



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

AGENDA BOARD OF FINANCE MEETING MONDAY, JULY 31, 2023 – 5:30 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 5/22/23
- IV. Correspondence
- V. New Business
 - A. Consideration of Budget Memo Transfer #11, Funds 1005 & 2812, FY23
 - B. Consideration of Budget Memo Transfer #12, Funds 1005 & 2812, FY23
- VI. Staff Report
- VII. Adjourn

Brian A. Lema /mwc

Brian A. Lema
Chairman

Distribution: Mayor Richard Smith
Justin Rosen, Chief of Staff
P. Erodicti, Jr., Finance Director
Board of Finance Members
City Clerk

**BOARD OF FINANCE
REGULAR MEETING
MAY 22, 2023**

The Milford Board of Finance held a Regular Meeting via Zoom video/telephonic conferencing on Monday, May 22, 2023. Vice-chairman Moulton called the meeting to order at 5:30 p.m.

II. Roll Call

Board Members Present

Scott Moulton, Vice President
Lauren Ranges
Meghan Smith

Also Present

Mayor Richard M. Smith
Peter Erodici, Finance Director
Justin Rosen, Chief of Staff

Excused

Brian Lema
Raymond Arnold

III. Consideration of Minutes

Ms. Ranges and Ms. Smith made and seconded a motion to approve the minutes of the Regular Meeting held April 24, 2023. Motion carried unanimously.

IV. Correspondence

None

V. New Business

A. Consideration of Budget Memo Transfer #9, Fund 1005, FY23.

Ms. Ranges and Ms. Smith made and seconded a motion to approve Budget Memo Transfer #9, Fund 1005, FY 23.

Ms. Ranges asked for an explanation of ice control expense. Stephen Johnson, Assistant Public Works Director, explained this is for winter storm ice removal and due to mild winter reallocation is being requested to areas of budget where there are current financial needs. Discussion ensued concerning costs of annual snow and ice removal.

Motion carried unanimously.

B. Consideration of Budget Memo Transfer #10, Fund 1005, FY23.

Ms. Ranges and Ms. Smith made and seconded a motion to approve Budget Memo Transfer #10, Fund 1005, FY 23.

Mr. Ranges asked if recreational upkeep involves cleaning. Mr. Johnson discussed maintenance and upkeep on softball and baseball fields. He stated much of the playground work is funded through the Recreation Department.

Motion carried unanimously.

VI. Staff Report

Mr. Erodici stated an exception was made to hiring freeze in order to fill Clerk A position in Tax Collector Office and there is one vacancy for Clerk A position in Assessor's Office.

VII. Adjourn

Being no further business, Ms. Ranges and Ms. Smith made and seconded a motion to adjourn. Motion carried unanimously.

The Board adjourned at 5:39 p.m.

Respectfully submitted,



Toni Jo Weeks
Recording Secretary

City of Milford

City Hall, 110 River Street, Milford, CT 06460

Phone 203 783 3201, Fax 203 783 3329

Website www.ci.milford.ct.us

E-mail mayor@ci.milford.ct.us

Memorandum

To: Board of Finance
From: Richard M. Smith, Mayor
Date: July 26, 2023
Re: Budget Memo Transfers



I hereby recommend approval of Budget Memo Transfers #11 and #12, Funds 1005 and 2812. Meeting to take place on Monday, July 31, 2023, via Zoom.

Virtual / Telephonic Meeting
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Password: 407551

Rms/lmm
cc: City Clerk
Press

Transfer

11

City of Milford, Connecticut

GENERAL FUND

FISCAL YEAR 2022-2023

To: The Board of Finance
From: Richard Smith, Mayor
Date: July 31, 2023
Page: 1 of 1

Contingency balance from Transfer No. **10**

0

Transfer from:

Solid Waste	054331	514111
	054331	514117
	054331	514112
	054331	570190
	054331	564734
	054331	554784
Board of Aldermen	054111	554774
	054111	564783
	054111	554798
Zoning Board of Appeals	054144	514168
	054144	534712
	054144	554760
	054144	564783
	054146	514168
Flood & Erosion	054151	514168
Civil Service Commission	054459	514168
Veterans, Ceremony	054160	514168
Housing Code BOA		
Wastewater	128226	524212
	128226	519909
	128226	564442

Transfer to:

05998999 584899
12998999 584899

Regular Wages	216,627
Seasonal/Temporary	5,000
Overtime	1,970
Computer	3,210
First Aid Supplies	130
Printing & Binding	70
Postage	100
Office Supplies	50
Other Supplies & Charges	50
Secretarial Fees	100
Training Expenses	100
Publications	100
Office Supplies	30
Secretarial Fees	199
Secretarial Fees	200
Secretarial Fees	199
Secretarial Fees	199
FICA	10,787
Longevity	7,337
Electricity	48,866
Total	295,324

Contingency - Fund 1005	228,334
Contingency - Fund 2812	66,990
Contingency balance if this transfer is approved	295,324

		APPROVED BY	
		Board of Finance	Board of Aldermen
Finance Certified	216,627	216,627	
Mayor	5,000	5,000	
	1,970	1,970	
	3,210	3,210	
	130	130	
	70	70	
	100	100	
	50	50	
	50	50	
	100	100	
	100	100	
	100	100	
	30	30	
	199	199	
	200	200	
	199	199	
	199	199	
	10,787	10,787	
	7,337	7,337	
	48,866	48,866	
	295,324	295,324	

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

7-26-2023

Finance Director

Chairman, Board of Finance

Transfer 12

To: The Board of Finance
From: Richard Smith, Mayor
Date: July 31, 2023
Page: 1 of 1

City of Milford, Connecticut

GENERAL FUND

FISCAL YEAR 2022-2023

11

295,324

Contingency balance from Transfer No.

Transfer from:

05998999 584899
12998999 584899

Transfer to:

Solid Waste 054331 589950
Board of Aldermen 054111 514168
Board of Finance 054141 514168
Pension Board 054145 514168
Tree Commission 054147 514168
Park, Beach, Rec. Comm 054153 514168
Wastewater 128226 514117
128226 564331

	APPROVED BY		
	Finance Certified	Mayor	Board of Finance
	228,334	228,334	Board of Aldermen
	66,990	66,990	

1	Contingency - Fund 1005
2	Contingency - Fund 2812
2	City Waste Removal Costs
2	Secretarial Fees
2	Secretarial Fees
2	Secretarial Fees
2	Secretarial Fees
2	Secretarial Fees
3	Seasonal/Temporary
3	Gas & Other Propellants

Total

295,324	295,324	
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Contingency balance if this transfer is approved

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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 certified that subject to approval of Transfer No. the amount recommended for transfer is unexpended and unencumbered

Date

7-26-2023

Chairman, Board of Finance

Finance Director

CITY OF MILFORD, CONNECTICUT
GENERAL FUND
TRANSFERS 11 & 12
FISCAL YEAR 2022/2023
JUSTIFICATIONS

1. To partially cover shortfall in City Waste Removal costs in Solid Waste.
2. To cover shortfall in Secretarial Fees accounts for fiscal year 2022-2023.
3. To cover remaining shortfall in Seasonal/Temporary account and deficit in Gas & Other Propellants in Wastewater.