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TOWN OF PLAINFIELD
BOARD OF FINANCE
REGULAR MEETING
MINUTES

The Board of Finance for the Town of Plainfield held a Regular Meeting on Wednesday, December 15, 2021, at 6:30 p.m. at the Plainfield Town Hall. The meeting was called to order by Chairman Dean 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 8, 2021 meeting.

Gary Stalaboin motioned to approve the minutes of the December 8, 2021 meeting. Don Kivela seconded. All in favor, motion carried.

New Business:

- a. **Amend the minutes of the November 17, 2021 meeting.** Dean Gorman explained to the Board that they were misinformed regarding the seating of Linda Fedor as a member and that this must go to public vote which will be announced at a later date. Until then, Linda Fedor will remain as an alternate member. *Gary Stalaboin motioned to amend the minutes stating that Linda Fedor will remain as an alternate member until it goes to public vote to decide who will become the 7th member. Seconded by Don Kivela. All in favor, motion passed.*
- b. **Discuss and approve the transfer of \$100,000 BOE 2% reserve account to general fund operating budget.** Dean Gorman stated that the dollar amount is in financial report, but the transaction needs to be completed. Kelly Vachon stated that it would be a credit to the education pension line item. Last year's budget it was either cut another \$100,000 or the school would use their 2% reserve account to bring the mill rate down and now it is going back in; basically, it is going from one bank account to another. *Adrian Ferrari motioned to*

approve the transfer of \$100,000 general account to education pension general fund operating budget. Seconded by Gary Stalaboin. All in favor, motion passed.

- c. **Discuss and approve preliminary Budget Schedule:** Dean Gorman stated that they should receive the superintendent's budget by the end of January and the police chief should have budgets in by the end of December. The preliminary budget schedule was presented to the superintendent and there were no issues. Dean Gorman suggested that at the budget meetings departments should show a representation of what each department did this year to save town money. For example, the Superintendent secured furniture from closing EASTCONN office to save money. Also let's look into sharing costs, more interdepartmental communication by purchasing in bulk to save money. They can even reach out to other towns to do cooperative purchasing. Regarding the schedule Dean Gorman stated that the Board of Education will have its own separate meeting to discuss their budget and that the police department still needs to be put on the schedule, but for now they are part of department heads schedule. *Adrian Ferrari motioned to approve the preliminary budget schedule. Seconded by Don Kivela. Discussion: This is preliminary schedule and adjustments will be made as needed and probably finalize the schedule in January. Also, a date can be set on the schedule with the police department. All in favor, motion passed.*

d. **Review Town Financial Statement:**

- Kelly Vachon stated that on local revenues regarding the out of town and special education tuition is behind and she will send an email to Ron Lussier to get a status of the payments.
- Kevin Cunningham stated that the building permits are higher due to the Amazon facility; this is not a typical year.
- Kevin Cunningham stated there are two lots left and writing a contract now for one of them. First it goes to the Selectmen, then to the Board of Finance and then to Town meeting.
- Department head salaries and town clerk doesn't include training but coming soon
- Discussed was Assessor's computer upgrade and what will be needed for revaluation and yearly costs for software.
- Kelly Vachon explained the hours the positions hold for town hall, DPW, recreation, and WPCA. They are working on a better tracking system for employees.
- The fire marshal hasn't used much of the budget so far this year.
- Regarding Amazon coming in, Gary Stalaboin stated that more effort needs to be put into marketing.
- Kelly Vachon stated that the school pension fund will be allocated this week. Also the library money is usually dispersed quarterly and she will also check into what the detail is from the library.
- Adrian Ferrari asked why there is a credit from unemployment and Kelly Vachon explained that some of it was due to COVID payments and plus overpayment to an employee which they fought and received a credit back. Total credit right now is \$939.
- Kelly Vachon talked about commissioners' budgets, advertising requests, and also that the recording clerk fee per meeting is \$50 and they are discussing an increase it to \$75.
- Kevin Cunningham explained that the town clerk general index is more than usual, and they will make an adjustment, a lot of activity in clerk's office. They are still fixing and

painting for Building/ground/maintenance. Recreation part-time salaries we need to keep an eye on, at 50%. He also explained the tax refunds and why there are more and that it is due to leasing where vehicles are being purchased and not turned in, so money is given back to leasing companies. DPW truck and police car lease payments were discussed and status of new vehicles.

- The Board of Assessment Appeals budget was reviewed, they are elected but paid a small stipend. *Gary Stalaboin motioned to accept the financial report as presented. Seconded by Don Kivela. All in favor, motion passed.*

Gary Stalaboin requested to add to the agenda a discussion and action to put out to bid next year's auditor's contract. Kelly Vachon stated that because we are a town charter it is the Board of Finance's responsibility when it is time to get bids for auditors. *Gary Stalaboin motioned to add to the agenda "E. Discussion and Possible Action to put next year's auditor's contract out to bid". Discussion: Kelly Vachon explained that usually the contract rolls over every year, especially if the price is the same. Seconded by Don Kivela. All in favor, motion passed.*

E. Discussion and Possible Action to put next year's auditor's contract out to bid. *Gary Stalaboin motioned to put the audit or for bid. Seconded by Don Kivela. No further discussion. All in favor, motion passed.*

Citizens Participation

Sean Peterson asked how long the auditor contract if for. Dean Gorman stated annual contract, might be able to negotiate a better price for more years but suggests getting annual bids first.

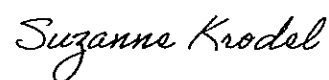
Adrian Paulson also felt it was a good idea for directors to discuss how they saved money throughout the year and that cooperative resources are a good idea but how will this happen? With a policy? Dean Gorman stated they can reach out to department heads prior to presenting the budget and make it part of their presentation how to save money and by using advance communications with suggestions on cost savings.

Sean Peterson asked how do they plan on tracking employees work hours? Kelly Vachon stated that they are looking at time and attendance programs and Kevin Cunningham added that there may be an option to use phone when on site.

Adjournment

Adrian Ferrari motioned to adjourn the meeting at 7:12 pm, seconded by Gary Stalaboin. All in favor, motion passed.

Respectfully submitted by,



*Suzanne Krodel
Recording Secretary*