

# Town of Willington

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## BOARD OF FINANCE

**Regular Meeting Minutes**

**December 16, 2021**

**Hybrid Meeting: In Person-TOB, Downstairs Common Room & via ZOOM**

**7:00 PM**

*\*Minutes are not official until approved at the next regular meeting*

Members Present (a quorum of 4 members is required to conduct business):

Geoff Prusak – Vice Chairman

Peter Tanaka– Secretary

Stephanie Summers

Joseph Sherrell

Jim Gilligan – Alternate

Lisa Woolf – Alternate

Members Absent:

Mike Makuch – Chairman

Christina Mailhos

Also Present:

Willington Fire Company #1 Chief Alexander Moore

Willington Fire Company #1 Deputy Chief Trevor Gantick

Members of the Public

**Vice Chairman Geoff Prusak called the meeting to order at 7:03pm.**

**S. Summers made a motion to seat L. Woolf in place of C. Mailhos.**

**G. Prusak seconded.**

**All in favor.**

**P. Tanaka made a motion to seat J. Gilligan in place of M. Makuch.**

**S. Summers seconded.**

**All in favor.**

## APPROVAL OF MINUTES

Discussion was held in regards to various months of minutes. Need to review each month that is needed and send in one email to the Board members. Approval of minutes has been tabled to January.

## PRESENT TO SPEAK

None.

## OLD BUSINESS:

### *1) Budget Update*

Review of current revenue and expense report. The Board would like to be presented with a summary from the Business Manager moving forward at their next meetings.

*2) Reports of representatives to other committees, etc.*

*a) School Building committee*

The SBC is meeting this coming Monday, December 20th, 2021 to review the RFP for the Owner's Project Manager.

*b) Town Employee bargaining agreement*

P. Tanaka reported that the parties have met and discussed the bargaining agreement. Will meet again on Monday, December 20, 2021. Hoping to have a resolution by the end of the year.

*3) WFD #1 request for additional funding for ambulance payroll and repair/replacement*

Chief Moore discussed current payroll for full-time and part-time employees at the Willington Fire Department #1. Chief Moore presented a spreadsheet of the various pay rates that other local fire departments are currently paying and will provide a full spreadsheet to all Board members once the research is finalized for the pay rate study. Discussion continued on the current funding and payroll amounts that are being encountered.

Chief Moore discussed the need to repair/replace the current ambulance. The Fire Department is actively searching for a second used ambulance as a back-up as well as repairing the current ambulance that is used. There have been multiple breakdown issues with this ambulance and that leaves the Town without their own ambulance. Mutual aid is then relied upon for ambulance services. The EMS crew from Willington #1 still responds to these calls if that situation happens with other apparatus.

*4) CY 2022 Budget Calendar*

Discussion was held on the budget meeting schedule for 2022.

**S. Summers made a motion to accept the Budget Meeting Schedule for 2022.**

**J. Sherrell seconded.**

**All in favor.**

*5) FY 2023 Budget Request Guidance*

Discussion was held on the budget request guidance for the fiscal year 2023. Members of the Board would like to see various changes to the forms prior to distribution. The first budget meeting is February 3, 2022. Approve as draft, send to Board of Selectmen for review, and send back to BOF for distribution.

**P. Tanaka made a motion to approve the FY 2023 Budget Request Guidance as a draft, send it to the Board of Selectmen for review and then empower Chairman Makuch to release it for distribution, pending any changes.**

**J. Sherrell seconded.**

**All in favor.**

**NEW BUSINESS**

None.

**CORRESPONDENCE**

None.

**PRESENT TO SPEAK**

None.

**GOOD & WELFARE**

None.

**P. Tanaka made a motion to adjourn the meeting at 8:30pm.  
Vice Chairman Prusak seconded the motion.  
All in favor.**

Respectfully submitted,  
Kelsey Allard  
Interim Recording Secretary

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WILLIMISTON, CT

2021 DEC 30 PM 12:01

  
TOWN CLERK