

**TOWN OF DARIEN
BOARD OF FINANCE
REGULAR MEETING
AUGUST 25, 2015**

ATTENDANCE: Elizabeth S. Mao, Chair; Bruce Orr, James McLoughlin, Diana McGuire, Jon Zagrodzky, Frank Huck

ABSENT: David Lopiano

STAFF: Kate Buch, Finance Director

OTHERS: None

CALL TO ORDER.

Ms. Mao, the Chair, called the meeting to order at 7:31 p.m. A quorum was present.

FY 15 YEAR END TRANSFERS.

Ms. Buch reviewed the following reasons for the various transfers with the Board members. Individual line items were listed in the Board information packet.

Administrative Officer – Printer Supplies.

During the year, the Town Administrator centralized the purchase of ink and toner for the printers. This required setting up a new account and transferring the funds from the various department budgets.

Multiple Departments – Union Contract Retroactive Pay.

The majority of this transfer is to adjust for the retroactive payroll after Town Hall Employees Union settled their contract. Also included is overtime in Building for funds that were provided to hire a temporary worker to assist with the document scanning project. Later the decision was made to have a permanent full time employee perform the work in overtime, which necessitated the transfer.

Police Overtime

There are vacancies in the Police Department, which resulted in an increase in overtime for FY 2015.

Public Works – Multiple Accounts

The budget overruns in DPW was caused by a variety of factors including a severe winter, backfilling for employees out on medical leave, an increase in tipping fees and an underestimation of the amount of solid waste while a transfer station scale was not available.

Police Miscellaneous

This transfer is to cover overruns in the various Police Department accounts. The facility repair account is related to issues with the HVAC, while the telecommunications account exceed their budget due to higher than expected costs for wireless communications, including the mobile data units in the police vehicles.

Darien Fire Department – Medical Services

The cost of the physicals for the firefighters exceeded the budgetary estimates.

Senior Center – Overtime, Part-Time

There was an unexpected extended absence of a permanent employee, which required the use of additional part time employees.

Parks & Recreation – Professional Services, Overtime.

The overtime increase was due to the winter storms while the increased acceptance of credit cards caused the overrun in professional fees.

Contingency

There were several overruns in a variety of Departments. Town Counsel's costs increased due to appeals and the Dappreio litigation. Regulatory Counsel had a large number of cases. The Special Education Excess Cost Grant filings review resulted in an overrun in the audit account. A backlog of Post 53 billings was submitted and there were cost increases for C-med Services and general telecommunications. Mr. McLaughlin asked for clarification on the paramedics billing process and who would be responsible for payment. Ms. Buch said that Post 53 was a volunteer service but the paramedic services from Stamford are not free. Previously, Post 53 would bill for the paramedic service but the patients often would not pay because they thought it was a free service. Now the paramedics will be billing the patient directly and the Town should have less involvement.

Ms. Mao asked about the contingency transfer. Ms. Buch explained that this transfer would clean out the balance from FY 2015, and that the 2016 contingency budget was \$400,000.

**** MR. ZAGRODZKY MOVED THE FOLLOWING TRANSFERS OF APPROPRIATION:**

Administrative Officer – Printer Supplies.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. Num.	Acct. Name	Amount	Acct. Num.	Acct. Name	Amount
Multiple Depts.	Office Supplies	\$5,500	10102121-82007	Professional Services	\$5,500
TOTAL		\$5,000	TOTAL		\$5,500

Multiple Departments – Union Contract Retroactive Pay.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. Num.	Acct. Name	Amount	Acct. Num.	Acct. Name	Amount
10102031-81001	HR Full Time	\$9,011	Multiple Depts.	Salary Accounts	\$36,781
10301011-81003	Building-Seas.	\$4,193			
10704000-86001	Empl. Sal Inc.	\$23,577			
TOTAL		\$36,781	TOTAL		\$36,781

Police Overtime

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. Num.	Acct. Name	Amount	Acct. Num.	Acct. Name	Amount
10302233-81001	Police Patrol FT	\$92,023	10302233-81001	Police Patrol OT	\$96,052
10302303-81001	Police Comm. FT	\$13,318	Misc. Accounts	Police OT/Seasonal	\$9,289
	TOTAL	\$105,341		TOTAL	\$105,341

Public Works – Multiple Accounts

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. Num.	Acct. Name	Amount	Acct. Num.	Acct. Name	Amount
	DPW Bldg. Prof. Services	\$90,000	10402144-81004	DPW Roads OT	\$74,947
10407011-82007			10405154-82013	DPW Solid Waste Dis	\$66,036
10402144-81001	DPW Roads FT	\$49,520	Miscellaneous	DPW Accounts	\$72,988
Miscellaneous	DPW Account	\$74,451			
	TOTAL	\$213,971		TOTAL	\$213,971

Police Miscellaneous

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. Num.	Acct. Name	Amount	Acct. Num.	Acct. Name	Amount
Miscellaneous	Miscellaneous	\$26,752	Miscellaneous	Miscellaneous	\$26,752
	TOTAL	\$26,752		TOTAL	\$26,752

Darien Fire Department – Medical Services

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. Num.	Acct. Name	Amount	Acct. Num.	Acct. Name	Amount
10303415-83004	Motor Fuel	\$3,543	10303415-82018	Medical Services	\$5,584
10303415-83005	Heating Fuel	\$2,041			
	TOTAL	\$5,584		TOTAL	\$5,584

Senior Center – Overtime, Part-Time

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. Num.	Acct. Name	Amount	Acct. Num.	Acct. Name	Amount
	Program				
10502201-82033	Expenses	\$1,530	10502201-81004	Overtime	\$764
10502201-81003	Seasonal	\$330	10502201-81002	Part Time	\$1,096
	TOTAL	\$1,860		TOTAL	\$1,860

Parks & Recreation – Professional Services, Overtime.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. Num.	Acct. Name	Amount	Acct. Num.	Acct. Name	Amount
10602001-81003	Beach - Seasonal	\$10,032	10602001-82007	Prof. Services	\$13,396
10602001-82019	Beach - Security	\$4,136	10602001-81004	Grounds - OT	\$772
	TOTAL	\$14,168		TOTAL	\$14,168

Contingency

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. Num.	Acct. Name	Amount	Acct. Num.	Acct. Name	Amount
10704000-86600	Contingency	\$338,595	10104091	Legal Counsel	\$266,115
10701001-82106	Social Security	\$37,806	10104061-82007	Audit Fees	\$45,245
Miscellaneous	Miscellaneous	\$15,055	10305010	EMS	\$73,215
			10108011-82050	IT - Telecomm	\$6,881
	TOTAL	\$391,456		TOTAL	\$391,456

**** MR. MCLOUGHLIN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Buch said that the auditors will start on Monday.

CONTINGENCY TRANSFER

Contingency

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
	Contingency	\$7,000	10102011-82007	Prof. Svcs	\$7,000
	TOTAL	\$7,000		TOTAL	\$7,000

Ms. Buch reviewed the details involved with the Clock Hill Homes as outlined in the memo dated July 29, 2015.

Mr. McLoughlin asked for clarification on the details. Ms. Buch explained that any transfers going into a payroll account along with anything being paid from Contingency has to be reviewed and approved.

The current wait list for the Clock Hill Homes is exhausted and a new one should be good for a number of years. Discussion followed.

- ** MR. ORR MOVED TO APPROVE THE CONTINGENCY TRANSFER.**
- ** MR. HUCK SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

FINANCIAL REPORT

Ms. Buch presented her report. She said that at the present, the Town has a surplus and the Board of Education may be turning in a surplus. These surpluses will be placed into the Fund Balance.

APPROVAL OF MINUTES

07/21/15 -

The following corrections were noted:

Page 1, under **CALL TO ORDER**, line 1: please change “Mr. Orr called the meeting to order.” To “Mr. Orr, the Acting Chair, called the meeting to order.”

Page 1, under **BUILDING DEPARTMENT**, paragraph 1, line 1, please change : Ms. Bush gave” to “Ms. Buch gave”.

- ** MR. ORR MOVED THE MINUTES OF 07/21/15 AS CORRECTED.**
- ** MR. MCLOUGHLIN SECONDED.**
- ** THE MOTION TO APPROVE THE PASSED THE MINUTES OF 07/21/15 AS CORRECTED UNANIMOUSLY.**

SPECIAL ASSIGNMENTS/COMMITTEE REPORTS

Mr. Huck said that there would be a presentation to the RTM on the 28th. He said that there may be some new opportunities regarding health care. Ms. Mao said that Cigna and Anthem may be combining.

CHAIRMAN’S REPORT

Ms. Mao said that the Hoyt Street house had been demolished. She reviewed the reason why the demolition was delayed on Hoyt Street, which Ms. Buch confirmed. The Edgerton Street building has not been demolished at this time.

At the Board of Selectman meeting Mr. Campbell said that the final accounting for the shuffle project was ready. The final sum was over 1 million. Ms. Mao reviewed the details that were included in the accounting. She said that she expects an appropriation to come to the Board of Finance soon.

Paperwork has been filed with the State regarding an educational grant for \$600,000. Ms. Buch then reviewed the details of this and how it would be applied towards debt service. Ms. Mao then gave a brief overview of the bond terms when the Town purchased 35 Leroy. Mr. Zagrodzky asked when this would be paid. Ms. Buch said that she would like the State grant funding amount to be finalized by the State first.

Ms. Mao said that she had met with Dr. Brennan, the new Superintendent of Schools recently. During their conversation, she tried to communicate to him that the Board of Finance was looking for good management practices.

Mr. Kilduff, the Town Administrator, will be leaving on Thursday. A search is underway for a new Town Administrator.

OTHER BUSINESS.

There was no other business at this time.

ADJOURNMENT

- ** MS. MCGUIRE MOVED TO ADJOURN.**
- ** MR. MCLOUGHLIN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:12 p.m.

Respectfully submitted,

David Lopiano
Clerk, Board of Finance

Prepared by,

S. L. Soltes
Telesco Secretarial Services