem with their electrical. Electrical upgrades are more important than HVAC. He asked if any grants for HVAC.

First Selectman said not that the town is aware of. Sean Peterson asked if the town has a plan to replenish for the fund balance. Finance Director stated the fund balance policy states the town needs to replenish the fund if it falls below 10% within 2 years to replenish it. Sean Peterson noted the town cannot use the funds from amazon for all their projects or shortfalls. Dean Gorman stated the police department has many issues in their building and the town should look into them.

Adjournment

Ted Dumaine motioned to adjourn the meeting at 7:48 P.M.. Don Kivela seconded. All in favor, motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kelly Vachon".

Kelly Vachon