

Finance and General Government Committee Minutes 04-12-2022

April 12, 2022

Members: Jaime Puccioni (Chair), Jessica Brennan, John Della Ratta, William McPartlon, Jason Moskowitz, Beth Greenwood, Alaina Finan, Lori Peretti, Seth Goldstein, Diane Percy, Jordan Kochan, Janet Wynne, Ray Smith, Matt Yetto, Laura Robertson

Councilmember McPartlon made a motion to approve the Meeting Minutes of March 8, 2022. Councilmember Moskowitz seconded. The motion passed.

1) Items for Action

- a) **A Resolution to renew a contract with Tyler Technologies for MUNIS financial accounting and personnel/payroll management software** – The Comptroller explained that this was the software used in our department.
- b) **A Resolution regarding fireworks purchase for Niska Day** – Comptroller Greenwood stated that this was budgeted for and the contract had been given to the Supervisor.
- c) **A Resolution regarding the annual renewal bill for CivicRec** – The Comptroller explained that this was a renewal for the Community Programs Department. Lori Peretti explained that this is the online enrollment platform utilized in her department and that the annual fee exceeds her approval threshold. (\$6023.82)
- d) **A Resolution setting the hourly rate for a student worker to \$13.20 per hour (minimum wage)** – No discussion.
- e) **A Resolution identifying the fund match source for the Climate Smart Community Grant** – This is a \$25,000 match for a grant that was accepted by Resolution in January.
- f) **A Resolution regarding administrative corrections to the adopted budget for the Water and Sewer 1 funds** – No discussion
- g) **A Resolution adopting a Code of Conduct** – Comptroller Greenwood said a draft of the Code was included in the packet.
- h) **A Resolution adopting a Building Use Policy** – This policy involves buildings at Town Hall and the Recreation Center and is still under revision. It should be ready by the end of the month and she will circulate it as soon as it is available.
- i) **A Resolution adopting a FOIA Fee Schedule** – The Comptroller indicated that she worked with Town Clerk Michele Martinelli on the schedule and that Michele was pleased with it.
- j) **A Resolution adopting the updates to the Employee Handbook** – Comptroller Greenwood informed the Board that Public Sector HR was still working on the Handbook and hoped to have a draft to her by the end of the week. When she receives the draft, she will share it with the Board and Departments prior to the Board meeting.
- k) **A discussion regarding a grant in support of the water system rehabilitation work** – The Comptroller said that we are working to submit an infrastructure grant through Congressman Tonko's office. It would require a 20% match by the Town for Water System rehabilitation work. A prioritization breakdown was included in the packets. Confidential Secretary Susan Polsinelli has put out requests for letters of support to elected officials and community groups. If the town is unable to secure the grant the town will need to bond for the work and the amount will be considerable.
- l) **A discussion regarding a 2017 overpayment for utilities** – Receiver of Taxes Diane Percy said that she had spoken with Confidential Assistant to the Comptroller Janet Wynne regarding a balance of \$154.38 in the Water Rent Account from the Army Corporate Utility bill. She indicated that she sent a check to the Army multiple times, but they were never cashed or returned to her. Christine Lischynsky, the Account Clerk in the Water Department reached out to them unsuccessfully on multiple occasions. The Army had failed to

pay penalties on multiple occasions, and the Town had written that balance off in the last year. Janet Wynne recommended that Diane write a check to the Supervisor to clear the account.

- m) **Authorization to change the internet provider for Town Hall (\$1088 down to \$750 per month with increased speed)** – The current provider is Spectrum Enterprise, with the contract ending in May. Seth Goldstein, the Systems Administrator, got quotes from Crown Castle and First Light, the other 2 fiber providers that can reach town hall. Crown Castle quoted a lower rate with a higher speed. Councilmember McPartlon asked what the term of the contract was and Seth said it was 3 years.
- n) **A discussion regarding certain budgetary modifications** – No discussion.
- o) **A discussion regarding the 3 bonds for capital costs in support of the budget** – Comptroller Greenwood said the Public Hearings for Water and Sewer bonds had already been completed and the additional would be for the combined equipment bond for the General and Highway Funds. There was a discussion regarding bonding for everything or using fund balance for some or all of the funds, or some other variation. She explained that these items were taken out of the budget many years ago, and financed via a BAN, which rolls year to year. Recognizing the large debt coming down the road with the town's treatment plants, the consideration should be whether or not to bond smaller items like equipment. The Comptroller discussed previous and current interest rates, citing that they are on the rise and the pros and cons of bonding with the Councilmembers. There was also a discussion about long term budgeting. Comptroller Greenwood discussed the town's Fund Balance Policy, noting that according to the policy excess fund balance should be remitted to a repair reserve. She noted that the Highway Fund was above the balance and the Reserve needs to be set up this year for the Highway Fund. The discussion continued regarding options for bonding based on fund balance in various funds. Supervisor Puccioni mentioned the future water project and repairs totaling approximately \$17 million and a potential grant. Superintendent of Water & Sewer Matt Yetto detailed the \$17 million estimate and that the immediate work would depend on the grant. He described the priority and timeline of the various projects. If the grant is not approved, the town would seek an additional bond in the amount of \$5 million to refurbish the water tanks.

2) Referred from Public Safety

- a) **Hiring of 2 (transfer) officers** – Chief Kochan announced the town was hiring two lateral Police Officers, citing 4 vacancies in his department.

3) Referred from Public Works

4) Referred from Transportation

5) Referred from Community Programs

6) Referred from Economic Development

7) Added from the floor:

- a) **A discussion regarding a sick bank** – Janet Wynne requested a Resolution to establish policy regarding establishing a sick bank for a non-represented employee who was injured off the job. This had been done previously, but without established policy and procedures. She explained the concerns of paid time off being exhausted prior to using sick bank donations. She further questioned what happened to any remaining time once the person drawing on the bank was no longer employed.

Supervisor Puccioni made a motion to adjourn, seconded by Councilmember Brennan. The motion passed.

Respectfully Submitted:

Janet Wynne

Confidential Assistant to the Comptroller