



City of Milford, Connecticut

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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 MONDAY, JULY 27, 2020 – 5:30 P.M.

Virtual / Telephonic Meeting
Dial-in Number: 1 929 205 6099
Conference ID: 278 655 0831

Or

Computer Access: <https://zoom.us/j/2786550831>
Meeting ID: 278 655 0831

- I. Call to Order
- II. Roll Call
- III. Consideration of Minutes of the Regular Meeting of 5/27/20
- IV. Correspondence
- V. New Business
 - A. Consideration of Budget Memo Transfer #7, Fund 1005, FY20
 - B. Consideration of Budget Memo Transfer #8, Fund 1005, FY20
- VI. Staff Report
- VII. Adjourn

Brian A. Lema / mwc

Brian A. Lema
Chairman

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

**BOARD OF FINANCE
SPECIAL MEETING
MAY 27, 2020**

The Milford Board of Finance held a Special Meeting via Zoom video/telephonic conferencing on Thursday, May 27, 2020. Chairman Lema called the meeting to order at 5:33 p.m.

II. Roll Call

Board Members Present

Brian Lema, Chairman
Joseph J. Fitzpatrick, Jr.
Scott Moulton
Lauren Ranges
Raymond Arnold

Also Present

Mayor Benjamin G. Blake
Peter Erodici, Finance Director
Justin Rosen, Chief of Staff

III. Consideration of Minutes

Mr. Fitzpatrick and Ms. Ranges made and seconded a motion to approve the minutes of the Regular Meeting held January 27, 2020. Motion carried unanimously.

IV. Correspondence

None

V. New Business

A. Consideration of Budget Memo Transfer #15, Fund 10, FY 20.

Mr. Fitzpatrick and Mr. Arnold made and seconded a motion to approve Budget Memo Transfer #5, Fund 10, FY20 in the amount of \$45,618.

Mr. Fitzpatrick asked if the other wage adjustment, page 86, is due to contracts being settled. Mayor Blake stated it was due to Human Resources being influx last year during the MUNIS upgrade. He further explained Human Resources was staffed with seasonal temporary or provisional employees during this time. Mr. Fitzpatrick asked what account was being used. Peter Erodici, Finance Director, explained stated the funding is coming from the other wage adjustments because contracts are not yet closed and this is the best account for the funds to come from. Mr. Erodidi further explained this was budgeted and was reserved for retro contract adjustments when settled.

There being no further discussion, motion carried unanimously.

B. Consideration of Budget Memo Transfer #16, Fund 10, FY 20.

Ms. Ranges and Mr. Arnold made and seconded a motion to approve Budget Memo Transfer #6, Fund 10, FY20.

Mr. Fitzpatrick asked if the MGAT programming issues have been resolved. Kara Flannery, MGAT Chairman, discussed the station access issues due to Covid-19. She stated the meetings are up on the channel and Zoom meetings are being converted for broadcasting. Mr. Fitzpatrick stated the Board of Education meetings are not clear when listening. Ms. Flannery stated additional microphones have been installed in the ceiling that should resolve the issues.

There being no further discussion, motion carried unanimously.

C. Consideration of approval for the Board of Finance to deposit any unexpended Board of Education funds from the 2019-2020 Budget into the existing dedicated non-lapsing account or dedicated special revenue fund in accordance with CGS Sec. 10-248a, provided that such annual amount does not exceed two percent of the total budgeted appropriation for education for the fiscal year. These funds will be used for the purpose of paying for future COVID 19 related expenses or for such other future extraordinary expenditures which may be necessary but otherwise not budgeted for. The Finance Director is authorized and directed to deposit the aforementioned funds into this dedicated reserve fund and to transfer any excess funds remaining in the special revenue fund at the end of each fiscal year into the aforementioned account.

Ms. Ranges and Mr. Arnold made and seconded a motion to approve the Board of Finance to deposit any unexpended Board of Education funds from the 2019-2020 Budget into the existing dedicated non-lapsing account or dedicated special revenue fund in accordance with CGS Sec. 10-248a, provided that such annual amount does not exceed two percent of the total budgeted appropriation for education for the fiscal year. These funds will be used for the purpose of paying for future COVID 19 related expenses or for such other future extraordinary expenditures which may be necessary but otherwise not budgeted for. The Finance Director is authorized and directed to deposit the aforementioned funds into this dedicated reserve fund and to transfer any excess funds remaining in the special revenue fund at the end of each fiscal year into the aforementioned account.

Mr. Fitzpatrick asked what for the unexpended amount. James Richetelli, Chief Operations Officer, Board of Education, stated that amount is not yet known. He stated that it will not be the 2% that is allowed per statute. Mr. Richetelli discussed the impact to the Milford Public Schools due to Covid-19. He stated this year the Board of Education was faced with astronomical costs due to Covid-19 and what will be required to reopen schools. Mr. Fitzpatrick asked if there is State or Federal reimbursement available for the schools. Mr. Richetelli indicated the State has advised the Board will receive \$509,000 under the CARES Act but there are differing opinions on how the funds can be applied and they are waiting for guidance from the State. Mr. Fitzpatrick commented that the maximum amount that could be set aside is \$1,109,000. Mr. Richetelli stated the amount will not be close to that figure. He further commented that in j2012 it was \$450,000 and 2014 \$300,000. Mr. Fitzpatrick asked what the costs for Covid-19 will be. Mr. Richetelli explained the State will issue guidance in June and gave a brief explanation of what type of preparations will need to be completed. Mr. Richetelli stated the budget does not support all the modifications that will be required and the Board will be putting the 2020-2021 plans on hold until they fully understand what modifications are necessary.

There being no further discussion, motion carried unanimously.

VI. Staff Report

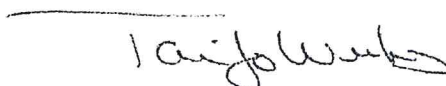
None.

VII. Adjourn

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

The Board adjourned at 6:02 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Toni Jo Weeks", written over a horizontal line.

Toni Jo Weeks
Recording Secretary

City of Milford


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Website www.ci.milford.ct.us

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

Memorandum

To: Board of Finance
From: Benjamin G. Blake, Mayor 
Date: July 21, 2020
Re: Budget Memo Transfers

I hereby recommend approval of Budget Memo Transfers #7 and #8, Fund 1005, FY20, at the Board of Finance meeting to take place on Monday, July 27, 2020 via Zoom.

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BGB:lad
cc: City Clerk
Press

**CITY OF MILFORD, CONNECTICUT
GENERAL FUND
TRANSFERS 7 & 8
FISCAL YEAR 2019/2020
JUSTIFICATIONS**

1. To cover shortfalls in Information Technology (MIS) accounts.
2. To cover shortfall in Fire Department Wage accounts.
3. To cover shortfall in Heart & Hypertension account.
4. To cover shortfall in Mayor's Regular Wage account.