

Town of Southington  
Board of Finance  
Wednesday, March 7, 2012

STENOGRAPHER'S NOTE: The Minutes are now being prepared in summary style. Please refer to the audio or videotape for more details.

Appropriations from Contingency Account:

Approved to date .....	\$283,657
Approved this meeting.....	<u>51,675</u>
Total Appropriations.....	\$335,332

Appropriations with Revenue Offsets:

Approved to date .....	\$183,393
Approved this meeting.....	<u>.217,235</u>
Total Appropriations.....	\$400,628

Chair John Leary called the Regular Meeting of the Town of Southington Board of Finance to order at 7:00 p.m. in the Council Chambers of the Town Hall with the following members in attendance:

Anthony Casale, Jr., Sandra Feld, Joseph Labieniec, Edward Pocock, Jr. & Wayne Stanforth

Also in attendance: Emilia Portelinha, Finance Director  
Garry Brumback, Town Manager

The Pledge of Allegiance to the American Flag was recited by everyone in attendance.

**JOHN LEARY, CHAIR, Presiding:**

**III. Public Hearing Items**

None

**IV. Old Business**

1. Approval of Minutes from the meeting of February 8, 2012
2. Approval of Minutes from the Special Meeting of February 24, 2012.

Mr. Casale made a motion to approve both sets of Minutes. Mr. Stanforth seconded. Motion passed unanimously on a voice vote.

**V. Presentation of the CCM Energy Team's preliminary report on Energy Savings**

Gerry Drummond from CCM gave a presentation on Energy Savings. He reviewed a print out page by page. (On file in the Finance Department)

Questions and answer session followed wherein the BOF members asked pertinent questions of Mr. Drummond

The Chair asked for unanimous consent to add the recommendation of the energy audit to Item 10 under Manager's Memos.

(All yes.)

The Chair asked to move up Item 3, Parking Authority Signs, under Manager's Memos up because Mr. Riccio has a meeting to attend in town. I'll ask for unanimous consent.

(All yes.)

**MANAGER'S MEMOS**

**3. Transfer \$3020 Parking Authority Signs**

Mr. Riccio explained the transfer is to accommodate a sign program by the Parking Authority in downtown for parking. He handed out copies of a sign initiative we are doing in both downtown Southington and Plantsville. It was on our Agenda to redo our parking signs over a year ago. We tried to bring the signs up to the level of quality the town was established for the Renaissance in downtown Southington and for what has been done and is going to be done in downtown Plantsville.

Our parking signs and parking rules signs were in pretty poor shape. Explained these would be updated to the quality of the streetlights, the benches and curbs, et cetera.

This company will design something for us and fabricate them. Explained.

We have some money in our budget and we have some other money we'd like to transfer.

Discussion.

Discussion on the cost of the signs at \$1,000 apiece with the pole.

The highway department will work with the Parking Authority on installation.

Discussion.

Mr. Stanforth made a motion to approve which was seconded by Mr. Labieniec. Motion passed 4 to 2 with Mr. Casale and Ms. Feld opposed.

## **VI. Assess current financial state of the town**

### **1. Review revenue vs budget**

Ms. Portelinha reviewing the revenues thru the end of February. Our current property tax revenue is \$600,000 over budget at this point - a timing issue.

Prior year's taxes are \$400,000 over budget. That is due to actual collections.

Interest on taxes is about \$180,000 over budget.

Building permits and fees dropped and we're now \$80,000 under budget. But we are still awaiting \$50,000 pending for a medical building. We're hoping that evens out by the end of the year.

Interest on investments is an issue. We are about \$90,000 under at this point.

As to grants, we didn't receive a great deal this month. We got another portion of our municipal revenue sharing grant. Ms. DiNello of the BOE informed us we will be receiving another \$70,825 on our education cost sharing above what we were expecting. That's due to last year's audit of the grant. She indicated that would offset the shortage in the VOAG tuition --- or most of it.

Town Clerk fees had a very good month. We received \$117,000 for the month of February. And, \$53,000 was a conveyance tax from the sale of the Residence Inn. Now, we're now looking at only a \$4,000 shortfall.

The Recreation Department Revenues are about \$8,000 over budget right now.

VOAG tuition is still at \$79,000 shortage.

We had received the Center Street funds for \$210,000 which you'll address in the Consent Agenda. It's basically the water department's share of a project we'll be appropriating.

As a whole, we're looking at probably a \$400,000 surplus. Hopefully, it will offset the \$ 375,000 we had budgeted for use of fund balance at this point.

## **2. Review expenses vs budget**

Ms. Portelinha explained there is nothing that really jumps out as being an issue. I've reviewed the reports and been in discussions with department heads and we have no indication there is major issues with their accounts. Most departments indicated if there were a shortage, they'd be asking for transfers.

The departments reiterated with respect to the storms, they have used overtime and those costs they would be coming back for more. The Calendar House will be coming back next meeting for overtime as they've used it related to the storms.

FEMA reimbursement is expected for each of the two storms, but we are not expecting it in this fiscal year.

Discussion.

## **3. Discuss unplanned items that impact revenue or expenses**

Mr. Brumback didn't see anything.

## **4. Sub Committee Reports (Emphasis on financial aspects)**

### **A. Sewer Committee**

Mr. Stanforth said they had no meeting since our last meeting. Nothing to report.

### **B. Public Works Committee**

Ms. Feld noted they met today. They had a presentation from the pavement management system people who are finished with the first portion of their work. They presented a very nice breakdown and a map color coded to show the worst all the way to the best of the roads.

They gave us a price of \$4.5 million a year for the next ten years to properly take of our roads. Mr. Brumback explained that would be just to maintain the roads at their current level. Explained.

To go up a level, it would take about \$5.5 million.

Currently we budget \$1 million and if we continue to budget at that rate we'll deteriorate to about a 54 on the scale over the next ten years.

Discussion of the roads ratings and recommendation to concentrate on the roads that are not the worse at this point so as to save those and work our way to the worst of them.

Ms. Feld indicated Annette Turnquist gave a talk about Pro Energy. She mentioned they've negotiated a price. They've been wonderful as far as street lighting goes in this town.

Discussion.

The trench restoration program was talked about and we have some options. Yankee Gas may be an option we're looking at.

The Rails to Trails Kiosk is moving along. We sent the information over to the Chamber of Commerce and they sent back information and the engineering department is going to work on getting the first half of the map up on the kiosk.

Going forward. A lot to work on. The public works committee always has a lot of things on the burner.

Mr. Labieniec brought up discussion about the roads and where we go from here. The budget and the capital improvement program were discussed by Mr. Brumback. The capital improvement program is contemplating about \$4.5 million road expenditures in the next coming year and it's got about that over the next five years.

Discussion.

Discussion about the different categories of road repair.

Mr. Brumback also mentioned a program heading off those roads before they begin to deteriorate. And, investing in preventative types of things to extend the life of our roads.

Discussion of VHB's role in this going forward. They'll provide training on how to access the roads and a software program that spits out a lot of different things. Explained.

The Chair pointed out the LOCIP and TAR grants are not enough to maintain our roads at the current level. We have to look hard at determining the level of service we provide, the quality of the roads. We may be in favor of moving up on that scale. People have concerns about the roads.

Discussion.

#### **C. Education Capital Building Committee**

Mr. Pocock had nothing to report.

#### **D. Open Space Committee**

Mr. Pocock had nothing to report.

#### **E. Self Insurance Committee**

Mr. Labieniec reported they met in February. In January, we were approximately \$170,000 below budget. Year to date thru January last

fiscal year was \$10.8 million. Year to date this fiscal year is \$11.3. We're up about 4.8 percent. Overall under budget.

#### **F. Blue Ribbon Parks Committee**

The Chair reported the committee is focusing on all parks and all leagues. We've been traveling to the parks regularly and talking to the leagues for creative ideas that would bring our parks to a consistent set of standards. All parks would look and feel the same in terms of maintenance, facilities, offerings. We want to be sure the parks we have are being properly maintained and meeting our needs.

From a financial perspective we ought to cognizant here that at some point a recommendation will come back identifying how we should maintain our park infrastructures. That'll be in collaboration with the leagues as to who should do what. We need to be good partners with the leagues in maintaining our parks.

Discussion about the \$15,000 for the bathrooms at Memorial Park in response to a query by Mr. Casale. Mr. Brumback said the money just wasn't spent. It is in the general fund.

No discussions to date on how much money this committee might recommend spending, advised Chair Leary.

#### **7. Board Communications**

Mr. Stanforth asked about the Health District, how do we calculate how to charge them for insurance? Ms. Portelinha explained Anthem provides the premium and we charge it based on the insurance that each individual has. The same as we do for the Water Department and the Housing Authority.

Discussion.

Further discussion on the insurance claims to-date.

### **VI. Public Communications (Excluding Public Hearing Items)**

Arthur Cyr, 103 Berlin Avenue. The Town Energy Committee got for this town a 2 kilowatt solar panel system and that town generated solar system is on a Board of Education building: South End School. How does one of our committees designate to take one of our earned systems and put it on a building that we as a general budget building we have to worry about we are not going to save any money on? That system should have gone on a town building and not on a BOE building!

You need to ask the BOE how they intend to reimburse us for all the electricity they're going to save at South End School. I want my money. It's that simple.

The CCM Energy Presentation was very good. One word jumped at me. I believe he's talking about energy efficient systems that are

going into a bunch of our facilities and they're going to be Seman (sp) based. If we're going to forward, we need make sure our systems are protected from outside because I believe it was Seman's based systems that somebody in Iran had for their nuclear plants and they were hacked from the outside. It made all their equipment go haywire about five years ago. You need to make sure all of our systems in all of our town facilities; i.e.: computers, energy systems, heating systems are all protected and not vulnerable to outside monkeying around.

I was blown away you just voted 4 to 2 to allow the Parking Authority to transfer \$3,000 for signs. When you are looking for a place to park and you're from out of town, you are looking for one of these nice, cheap square signs that are blue and have a "P" on it.  
Discussion.

Those signs cost \$30 and they're going to replace them with a \$1,000 sign.

Every one of you should drive across the street and park on Apple Alley and look at those signs. They are gorgeous and they better be for \$1,000!

If somebody from out of town and see that sign from across the street and know there's a parking lot there, I'll eat my sweater.

Why is the Parking Authority spending \$1,000 a sign to get a nice double layer gorgeous sign? The Parking Authority apparently has no regard for your money or mine.

Next Wednesday they are going to hold a public hearing and authorize private parking in every one of our municipal parking lots that you just authorized them to spend a \$1,000 per sign. Blows my mind.

## **VII. Review Long Range Plan and Priorities**

### **1. Review status of LRP items in current fiscal year budget**

#### **A. Status /Reprioritizations**

Mr. Brumback stated he wanted to talk about what was covered very well by Ms. Feld and the fact that our long range plan, our capital improvement is really going to be centrally based on our infrastructure. Probably the most expensive component of which is our road system right now. We put about \$1.2 million per year toward our road infrastructure and we need to talk about different strategies. We need to set up and continue to dedicate enough resources to sustain our infrastructure to the level that the town decides is appropriate.

**B. Strategy Discussion - Energy Efficiency/Savings**

Mr. Brumback noted that was covered in the previous presentation CCM.

Ms. Feld added we have sewers to consider long range and technology. They should be added as big, big projects.

**VIII. Conduct Administrative Business**

**1. Consent Agenda**

A.	Appropriation	\$6,291*	Street lighting - Equipment Maintenance (Spec Rev)
B.	Appropriation	\$2,565*	Police Department - Overtime
C.	Appropriation	\$180*	Youth Services - Outside Programs (Sec Rev)
D.	Appropriation	\$350*	Youth Services - Kristen's Kloset (Spec Rev)
	Appropriation	\$325*	Youth Services - Outside Programs (Spec Rev)
E.	Appropriation	\$4,000*	Youth Services - Overtime _ Drug Free Communities Grant
	Appropriation	\$670*	Youth Services - FICA/Med/MERS - Drug Free Communities Grant
F.	Appropriation	\$210,000*	Capital Budget - Widening/Resurfacing/Drainage

The Chair asked for unanimous consent to look at the Consent Agenda in totality.

Ms. Feld made the motion to approve and Mr. Casale seconded.

Mr. Stanforth asked about the Widening/Resurfacing/ Drainage account balance. Ms. Portelinha would forward that information.

Motion passed unanimously on a voice vote.



Mr. Labieniec seconded. Motion passed on a majority voice vote with Mr. Pocock abstaining.

Transfer                    \$2,800\*            Calendar House - Dues & Conferences

Mr. Stanforth made a motion to approve. Mr. Labieniec seconded. Motion passed on a majority voice vote with Mr. Pocock abstaining.

**6.    Transfer**            (Duplicate requested pulled)

**7.    Transfer**                    \$330                    Youth Services - Travel Reimbursement

Mr. Stanforth made a motion to approve which was seconded by Mr. Labieniec. Motion passed unanimously on a voice vote.

**8.    Appropriation**            \$51,675            Fire Department - Volunteer Firefighter Services

Chief Clark explained his department had overruns due to the Hurricane Irene, Storm Alfred, Tanker fire and the fire at Clarke's Street. We also had the fire on Darling Street. All hit us hard. Our call volume over the last three years has been increasing significantly. As a result, we're running short. We have five months still to go. This is a projected amount to get us through the rest of the year in the volunteer firefighter services account. We are averaging about \$13,861 / month.

We have been billing insurance companies and we do have some FEMA money owed to us. Explained.

Mr. Labieniec asked about holding off on taking this total amount from the contingency fund this month and then transferring next month from any account. Extensive discussion followed.

Mr. Casale made a motion to approve. Mr. Pocock seconded. Motion passed unanimously on a voice vote.

**9.    Transfer**                    \$45,000            Highway Department - Contracted Services

Transfer                    \$1,100                    Highway Department - Signs

Transfer                    \$5,000                    Parks Department - Equipment  
Maintenance

Mr. Stanforth made a motion to approve. Mr. Labieniec seconded.  
Motion passed unanimously on a voice vote.

#### **10. CCM Energy Audit**

Mr. Casale made a motion to provide a recommendation to the Town Council that we proceed with the energy audit as presented this evening. Mr. Stanforth seconded. Motion passed unanimously on a voice vote.

#### **Meeting Adjournment**

Ms. Feld made a motion to adjourn. Mr. Labieniec seconded.  
Motion passed unanimously on a voice vote.

(Whereupon, the meeting was adjourned at 8:33 o'clock, p.m.)