



# 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, NOVEMBER 29, 2021 – 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 7/26/21
- IV. Correspondence
- V. New Business
  - A. Consideration of Budget Memo Transfer #1, Funds 1005 & 2812, FY22
  - B. Consideration of Budget Memo Transfer #2, Funds 1005 & 2812, FY21
  - C. Approval of 2022 Schedule of Regular Board of Finance Meetings
- 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

## 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](http://www.ci.milford.ct.us)

E-mail [mayor@ci.milford.ct.us](mailto:mayor@ci.milford.ct.us)

# Memorandum

**To:** Board of Finance  
**From:** Benjamin G. Blake, Mayor   
**Date:** November 22, 2021  
**Re:** Budget Memo Transfers

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I hereby recommend approval of Budget Memo Transfers #1 and #2, Fund 1005 and 2812, FY22, at the Board of Finance meeting to take place on Monday, November 29, 2021 via Zoom.

**Virtual / Telephonic Meeting**  
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bgb/lmm  
cc: City Clerk  
Press

**BOARD OF FINANCE  
REGULAR MEETING  
JULY 26, 2021**

The Milford Board of Finance held a regular meeting via Zoom video/telephonic conferencing on Monday, July 26, 2021. Vice-Chairman Lema called the meeting to order at 5:31 p.m.

**II. Roll Call**

Board Members Present

Also Present

Scott Moulton, Vice-Chairman  
Lauren Ranges  
Raymond Arnold  
Benjamin Gettinger

Mayor Benjamin G. Blake  
Peter Erodici, Finance Director

Excused

Brian Lema, Chairman

**III. Consideration of Minutes**

Ms. Ranges and Mrs. Gettinger made and seconded a motion to approve the minutes of the Regular Meeting held May 24, 2021. Motion carried unanimously.

**IV. Correspondence**

None

**V. New Business**

A. Ms. Ranges and Mr. Gettinger made and seconded a motion to approve Budget Memo Transfer #9, Funds 1005 & 2812, FY21. Motion carried unanimously.

B. Ms. Ranges and Mr. Arnold made and seconded a motion to approve Budget Memo Transfer #10, Funds 1005 & 2812, FY21.

Mr. Erodici stated the transfer to electricity was the most that can be done under a Board of Finance transfer and a deficit is still expected in the account. Mr. Erodici provided a brief explanation on the deficit. Mayor Blake stated one of the ways looking to recoup is by giving a transfer back to the Board of Education. Mayor Blake discussed renewable energy credits expected. Mr. Moulton as for a projected amount. Mr. Erodici stated the shortage is approximately \$200,000 and the reimbursement from the Board of Education will be in FY22. Mr. Moulton aske for an estimate. Mr. Erodici stated he does not have that number at this time. Mr. Saley stated he believes with adjustments it should be around \$125,000.

Motion carried unanimously.

**VI. Staff Report**

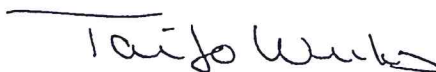
Mr. Erodici stated a new deputy assessor, assessor clerk and tax clerk have been hired.

**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, Connecticut

GENERAL FUND

FISCAL YEAR 2021-2022

To: The Board of Finance  
From: Benjamin G. Blake, Mayor  
Date: November 29, 2021  
Page: 1 of 4

Contingency balance from Transfer No. **0**

**5,000**

**Transfer from:**

Police Department 054210 534712  
Benefit & Salary Reserve 05998390 514199  
Benefit & Salary Reserve 12998390 514199  
Benefit & Salary Reserve 05998390 514199

Training	
Other Wage Adjustments	
Other Wage Adjustments	
Other Wage Adjustments	

Total

**Transfer to:**

05998999 584899  
12998999 584899

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

	APPROVED BY		
	Finance Certified	Mayor	Board of Finance Board of Aldermen
12,500	12,500		
247,223	247,223		
32,764	32,764		
787,038	787,038		
1,079,525	1,079,525		

1,046,761	1,046,761
32,764	32,764
<b>1,084,525</b>	<b>1,084,525</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 certified that with the implementation of Transfer the amount recommended for transfer is unexpended and unencumbered.

Date \_\_\_\_\_  
Chairman, Board of Finance

Date **11-23-21**  
  
Finance Director

**Transfer**

**2**

**City of Milford, Connecticut**

**GENERAL FUND**

**FISCAL YEAR 2021-2022**

To: The Board of Finance  
From: Benjamin G. Blake, Mayor  
Date: November 29, 2021  
Page: 2 of 4

Contingency balance from Transfer No. **1**

**1,084,525**

**Transfer from:**

05998999 584899  
12998999 584899

**Transfer to:**

Police Department 054210 554420  
Finance - Treasury 05411002 514111  
Finance - Treasury 05411002 514112  
Finance - Assessor 05411003 514111  
Finance - Assessor 05411003 514112  
Finance - Tax 05411004 514111  
Finance - Tax 05411004 514112  
Finance - Purchasing 05411006 514111  
Finance - Purchasing 05411006 514112  
DPLU - Planning & Zoning 05414207 514111  
DPLU - Planning & Zoning 05414207 514112  
DPLU - Building Inspection 05414209 514111  
DPLU - Building Inspection 05414209 514112  
Information Technology 054170 514111  
Information Technology 054170 514112  
Animal Control 054240 514111  
Animal Control 054240 514112

APPROVED BY			
Finance Certified	Mayor	Board of Finance	Board of Aldermen
1,046,761	1,046,761		
32,764	32,764		

1	Firearms Range Cleaning	12,500	12,500		
2	Regular Wages	15,992	15,992		
2	Overtime	111	111		
2	Regular Wages	40,133	40,133		
2	Overtime	2,832	2,832		
2	Regular Wages	13,460	13,460		
2	Overtime	322	322		
2	Regular Wages	10,209	10,209		
2	Overtime	2,467	2,467		
2	Regular Wages	13,005	13,005		
2	Overtime	20	20		
2	Regular Wages	13,010	13,010		
2	Overtime	143	143		
2	Regular Wages	8,325	8,325		
2	Overtime	43	43		
2	Regular Wages	8,871	8,871		
2	Overtime	695	695		

Total

**Contingency balance if this transfer is approved**

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

Chairman, Board of Finance

Date **11-23-21**

  
Finance Director

**Transfer**

**2**

**City of Milford, Connecticut**

**GENERAL FUND**

**FISCAL YEAR 2021-2022**

To: The Board of Finance  
 From: Benjamin G. Blake, Mayor  
 Date: November 29, 2021  
 Page: 3 of 4

Contingency balance from Transfer No. **1**

**1,084,525**

**Transfer from:**

05998999 584899  
 12998999 584899

**Transfer to:**

054320 514111 Public Works Office  
 054320 514112 Public Works Office  
 054321 514111 Highway-Parks  
 054321 514112 Highway-Parks  
 054321 514113 Highway-Parks  
 054323 514112 Building Maintenance  
 154323 514112 Building Maintenance  
 054324 514111 Engineering  
 054324 514112 Engineering  
 054329 514111 General Garage  
 054329 514112 General Garage  
 054331 514111 Solid Waste  
 054331 514112 Solid Waste  
 054110 514111 Health Department  
 054110 514112 Health Department  
 054593 514111 Library  
  
 128226 514111 Wastewater  
 128226 514112 Wastewater

		APPROVED BY		
		Finance Certified	Mayor	Board of Finance
			Board of Aldermen	

Regular Wages	
Overtime	
Regular Wages	
Overtime	
Voter Regis/Snow Removal	
Regular Wages	
Overtime	
Regular Wages	
Overtime	
Regular Wages	
Overtime	
Regular Wages	
Overtime	
Regular Wages	
Overtime	
Regular Wages	
Overtime	
Regular Wages	
Overtime	
Regular Wages	
Overtime	
Regular Wages	
Overtime	
Regular Wages	
Overtime	

2	2,429	2,429		
2	38	38		
2	8,632	8,632		
2	2,909	2,909		
2	405	405		
2	18,791	18,791		
2	2,044	2,044		
2	20,019	20,019		
2	18	18		
2	9,987	9,987		
2	884	884		
2	9,119	9,119		
2	2,122	2,122		
2	28,061	28,061		
2	2,718	2,718		
2	9,409	9,409		
2				
2	28,868	28,868		
2	3,896	3,896		

Total

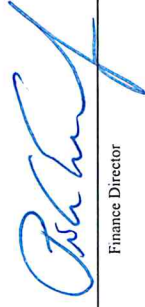
**Contingency balance if this transfer is approved**

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. **1** the amount recommended for transfer is unexpended and unencumbered.

Date

11-23-21



Finance Director

Chairman, Board of Finance





**CITY OF MILFORD, CONNECTICUT**  
**GENERAL FUND**  
**TRANSFERS 1 & 2**  
**FISCAL YEAR 2021/2022**  
**JUSTIFICATIONS**

1. To pay for firearms range cleaning (lead abatement) in the Police Department.
2. To cover retroactive and current wage adjustments due to settled contract: MSA.
3. To cover retroactive and current wage adjustments due to settled contract: FIRE; and contractual MSA/FIRE impact to benefit accounts.

**PROPOSED**  
**SCHEDULE OF REGULAR BOARD OF FINANCE MEETINGS**  
**JANUARY 2022 – DECEMBER 2022**

January 31

February 28

March 28

April 25

May 23

(DUE TO MEMORIAL DAY BEING ON MAY 30)

June 27

July 25

August 29

September 26

October 24

November 28

December 19

All regularly scheduled meetings are held at 5:30 p.m. on the last Monday of each Month (when possible) in Conference Room B of the Parsons Complex, or via Zoom (virtually) when indicated