

Date: July 8, 2021

Subject: Finance Committee Meeting Minutes
Tuesday, July 6, 2021

To: Board of Directors

From: Finance Committee, and
Arthur G. Simonian, Executive Director

**Finance Committee
July 6, 2021 Meeting Minutes**

The Finance Committee met Tuesday, July 6, 2021 at The District Offices at 245 Main Street, Cromwell, Connecticut.

Finance Committee Chair, Doug Sienna, called the Committee meeting to order at 5:30 PM. In addition to the Chair, Committee Members, Joe Corlis, Jim Fallon and Rick Healey were present. There was a quorum. Also, present were Executive Director – Arthur Simonian and Board Chairman – John Dunham. Committee Member, Dale Aldieri was absent.

Following is a summary of the July 6th Finance Meeting:

- 1) **Capital Budget Analysis FY20-21** – The Executive Director reviewed and discussed the Capital Budget Analysis with the Committee. An attached spreadsheet will be shared with the Board of Directors.

- 2) **Operating Budget Analysis FY20-21** – The Executive Director reviewed and discussed the Operating Budget Analysis with the Committee. An attached spreadsheet will be shared with the Board of Directors.

- 3) **Budget Transfer – FY2021** – The Executive Director reviewed and recommend approval to Transfer \$318,279, into various accounts, and to Transfer \$664,400 from various Capital Accounts, into various Capital Accounts.

Mr. Sienna moved, Mr. Fallon seconded, and the committee approved unanimously:

MOTION: The Finance Committee approves adjusting the following 2020-2021 Operating Budget Line Items in the amount of \$318,279 Operating and \$644,400 Capital as outlined below and authorizes the Executive Director to advertise the amended budget, and refers this recommendation to the Board of Directors.

- a) Decrease the Electricity Line Item, #61300, by \$318,279 to \$1,581,721 to cover the various Line Items listed below.

- b) Increase the Liability Insurance Line Item, #51000, by \$3,368 to \$138,868 to cover services.

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- c) Increase the Office Supplies Line Item, #54000, by \$2,407 to \$19,407 to cover supplies.
 - d) Increase the Life Insurance Line Item, #57300, by \$12,504 to \$12,504.
 - e) Increase the Repay Energy Performance Line Item, #61310 by \$300,000 to \$300,000.
 - f) Decrease the Capital Outlay Line Items, #71010 by \$488,000, Laboratory Roof #71011 by \$31,000, Nitrogen Treatment #71030 by \$50,000, Solids/Incinerator #71040 by \$19,905 and Odor Control Carbon Change out #71251 by \$75,495, totaling \$664,400, to cover the various Line Items listed below.
 - g) Increase the Outfall Line Item, #71060, by \$13,680 to \$13,680.
 - h) Increase the Generator Stack Extension Line Item, #71161, by \$65,000 to \$65,000.
 - i) Increase the Raw Sewage Monorail System Line Item, #71170, by \$900 to \$900.
 - j) Increase the Primary Tank Flight Drives Line Item, #71180, by \$1,900 to \$1,900.
 - k) Increase the Clarifiers Main Gear Drives Item, #71430, by \$86,000 to \$86,000.
 - l) Increase the Putzmeister Pump Rebuild Item, #71460, by \$8,500 to \$8,500.
 - m) Increase the CEMS PLC for Incinerator Line Item, #71510, by \$420 to \$25,420.
 - n) Increase the Primary Tank Tunnel Rehab Line Item, #71590 by \$488,000.
- 4) **Budget Transfer – FY2022** – The Executive Director reviewed and recommend approval to Transfer \$250,000 from the Water Main Capital Project #71580 to the Primary Tank Tunnel Repairs Capital Project #71590.

Mr. Sienna moved, Mr. Corlis seconded, and the committee approved unanimously:

MOTION: The Finance Committee approves adjusting the following 2021-2022 Capital Budget Line Items in the amount of \$250,000, as per the FY2022 Budget and refers this recommendation to the Board of Directors.

- a) Decrease Water Main Project #71580 by \$250,000 to \$0.00 to cover Primary Tank Tunnel Rehab.
- b) Increase Primary Tank Tunnel Repairs #71590 by \$250,000 to \$738,000.

5) Capital Non-Recurring (CNR) Budget Transfer – The Executive Director reviewed and recommend approval to Transfer \$207,631 of the remaining FY2021 Capital Funds into Capital Non-Recurring Accounts (CNR).

Mr. Sienna moved, Mr. Corlis seconded, and the committee approved unanimously:

MOTION: The Finance Committee authorize the Executive Director to transfer \$207,631 of the remaining FY21 Capital Funds into capital Non-Recurring Accounts (CNR) and refers this recommendation to the Board of Directors.

6) Bid Waiver for Final Clarifier #4 - Refurbished Main Gear Drive, Main Seal Control Column and Squeegees on Arm from G.M.H. Associates – The Executive Director reviewed and discussed a bid waiver to purchase and install a Refurbished Main Gear Drive, Main Seal Control Column and Squeegees from G.M.H. Associates.

Mr. Sienna moved, Mr. Corlis seconded, and the committee approved unanimously:

MOTION: The Finance Committee approves a bid waiver not to exceed \$88,000 (including 10% contingency, if necessary) to purchase and install a Refurbished Main Gear Drive, Main Seal Control Column and Squeegees from G.M.H. Associates, sole source provider, since this is in the best interest of the District, and refers this recommendation to the Board of Directors.

7) Related Business & Staff Updates – None.

Adjournment:

Mr. Sienna moved, no second required and the committee approved unanimously to adjourn at 6:15 PM.