

# 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: <u>https://zoom.us/j/2786550831</u>
Meeting ID: 278 655 0831

- 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. Erodici, 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,

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Toni Jo Weeks Recording Secretary

# City of Milford

City Hall, 110 River Street, Millord, CT 06460 Phone 203 783 3201, Fax 203 783 3329

Website www.ci.milford.ct.us

E-mail mayoraci 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.

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

Or

Computer Access: <u>https://zoom.us/j/2786550831</u>

Meeting ID: 278 655 0831

BGB:lad cc: City Clerk Press

Regult Insura		The Board of Finance Benjamin G. Blake, Mayor July 27, 2020  1 of 1  r from: 2 514111 5 514111 5 514119 5 514199 r fto: r fto: 8 584899 8 584899	Transfer  To: The Board of Fina From: Benjamin G. Blak Date: July 27, 2020 Page: July		City of Milford, Connecticut GENERAL FUND FISCAL YEAR 2019-2020 e, Mayor	l Contingency balance from Transfer No. 6 20,000	APPROVED BY Einance Certified Mayor Roard of Einance Roard of Alderman	26,477	Regular Wages 571,159 571,159	Contractual Services         4,400         4,400           Insurance Consulting         2,740         2,740	Other Wage Adjustments 703 703											Total 605,479 605,479	Continuonov. Eund 1005	0	<u> </u>
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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.

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

9

Finance Director

Date

Chairman, Board of Finance

Date 7-22-20

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. Board of Finance APPROVED BY 20,000 605,479 17,365 605,479 400 8,712 97,425 7,140 703 473,734 Mayor 20,000 605,479 17,365 8,712 97,425 7,140 605,479 703 625,479 473,734 Finance Certified 7 7 7 3 4 Total City of Milford, Connecticut Contingency balance if this transfer is approved Contingency balance from Transfer No. This Budget Memo Transfer is recommended, as indicated, by the Board of Finance for submission to the Board of Aldermen. Computer Software & Maintenance Heart & Hypertension Claims Contingency - Fund 1005 Contingency - Fund 2812 Education Supplement Vacation & Relief Regular Wages Regular Wages Overtime Benjamin G. Blake, Mayor The Board of Finance fo July 27, 2020 054170 514111 054170 514112 054220 514116 054220 519939 054170 574796 05998340 524840 054121 514111 12998999 584899 05998999 584899 Transfer from: Transfer to: To: From: Date: Page: Claims and Refunds Fire Department Mayor MIS

**FISCAL YEAR 2019-2020** 

GENERAL FUND

Transfer

7

the amount recommended for transfer is unexpended and unencumbered.

Finance Director

Date 7-22-20

Chairman, Board of Finance

Date

# 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.