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TOWN OF PLAINFIELD
BOARD OF FINANCE
REGULAR MEETING
*AMENDED MINUTES

The Board of Finance for the Town of Plainfield held a Regular Meeting on Wednesday, November 17, 2021, at 6:30 p.m. at the Plainfield Town Hall. The meeting was called to order by Chairman Tom Sinkewicz.

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

Members absent: Keith Sheeley (alternate)

Also present: Kevin Cunningham, First Selectman; Art Gagne, Selectman; Kelly Vachon, Finance Director; Mary Ann Chinatti, Town Planner.

Acceptance of minutes from October 20, 2021 meeting.

Dean Gorman motioned to approve the minutes of October 20, 2021 meeting. Ted Dumaine seconded. All in favor, motion carried.

New Business:

- a. **Election of Officers.** Tom Sinkewicz stated that currently the officers are Chairman Tom Sinkewicz, Vice Chairman Ted Dumaine, and Secretary Gary Stalaboin.
Don Kivela nominated Dean Gorman for Chairman.
Ted Dumaine nominated Tom Sinkewicz.
Ted Dumaine motioned to close the nominations.
Vote for Dean Gorman for Chairman, four (4) yes votes, one (1) abstention, one (1) no vote.
Vote for Tom Sinkewicz for Chairman, two (2) yes votes, four (4) no votes.
Motion passed for Dean Gorman as Chairman. Dean Gorman is now conducting the meeting as Chairman for the Board of Finance.

Don Kivela nominated Gary Stalaboin for Vice Chairman.

No other nominations, Gary Stalaboin motioned to close the nominations. Vote for Gary Stalaboin for Vice Chairman four (4) yes votes. Motion passed for Gary Stalaboin as Vice Chairman.

Gary Stalaboin nominated Ted Dumaine as Secretary.

Gary Stalaboin motioned for nominations to close, Adrian Ferrari seconded. Vote for Ted Dumaine as Secretary five (5) yes votes. All in favor, motion passed for Ted Dumaine as Secretary.

- b. **Discuss and Accept Regular Calendar meeting schedule for 2022:** The Board reviewed the regular meeting calendar for 2022 to be held at 6:30pm in the Plainfield Town Hall/Multi-purpose Room at 8 Community Avenue with dates of: 2/16/22, 3/16/22, 4/20/22, 5/18/22, 6/15/22, 7/20/22, 8/17/22, 9/21/22, 10/19/22, 11/16/22, 12/21/22, 1/18/23. Also discussed that there will be a special meeting on December 2nd at 6:30 with the auditors in the auditorium. Ted Dumaine motioned to accept the Board of Finance 2022 meeting calendar as presented, Don Kivela seconded. All in favor, motion passed.
- c. **Pool Update:** Kevin Cunningham reported that the pool had a problem with a baffle which has been repaired. The HVAC system in the auditorium is going out to bid tomorrow which means the pool will be running off its own system instead of entire building, this different system for heating the pool will be around \$20,000 in next year's budget.
- d. **Update on FY 2021 Audit:** Kelly Vachon reported that she is reviewing a preliminary audit and it should be available to the board the week of Thanksgiving, prior to the audit presentation. For the state single audit and federal audit, they are still working on it, specifically verification of COVID funds.
- e. **Review current FY 2021/22 Town Financial Statement:** Chairman Dean Gordan questioned the supply expenses and why they are so high. Kevin Cunningham explained that they usually get as many supplies as needed at the beginning of the fiscal year. Kelly Vachon reported that the town received education cost share under revenue of 3.7 million and there will be two more payments within the fiscal year. Also discussed why the police education line item is high and that it is usually spent at the beginning of the fiscal year. Ted Dumaine asked if the police mechanic is under highway department and if his duties are still at that police dept, which was confirmed. Also discussed was the grant writer under Economic Development salaries line item, the board agreed this was a good addition to the town and already brought in approximately \$250,000 in revenue via grants. Ted Dumaine also asked Kevin Cunningham why Ronnie in maintenance is not a supervisor seeing he coordinates the department; and was told it was due to contract negotiations.

Discussed was the pension and Kelly Vachon stated that we contributed \$500,000 and the housing authority will contribute money back to the town. The \$200,000 for the school is coming from the fund balance and the school has \$300,000 on their side. She will be told

what to release for the pension fund, so we don't draw our investments down. Also, the 2-year actuary report is coming out within the next week and will be shared with the board. Gary Stalaboin motioned to accept the financial report, Ted Dumaine seconded. All in favor, motion passed.

Dean would like to add an agenda item to change the Board of Finance members from 6 to 7. Kevin Cunningham explained according to Secretary of State, Town Attorney and State Elections Board that the Board of Finance can move an alternate member to a regular member position, but the alternate position would have to be a town vote. Linda confirmed she would like the regular position. Don Kivela motioned to add to the agenda to move an alternate position to a full-time member position, seconded by Adrian Ferrari. Discussion: Ted Dumaine asked if there were other alternates, and it was stated that Keith Sheeley is the other alternate. All in favor, motion passed.

f. To move an alternate position to a full-time member position.

Ted Dumaine nominated Keith Sheeley as a full-time member to the Board.

Adrian Ferrari nominated Linda Fedor as a full-time member to the Board, seconded by Tom Sinkewicz.

Keith Sheeley received two (2) yes votes and Linda Fedor received three (3) yes votes.

Motion passed for Linda Fedor as the new 7th full-time member of the Board of Finance.

**MOTION withdrawn at the 12/15/21 Board of Finance regular meeting. Linda Fedor will remain as an alternate member until it goes to public vote to decide who will become the 7th member*

Citizens Participation

Art Gagne questioned if the building and grounds budget will go over because they are already at 27% and Kelly Vachon stated it was mostly due to supplies to all the buildings, but she will talk to the department. She believes it is mostly for the recreation building. He also asked if Economic Development would stay within budget seeing it already at 42% and Town Planner, Mary Ann Chinatti, stated yes. Discussed was the pool operations budget that is high, these are salaries for programs and more revenue is coming in due to these programs. Also discussed were capital building repairs including a heating system for the dog department.

Adjournment

Gary Stalaboin motioned to adjourn the meeting at 7:05 pm, seconded by Ted Dumaine. All in favor, motion passed.

Respectfully submitted by,

Suzanne Krodel

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Recording Secretary