

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, MAY 22, 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

- Call to Order
- II. Roll Call
- III. Consideration of Minutes of the Regular Meeting of 4/24/23
- IV. Correspondence
- V. New Business
 - A. Consideration of Budget Memo Transfer #9, Fund 1005, FY23
 - B. Consideration of Budget Memo Transfer #10, Fund 1005, FY23
- VI. Staff Report

VII. Adjourn

Brian A. Lema/MWC

Brian A. Lema Chairman

Distribution: Mayor Richard M. Smith

Justin Rosen, Chief of Staff P. Erodici, Jr., Finance Director Board of Finance Members

City Clerk

BOARD OF FINANCE REGULAR MEETING APRIL 24, 2023

The Milford Board of Finance held a Regular Meeting via Zoom video/telephonic conferencing on Monday, April 24, 2023. Chairman Lema called the meeting to order at 5:30 p.m.

II. Roll Call

Board Members Present

Brian Lema, Chairman Raymond Arnold Lauren Ranges Meghan Smith

Also Present

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

Excused

Scott Moulton

III. Consideration of Minutes

Ms. Ranges and Mr. Arnold made and seconded a motion to approve the minutes of the Regular Meeting held February 27, 2023. Motion carried unanimously.

IV. Correspondence

None

V. New Business

A. Consideration of Budget Memo Transfer #7, Fund 1005 & 2812, FY23.

Ms. Ranges and Mr. Arnold made and seconded a motion to approve Budget Memo Transfer #7, Fund 1005 & 2812, FY 23.

Chairman Lema stated the transfer seems self-explanatory. He confirmed it was for the purpose of covering retroactive wages due to contract settlements. Peter Erodici, Finance Director, confirmed the purpose of the transfer request.

Motion carried unanimously.

B. Consideration of Budget Memo Transfer #8, Fund 1005 & 2812, FY23.

Ms. Ranges and Mr. Arnold made and seconded a motion to approve Budget Memo Transfer #8, Fund 1005 & 2812, FY 23.

Chairman Lema confirmed the transfer will cover retroactive wages and that going forward with the next fiscal year the new wages are part of the budget. Mr. Erodici stated the wages have been adjusted in accordance with the settled contracts. Ms. Ranges asked how many departments were covered by the contracts. Mr. Erodici stated it covered most all departments.

Motion carried unanimously.

VI. Staff Report

Mr. Erodici stated the accounting specialist position has been filled by promotion of a Clerk A. He stated there is currently a vacancy in the Tax Collector Office and Assessor's Office.

VII. Adjourn

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

The Board adjourned at 5:41 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:

May 17, 2023

Re:

Budget Memo Transfers

5-18-23

I hereby recommend approval of Budget Memo Transfers #9 and #10, Fund 1005. Meeting to take place on Monday, May 22, 2023, via Zoom.

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Rms/lmm cc: City Clerk Press

	FISCAL YEAR 2022-2023		APPROVED BY Board of Finance Board of Aldermen	L																
			Mayor	000,	7,500	7,500										25,000		25,000		25,000
	GENERAL FUND	0	Finance Certified	10,000	7,500	7,500										25,000		25,000		25,000
	City of Milford, Connecticut	Contingency balance from Transfer No. 8		Ice Control Expense	Ice Control Expense	Ice Control Expense										Total		Contingency - Fund 1005	Contingency - Fund 2812	Contingency balance if this transfer is approved
Transfer 9	To: The Board of Einance	 	Transfer from:	054321 564533		054321 564533											l ranster to:	05998999 584899	12998999 584899	

Highway-Parks

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 5-17-23

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

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Finance Director

Chairman, Board of Finance

Date

	FISCAL YEAR 2022-2023		APPROVED BY Board of Alderman	Ш												The second secon
	GENERAL FUND FIS	25,000	Einance Cartified Marior B	25,000	10,000 10,000 7,500 7,500	7,500 7,500								25,000 25,000	,	The second secon
	City of Milford, Connecticut	Contingency balance from Transfer No.		Contingency - Fund 1005 Contingency - Fund 2812	Uniforms & Weather Gear Trees, Shrubs & Lawn Supplies	Recreational Areas Upkeep								Total	Contingency balance if this transfer is approved	
Transfer 10		Date: May 22, 2023 Page: 1 of 1	Transfer from:	05998999 584899 12998999 584899 Transfer to:	054321 554225 054321 564432	054321 556664									Conti	

Highway-Parks

Date

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

Chairman, Board of Finance

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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 5-17-23

Finance Director

CITY OF MILFORD, CONNECTICUT GENERAL FUND TRANSFERS 9 & 10 FISCAL YEAR 2022/2023 JUSTIFICATIONS

- 1. To purchase contractually agreed upon Uniforms and Weather Gear for Highway/Parks crew.
- 2. To cover increased expenses in Highway/Parks related to the upkeep of trees, shrubs and lawns.
- 3. To cover expenses in Highway/Parks related to Recreational Areas.