



TOWN OF PLAINFIELD Board of Finance Meeting Minutes for 18 January, 2023

Dean Gorman called to order the Board of Finance meeting at 6:30 pm.

Members present were Dean Gorman, Adrian Ferrari, Donald Kivela, Thomas Sinkewicz with members absent Gary Stalaboin, Theodore W. Dumaine, Linda Fedor (Alternate), and Keith Sheeley (Alternate).

Minutes *Dean Gorman motioned to accept the minutes from previous meeting of 21 December, 2022 as the meeting date. Donald Kivela motioned to accept the minutes and Thomas Sinkewicz seconded. All in favor, motion passed.*

Other Discussion None

New Business

Review of Board of Education monthly financial report. Dean Gorman asked, on third page regarding the approved budget of 2023 on the Cost Summary. \$24,245,220 was approved with a discrepancy on the working model of \$24,090,450, making a difference \$123,764. Paul Brennan stated he would look into the difference.

Dean asked about the \$382,362 and inquired if it was a forecast of an increase in costs over projection. Paul Brennan stated that the Educational Cost Sharing is primarily for tuition, estimated around \$600,000.

Page 4 areas of concern: fuel cost has gone up, tuition funds may be used to help offset rising gas prices; out-of-district tuition is higher this year and is projected to raise significantly next year by about 6%.

Object summary report. Dean asks why there is an amount of \$995.12 above the budgeted amount for teacher substitutes and if it is going to go up even further. Paul Brennan stated that some of those funds will be offset by a Covid grant but have overdrawn in this area.

Line 330, Pur. Technical services have been overdrawn due to staffing. The district has been informed that they need to hire support staff of psychologists, social workers and support workers and have needed to contract out. There is a surplus in certified teachers salary but the balance is determined by encumbrances but are overdrawn on purchase services due to the need to contract out. Tuition is lacking because the Cost Sharing Grant has not come in to offset these costs. Dean Gorman asked when can the BOE expect to receive the Cost Sharing Grant. Paul Brennan stated that Cost sharing documents are submitted by 1 December. Funds may be around 75% or 100% depending on the local legislators. If funds are to be received, a

notification should be received in February of 75% and the other 25% will be received much later in the year.

Federal and State Grants. Dean Gorman asked about the 3 grants which are under active application and when the BOE would receive confirmation. Paul Brennan stated that the Perkins Grant, a larger grant, is used for CNC and Bridgeport machines as well as the equipment for the woodshop. It is anticipated to be approved as it has in the past but waiting on the staffing from the state. The Mental Healthcare Grant is unlikely to be received due to the present nature but the BOE has reached out regarding the two grants that they have put in for. Title 4A is a smaller grant but is being anticipated to be distributed due to the history of receiving it. It is utilized for technology offset and to provide social and emotional learning for students as well as counseling services.

EChip Status. Dean Gorman stated that a 5.5 month runout is very healthy but may change by the end of the year. Paul Brennan stated that they are monitoring the changes and are discussing ways to save the town and employees funds. Dean asked if the BOE anticipates that this account will stay at the 4 month runout and Paul agreed that it will.

Question from previous meeting. Paul Brennan stated that there was a question from the previous meeting regarding pension and a small percentage of a few thousand dollars over the pension in that account. There are 2 employees who have pension deduction in their contract outside of annuity.

Dean Gorman motioned to approve the financial report as presented, Adrian Ferrari motioned to approve the report and Donald Kivela seconded the motion. All in favor, motion passed.

Other Discussion: None

Town of Plainfield financial report. Page 1 under Other Local. Dean Gorman asked about the increase in finances and what it can be contributed to. Kelly Vachon stated that it was from the rental of the Town Hall or housing authority but will look into it.

Page 2 under Supplies and expense. Dean asked why there was a large increase and if this would be a regular occurrence. Kelly stated that this amount will fluctuate due the loss and employment of employees but not anticipated as an issue closer to the end of the year.

Page 3 regarding registrars and election workers. Dean asked why the amount of workers did not change but the cost rose. Kelly stated that registrars get paid once a month, 2, and were paid recently. Under the election workers, nothing was paid. The registrar's office is undergoing reorganization and is in need of supplies to facilitate this.

Thomas Sinkewicz asked about the town clerk reshelving. Kevin stated the next step is to rip up the carpet and fix the floor before installing the carpet as well as the vault needing the same attention. Old equipment will be thrown away.

Building and grounds. Dean stated that we did not use any part-time funds. Kelly stated that nothing needed to be done at this time but hope to have help in the spring and summer.

Page 5 under insurance and benefits. Dean asked about the increase of just over \$1,000. Kelly stated that it is being paid quarterly.

Animal control. Adrian Ferrari asked the reason for the zero balance. Kelly stated that the money in the budget is from the town and all of the bills are subtracted from the Dog Fund monthly.

Thomas Sinkewicz asked for an update on the town's system and live stream. Kevin Cunningham stated that they were in talks with phone companies regarding the current outdated system and receiving quotes. Kevin is looking into a better mic system for meetings, live stream and cameras.

Police evidence building. Donald Kivela asked the status of the building. Kevin stated that they are working on a draft and would like the shell up this year.

Page 8, General Fund. Dean asked why there was a net surplus of \$680,000 last month and this month there is a deficit of over \$17,000. Kelly stated that funds would be replaced and this amount will be righted.

Dean Gorman motioned to approve the financial report as presented, Adrian Ferrari motioned and Donald Kivela seconded the motion. All in favor, motion passed.

Other Discussion: None

Review of Budget Calendar. Thomas Sinkewicz inquired of the removal or addition of dates. Dean stated that this was solely the Budget Meeting calendar and that there were no major changes taking place at this time. Dates and times are correct but location needs to be added.

Dean Gorman motioned to include the location, Town Hall, as part of the agenda. Adrian Ferrari motioned and Thomas Sinkewicz seconded the motion. All in favor, motion passed.

Other Business. Dean Gorman would like to entertain a motion that the regular meeting schedule be formalized with times and locations and it be posted. Thomas Sinkewicz motioned and Donald Kivela seconded the motion. All in favor, motion passed.

Public Comment:

Christy Haskel, Board of Ed chair, would like to formally invite the BOF to their budget meeting that will take place Thursday, January 26 at 6:30 pm in the High School library. Dean asked if the BOF is unable to attend, will binders be available? She stated they would be.

Hailey Smith, 96 Community Ave, Plainfield, thanked the BOF for clarifying the time and location of meetings. She questioned how the pension between the school and town was being handled. Kelly Vachon stated that \$300,000 has been budgeted for pension and a report breaks down the amounts for each department. There is no mishandling of funds that she is aware of.

Other Comment: None

Adjournment Dean Gorman motioned to adjourn at 7:05 pm, Thomas Sinkewicz motioned and Donald Kivela seconded the motion. All in favor, motion passed.

Respectfully submitted by,



Krystal Ferrari, Recording Secretary