



# City of Milford, Connecticut

- Founded 1639 -

70 West River Street - Milford, CT 06460-3317  
Tel 203-783-3220 FAX 203-783-3294

Office of the  
Director of Finance

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## **AGENDA BOARD OF FINANCE MEETING MONDAY, JULY 25, 2022 – 6:30 P.M.**

**Virtual / Telephonic Meeting**  
**Dial-in Number: 1 929 205 6099**  
**Conference ID: 922 3629 8871**  
**Password: 407551**

**OR**

### **Computer Access**

<https://us02web.zoom.us/j/92236298871?pwd=THISQWdXRFPQSzgzUE9KVktYM1pnUT09>

**Password: 407551**

- I. Call to Order
- II. Roll Call
- III. Consideration of Minutes of the Regular Meeting of 5/23/22
- IV. Correspondence
- V. New Business
  - A. Consideration of Budget Memo Transfer #11, Funds 1005 & 2812, FY22
  - B. Consideration of Budget Memo Transfer #12, Funds 1005 & 2812, FY22
- VI. Staff Report
- VII. Adjourn

*Brian A. Lema / mwc*

Brian A. Lema  
Chairman

Distribution: Mayor Benjamin Blake  
Justin Rosen, Chief of Staff  
P. Erodici, Jr., Finance Director  
Board of Finance Members  
City Clerk

**BOARD OF FINANCE  
REGULAR MEETING  
MAY 23, 2022**

The Milford Board of Finance held a Regular Meeting via Zoom video/telephonic conferencing on Monday, May 23, 2022. Chairman Lema called the meeting to order at 5:30 p.m.

**II. Roll Call**

**Board Members Present**

Brian Lema, Chairman  
Scott Moulton  
Raymond Arnold  
Meghan Smith

**Also Present**

Peter Erodict, Finance Director

**Excused**

Lauren Ranges

**III. Consideration of Minutes**

Mr. Arnold and Ms. Smith made and seconded a motion to approve the minutes of the Regular Meeting held April 25, 2022. Motion carried unanimously.

**IV. Correspondence**

None.

**V. New Business**

A. Mr. Arnold and Mr. Moulton made and seconded motion to approve Budget Memo Transfer #9, Funds 1005 & 2812, FY22.

Mr. Arnold asked why intrusion monitoring was not part of the regular budget. Steve Johnson, Assistant Public Works Director, stated an increase was not include in the budget and it line item was underfunded. Chris Saley, Public Works, indicated other building have been include that are an added cost. Mr. Arnold asked for an explanation of the incineration of biosolids. Lindsay King stated this is for cleanout of wet wells that must be done regularly, and the costs have increased. Mr. Saley discussed the issue of oils, fats and wipes causing problems with the wet wells. Chairman Lema asked if there is a change this year in the sewer us fee. Mr. Erodict stated the use fee is increasing due to clean water fund payments increasing. Mr. Moulton asked if there is a strategy to level off the issues. Mr. Saley discussed the issues and stated there is no easy solution. Discussion ensued concerning public education.

Motion carried unanimously.

B. Mr. Arnold and Mr. Moulton made and seconded motion to approve Budget Memo Transfer #10, Funds 1005 & 2812 FY22.

Chairman Lema asked if the heating fuel is citywide. Mr. Saley stated it does apply citywide.

Motion carried unanimously.

## **VI. Staff Report**

Mr. Erodici congratulated Margaret Scukas on promotion to payroll supervisor. He stated the department is working to fill the vacancy of payroll specialist. Mr. Erodici welcomed the ARPA team and stated they are working in Parsons next to Finance Office.

## **VII. Adjourn**

Being no further business, Mr. Moulton and Mr. Arnold made and seconded a motion to adjourn.  
Motion carried unanimously.

The Board adjourned at 5:44 p.m.

Respectfully submitted,



Toni Jo Weeks  
Recording Secretary

## City of Milford

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# Memorandum

**To:** Board of Finance  
**From:** Benjamin G. Blake, Mayor   
**Date:** July 19, 2022  
**Re:** Budget Memo Transfers

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I hereby recommend approval of Budget Memo Transfers #11 and #12, Funds 1005 and 2812. Meeting to take place on Monday, July 25, 2022 via Zoom.

**Virtual / Telephonic Meeting**  
**Dial-in Number:** 1 929 205 6099  
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**OR**

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**Password:** 407551

bgb/lmm  
cc: City Clerk  
Press

**Transfer**

11

**City of Milford, Connecticut**

**GENERAL FUND**

**FISCAL YEAR 2021-2022**

To: The Board of Finance  
From: Benjamin G. Blake, Mayor  
Date: July 25, 2022  
Page: 1 of 1

Contingency balance from Transfer No.

10

5,000

**Transfer from:**

Highway-Parks 054321 514111  
Bldg. Maintenance 054323 514111  
Bldg. Maintenance 054323 514111  
Solid Waste 054331 514111  
Solid Waste 054331 514117  
Highway-Parks 054321 514111  
Benefit & Salary Reserve 05998390 514199  
Historic Preservation Comm 05998428 554771  
Police 054210 514111  
Highway-Parks 054321 514111  
Fire 054220 564442  
Police 054210 554746  
Police 054210 514118  
Lighting, Hydrants, Water 05998160 544848  
Claims and Refunds 05998340 524840  
Nurses 054798 514111  
Recreation 054520 514117  
Health 054410 514111  
Wastewater 128226 514111  
Wastewater 128226 519909  
Wastewater 128226 524212

**Transfer to:**

05998999 584899  
12998999 584899

|                        |
|------------------------|
| Regular Wages          |
| Regular Wages          |
| Regular Wages          |
| Regular Wages          |
| Seasonal/Temporary     |
| Regular Wages          |
| Other Wage Adjustments |
| Advertising            |
| Regular Wages          |
| Regular Wages          |
| Electricity            |
| Communication Costs    |
| Crossing Guards        |
| Hydrant Installation   |
| Heart & Hypertension   |
| Regular Wages          |
| Seasonal/Temporary     |
| Regular Wages          |
| Regular Wages          |
| Longevity, General     |
| FICA                   |
| Total                  |

| Finance Certified | Mayor     | APPROVED BY<br>Board of Finance | Board of Aldermen |
|-------------------|-----------|---------------------------------|-------------------|
| 2,000             | 2,000     |                                 |                   |
| 15,000            | 15,000    |                                 |                   |
| 50,000            | 50,000    |                                 |                   |
| 142,100           | 142,100   |                                 |                   |
| 5,000             | 5,000     |                                 |                   |
| 52,900            | 52,900    |                                 |                   |
| 1,980             | 1,980     |                                 |                   |
| 2                 | 2         |                                 |                   |
| 534,027           | 534,027   |                                 |                   |
| 100,000           | 100,000   |                                 |                   |
| 10,000            | 10,000    |                                 |                   |
| 100,000           | 100,000   |                                 |                   |
| 25,000            | 25,000    |                                 |                   |
| 6,000             | 6,000     |                                 |                   |
| 100,000           | 100,000   |                                 |                   |
| 140,000           | 140,000   |                                 |                   |
| 130,000           | 130,000   |                                 |                   |
| 61,114            | 61,114    |                                 |                   |
| 23,990            | 23,990    |                                 |                   |
| 4,139             | 4,139     |                                 |                   |
| 48,703            | 48,703    |                                 |                   |
| 1,551,955         | 1,551,955 |                                 |                   |

|                                                         |
|---------------------------------------------------------|
| Contingency - Fund 1005                                 |
| Contingency - Fund 2812                                 |
| <b>Contingency balance if this transfer is approved</b> |

|                  |                  |
|------------------|------------------|
| 1,475,123        | 1,475,123        |
| 76,832           | 76,832           |
| <b>1,556,955</b> | <b>1,556,955</b> |

This Budget Memo Transfer is recommended, as indicated, by the Board of Finance for submission to the Board of Aldermen.

I hereby certify that in accordance with budgetary procedure, the above transfer is recommended by the Mayor and certify that with the implementation of Transfer the amount recommended for transfer is unexpended and unencumbered.

Date

Acting Chairman, Board of Finance

7-20-2022

Date

*Benjamin G. Blake*

**Transfer**

**12**

To: The Board of Finance  
From: Benjamin G. Blake, Mayor  
Date: July 25, 2022  
Page: 1 of 1

**City of Milford, Connecticut**

**GENERAL FUND**

**FISCAL YEAR 2021-2022**

Contingency balance from Transfer No. **11**

**1,556,955**

**Transfer from:**

05998999 584899  
12998999 584899

**Transfer to:**

Highway-Parks  
054321 554464  
054321 564411  
  
Bldg. Maintenance  
054323 544471  
  
Bldg. Maintenance  
054323 554447  
  
Solid Waste  
054331 589950  
  
Information Technology  
054170 514111  
  
Historic Preservation Comm  
05998428 514168  
  
Fire Department  
054220 514116  
Fire Department  
054220 514206  
Fire Department  
054220 519939  
  
Wastewater  
128226 554795  
Wastewater  
128226 564331

|                   |           | APPROVED BY      |                   |
|-------------------|-----------|------------------|-------------------|
|                   |           | Board of Finance | Board of Aldermen |
| Finance Certified | Mayor     |                  |                   |
| 1,475,123         | 1,475,123 |                  |                   |
| 76,832            | 76,832    |                  |                   |

|       |         |           |           |
|-------|---------|-----------|-----------|
| 1     | 1,500   | 1,500     |           |
| 1     | 500     | 500       |           |
| 2     | 15,000  | 15,000    |           |
| 3     | 50,000  | 50,000    |           |
| 4     | 200,000 | 200,000   |           |
| 5     | 1,980   | 1,980     |           |
| 6     | 2       | 2         |           |
| 7     | 855,495 | 855,495   |           |
| 7     | 32,368  | 32,368    |           |
| 7     | 318,278 | 318,278   |           |
| 8     | 75,000  | 75,000    |           |
| 8     | 1,832   | 1,832     |           |
| Total |         | 1,551,955 | 1,551,955 |

Contingency balance if this transfer is approved

**5,000**

**5,000**

This Budget Memo Transfer is recommended, as indicated, by the Board of Finance for submission to the Board of Aldermen.

I hereby certify that in accordance with budgetary procedure, the above transfer is recommended by the Mayor and certify that subject to approval of Transfer No. the amount recommended for transfer is unexpended and unencumbered

Date

7/25/2022

*Blair*

Acting Chairman, Board of Finance

Finance Director

**CITY OF MILFORD, CONNECTICUT**

**GENERAL FUND**

**TRANSFERS 11 & 12**

**FISCAL YEAR 2021/2022**

**JUSTIFICATIONS**

1. To cover invoices to be charged to Signs and Recreation Accounts in Highway-Parks.
2. To cover miscellaneous invoices to be charged to Building & Grounds Supplies in Building Maintenance.
3. To cover shortage in Water account in Building Maintenance.
4. To cover shortage in City Waste Removal account in Solid Waste.
5. To cover shortfall in Information Technology wages due to insurance waiver.
6. To cover shortfall in Historic Preservation Commission Secretarial Fees account.
7. To cover shortfall in Fire Wage and Fringe Benefit accounts.
8. To cover shortfall in Wastewater Waste Removal and Gasoline accounts.