

**MIDDLEFIELD BOARD OF FINANCE**  
**405 Main Street**  
**Middlefield, Connecticut 06455**

Minutes of the July 8, 2021 Regular Meeting

Jim Irish called the meeting to order at 7:12 pm.

Attendance:

Members

Others

X	Irish, Jim	A	Bailey, Ed
A	Kowal, Melissa		
X	Lowry, David		
X	Nick, Joel		
X	Skelps, Michael		
A	Wolak, Mary	X	Rusilowicz, Al

A=Absent

X=Present

The Pledge of Allegiance was recited.

Approval of the Agenda

Joel Nick made a motion, seconded by Michael Skelps, to approve the agenda, as presented. Motion carried unanimously.

Public Comment

None.

Review and approval of minutes from the 5/13/21 regular meeting and the 5/23/21 and 6/7/21 special meetings

Michael Kelps made a motion, seconded by Joel Nick, to approve the minutes from the 5/13/21 regular meeting and 5/23/21 and 6/7/21 special meetings. Motion carried unanimously.

Old Business

A. Review year-end revenue and expense variance analysis vs. FY21 budget as currently exists - Al Rusilowicz

Al Rusilowicz explained that payroll hasn't closed for the year yet. The Town Clerk assistant is over budget, but that was because of absentee ballots and the town received a grant from the Secretary of State's Office for that. Mr. Rusilowicz reminded everyone that the town has received grant money to pay for all of the COVID-related expenses. Election expenses were over budget, but Mr. Rusilowicz doesn't believe that they budgeted for the proper number of elections last year. The Assessor is over budget because the assessor was asked to work additional hours. GIS software is over budget and has already been discussed.

Road maintenance is over by \$33,813 and will go away because it will be moved to either capital or Town-Aid Road with the intent to have it over budget by under \$20,000 so there will be no town meeting required. Lake Besek expenses are over budget primarily due to a pass checker from last summer. Fire Department is over on truck operations, but the Board of Finance had been notified about that. The Fire Department total budget will be over by a very small amount. The only board and commission over budget is the Board of Finance due to minutes. The TD Bank loan was finally paid off.

Al Rusilowicz also noted that there are a lot of line items that are under budget that will go away in the next couple of months. He believes that the expenses should come in at roughly \$16,300,000, meaning they should be about \$250,000 under on the expense side and about \$250,000 over on the revenue side. This would mean a potential surplus of between \$450,000 and \$500,000. Mr. Rusilowicz feels there will be no impact on the fund balance and the town is in excellent shape. He went on to review several other line items that will be under budget, including interest income which will be down quite a bit.

Mr. Rusilowicz added that the auditors have come and gone and there were no issues. Everything is now sent to the auditors electronically. He added that they will be looking at new copiers soon and will probably go with Xerox for a five-year lease at less than half of what they currently pay. He also explained that they met with Public Works union on June 29<sup>th</sup> and there were no issues. They will have an informal meeting with the Administrative union without a union rep. The intent is not to have to use labor counsel for any of the contracts.

Al Rusilowicz added that they know that water and sewer projects can be paid from the American Recovery Act. They are looking at replacing the pump station by Zygo and an additional pump station up by Lakeview Estates. They are also looking at an Economic Recovery Coordinator. They are also reaching out to Durham-Middlefield Youth and Family Services. Mr. Rusilowicz explained that there is a significant amount of money available. Jim Irish added that Ed Bailey told him that CCM will act as a clearing house/filter as to what would be a fair way to use the money. Mr. Bailey had also mentioned that Washington may possibly redirect some of the second payment money. Al Rusilowicz explained that they intend to keep all of this money in a separate fund for accountability, and it will not go into the General Fund at all.

New Business

A. Other

None.

Adjournment

Michael Skelps made a motion, seconded by Joel Nick, to adjourn the meeting. Motion was carried unanimously. The meeting was adjourned at 7:42 pm.

Respectfully submitted,

Debi Waz

Debi Waz  
Alwaz First