

Town of Southington  
Board of Finance  
Wednesday, January 16, 2013

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 .....	\$ 265
Approved this meeting.....	<u>62,000</u>
Total Appropriations.....	\$ 62,265

Appropriations with Revenue Offsets:

Approved to date .....	\$ 199,078
Approved this meeting.....	<u>600</u>
Total Appropriations.....	\$ 199,678

Chairman John Leary called the Regular Meeting of the Town of Southington Board of Finance to order at 7:02 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: Christina Sivigny, Ass't Finance Director  
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**

**A. Ordinance Increasing the Appropriation and Borrowing Authorization** for the 2011 DePaolo and Kennedy Middle Schools Renovations, Improvements and additions Project by \$4,725,000 to \$89,725,000.

Mr. Brumback explained Chris Palmieri would give an overview of that.

Mr. Palmieri, vice chairman of the building committee presented a power point presentation to the public on the details of the appropriation. Hard copy to the board members.

He introduced Angela Cahill from Fletcher Thompson and Tom DiMauro from Newfield Construction.

Construction will be completed in 2 years and not 3 years. We start the summer of 2013 with completion in 2 full years.

We will need to go back out for referendum. The project total will be over the \$85 million originally approved. The new amount needed is \$89,715,347. (See handout)

Although we will need to spend more money overall for the project than originally budgeted, the impact to Southington tax dollars will be less. This is due to the reduction in square footage for the buildings through value engineering. Explained.

Combine that with money from the Open Choice Program. Explained the percentage is based upon the students enrolled in the program.

Contingencies were explained.

Even though the project cost is increased the impact to Southington tax dollars will be less. And, this is due to the reduction in square footage for the building through value engineering. I want to stress that we did not impact any teaching or learning spaces. We eliminated a second faculty dining area. We eliminated additional teacher meeting spaces. Eliminated a computer lab but added mobile technology. Add to that the money available from the Open Choice Program.

The project cost has increased by \$4,715,347, Southington's share has decreased by a range of \$946,048 to \$1,843,202. The state's share will now be either \$50,303,395 if we're 2% Choice Participation or \$51,200,549 if we have 3% involved in the Open Choice Participation. The Southington share would now be reduced to either \$38,514,793 or \$39,411,952. Either way it's less impact on Southington tax dollars.

I am pleased to announce we do not need to remove the vapor barrier in all non construction areas as long as all conditions remain the same related to air quality in both buildings. Explained the vapor barrier issue.

They require that we will complete annual air quality tests very similar to the ones we did at the start of the project which brought us where we are today. The cost for both schools this year's \$7,700.50. That includes 8 air samples per school. We

should plan on budgeting for ten years after the construction is completed.

The next step is a special referendum we'd like to set for March 19<sup>th</sup> will take place at Derynoski Elementary School from 6:00 am to 8:00 pm.

Mr. Casale had a couple of questions. The two shifts a day – is it one group working two shifts or two separate groups of construction employees? Tom DiMauro from Newfield Construction responded the plan is to have two different shifts with two different crews. Four crews between the two schools working concurrently on the project.

Mr. Casale clarified the abatement process will take place only when the children are not in class, correct? Mr. DiMauro responded yes, per the regulations.

Explanation of eligible costs and reimbursement rates.

Mr. Casale brought up safety. All employees will have background checks and the facilities will be separate from the children and they'll not be in contact with the construction employees? We are discussing a badge system? Mr. DiMauro responded that was correct. He then explained the procedure for each construction to go through. A construction manager will be on site for each shift.

As to the EPA required testing, Mr. Casale encouraged the town to take that up since this is a referendum town wide and that we don't include that in the BOE's budget and we take care of that amount.

Mr. Stanforth thanked the committee for their hard work. I'm concerned with the cost of putting this together. I do see some costs and budget sheets for the project. I was hoping there'd be a comparison from the original budgets to show the changes the committee did work hard on. Mr. DiMauro said that information would be provided.

The cost of the pcb remediation was discussed and Mr. DiMauro will provide that figure for both schools. Maybe a little over \$6.7 million. Mr. DiMauro further went over the cuts for value engineering. Mr. Stanford said he would've liked to have seen that information in the presentation as it is important. Not necessarily our share but I am concerned about the total cost pointed out Mr. Stanforth.

Discussion.

Mr. Palmieri advised the cost is roughly \$89 million and change and not \$85 million. It is important to make sure that

everyone knows that due to the state reimbursements we will be paying less from Southington's share due to the two reimbursements mentioned. It's important and it is rare we're able to take advantage of that.

Discussion.

Discussion about the savings achieved by leaving the vapor barriers in place in certain areas. Air quality was discussed. Testing is for 10 years. Are we confident there will be no problem with the air quality asked Mr. Labieniec. Mr. Palmieri explained the environmental firm did the testing and this is the route they recommended we take to try to appeal to the EPA. I don't think the EPA would make that recommendation unless they felt it was appropriate.

Discussion.

Discussion of the Choice Program. Mr. Palmieri said the superintendent brought it to our attention and we need to acknowledge that. Currently right now we don't have middle school students to take advantage of that reimbursement, but by the time the project is completed those elementary school students will be middle school age so we can take advantage of that. Percentages were explained as being between 2 and 3 percent.

Ms. Feld asked if we took advantage of the Choice Program with regard to South End and Plantsville Schools. Brian Goralski, BOE Chairman answered because of the discovery as part of this building project we're in the process of closing out the two mentioned projects and because we have not closed yet, one of our intentions through Mr. Cox at the state level is to bring that to them as potential savings for the community. It could result in additional savings to us. Our hope is that this savings will be seen.

Discussion.

Air quality testing will be done through the BOE budget as is radon testing, explained Mr. Goralski. It will be in our operational budget which occurs after the close out.

Mr. Labieniec asked the amount accrued to date if the referendum fails and we have to pay that amount. The estimate is \$2.4 million responded Attorney Sciota.

The Chair talked about value engineering. Besides reducing space, have we changed at all the quality of construction or quality of materials being used in the project. Mr. Palmieri stressed and explained the value engineering done with regard to the square footage (meeting spaces for teachers).

Mr. DiMauro spoke about the construction material value engineered. He will make the list available to the board members. Most of it occurred with space reductions which allowed rooms to be moved to the building. We eliminated a cafeteria addition. Faculty dining room small addition was eliminated. Most dollars came from space savings. The committee was very careful with the quality of the material and the quality of the systems. Example: HVAC system evaluated.

Discussion.

Angela Cahill, Fletcher Thompson, Project Manager, presented regarding the architecture.

She showed and explained the Kennedy Middle School site plan.

The DePaolo Middle School site plan was shown and explained.

Access to the ball fields was discussed as being upgraded to code.

Tennis courts were eliminated as a result of value engineering.

Interior elevations were shown.

Building renderings were shown and explained.

In terms of quality, there were not too many items on the list that talk of going to a different grade of material and part of the reason is the state through the grants requires us to insure that what we're bringing into these buildings because they are deemed renovation to new status must be a 20 year life or better.

Discussion.

The other reason we have to keep the same types of materials is because of the high performance code we have to abide to. Explained low VOCs as an example.

This presentation contains some financial information which might speak to what Mr. Stanforth was asking about and I'll let Tom take over.

Mr. DiMauro showed a summary of the construction document estimates and discussed line by line.

Soft costs were explained. Kennedy is more because of a land acquisition.

A divisional breakdown for each school was discussed. It shows where the costs are in relation to the category of construction work.

Contingencies were discussed.

The total cost for abatement of hazardous materials is \$8.5 million.

Bid alternates were discussed as being a tool to control the bid.

Discussion.

Mr. DiMauro went over the estimate contingency in response to a query by Mr. Stanforth. That line item goes away on bid day.

What happens when we have left over money after the project is done. Attorney Sciota said with a bond issue if the money is not spent, it is not borrowed.

Discussion.

(Those wishing to speak on this item)

No response.

The Chair closed this public hearing item.

**B. Appropriation of \$50,559 to the Capital Fund** new account "Fire Department Air Compressor" which will be offset by an appropriation of \$50,559 to the Capital Fund revenue account "State Grants".

Fire Chief Harold Clark gave an overview. We are asking for an appropriation of \$50,559 to replace our 18 year old air compressor and filling station. The unit compresses and filters air for firefights and their self-contained breathing apparatus. It's arguably the most important piece of equipment that a firefighter uses. Fresh air while he's in a hazardous atmosphere.

The presenting filling station we have is plagued with problems. The compressor now has pressure building in its crank case. We are having troubles with the air filtering monitoring system on it.

The department did a lot of research on compressors and alternative means of funding and Firefighter Heath, here this evening, wrote and applied for a federal grant to replace our breathing air compressor and filling station.

Discussion.

After reviewing manufacturers, we picked Bauer for a number of reasons. We received three different quotes. Bauer was on the state bid list, it is a well known name in the industry and service is available from an established company. They didn't try to sell us a much larger machine than we needed as some others did.

Included in the price is 4 years of compressor maintenance and air testing.

The total is \$56,176 and the grant awarded was \$50,559. The fire department's share is \$5,617. This is a reimbursable grant.

This is a granted by FEMA to reimburse us and we need to spend the money first.

Discussion.

Mr. Casale made it clear we are going to be appropriating the money and then we'll get it back later.

(Those wishing to speak on this item)

No response.

The Chair closed this public hearing item.

#### **IV. Old Business**

1. Approval of Minutes from the meeting of December 12, 2012.

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

The town manager asked for the Chair to bring up guests from the Open Space Committee at this time. The Chair called the Open Space Committee representatives to come to the podium and speak on what the true value of open space is and what are you recommending our vision be regarding open space.

Robert Berkmoes and Dawn Miceli approached the podium.

Mr. Berkmoes gave a presentation on open space indicating we have been purchasing open space since 1999. He spoke about the Crescent Lake purchase and its benefits as passive recreation and also for hiking. That is our largest piece of open space. The water department did contribute to that purchase and we will

use that for very low flow or drought times in summertime. We fortunately have not had to use it.

Discussion.

Our smallest piece is three quarter acres and it's on Germania Street adjacent to Goat Island. This had great access to the Quinnipiac River for passive recreation, open to the river if they want to kayak or canoe.

The biggest assets I think of open space is the money the town would save. We have approximately 562 acres of open space now. Compared the cost to residential development and school education costs versus tax income.

We are looking for property that would benefit the town immediately but also may be of great value 25 or 50 years from now.

Dawn Miceli stated cows don't send their children to school - an old adage. Explained it illustrates a documented fact that open space parcels far from being a drain on local taxes actually help support and enhance our coffers because of the municipal services they do not use.

Most towns have open space committees because open space is not an expense but an investment that produces important economic benefits and advantages.

Explained Cheshire's very forward and aggressive open space policy having acquired 1300 acres of open space. State grants help with the funding of open space purchases she explained.

Our committee is known as the Open Space and Land Acquisition Committee. A dual role.

She spoke on the Comprehensive Plan and its commitment for open space expansion. Long range planning is needed to provide purposeful land parcels acquisition i.e.: those contiguous with other open space parcels, or those in proximity to schools, parks and other offerings and natural resources and cultural land, etc cetera.

She detailed many of the benefits of open space to a community such as health, beauty and quality of life. It's good for the bottom line. Explained.

We haven't had an open space referendum since 2003 - a decade later.

Discussion.

As to public awareness, the committee has a beautiful brochure available of all the town open space parcel with little snippets one each one. We have a citing of all of them on our website. Brand new Activate Southington came out with this booklet which talks about the different activities and things we have in town to keep kids active.

Discussion.

The Record Journal is doing a series of all the different tracts of land we have. Information is out there.

Mr. Berkmoes explained the committee is having Crescent Lake surveyed as part of a management study to manage the property to harvest some lumber available on a yearly basis.

Discussion.

One thing we started is the gardening on Academy and East Streets for organic gardening.

Reaction from our citizens is they want to see open space, they know the value of open space and the savings to the town and they know the property we purchase now may not be there in 10 or 25 years if we don't do something about it. All around a good idea.

The state is trying to get 21 percent of its land to be recognized as open space. This by 2023.

We're doing the right thing and we're on the right track. I think it benefits everybody concluded Mr. Berkmoes. We are proactive about land purchases. We also have had donations to the town. We solicit open space if we know it's available. We also go after grant money from the state.

Discussion.

Ms. Miceli wanted to be sure we have something in the coffers so when parcels do come up, we can negotiate promptly and expediently and not have to look for funding.

Discussion of going to referendum and having the amount to spend authorized.

Thank you.

The Chair asked for unanimous consent to move up on the agenda the vote on the two public hearing items. Ms. Feld made that motion and the Chair noted unanimous consent.

**A. Ordinance Increasing the Appropriation and Borrowing Authorization** for the 2011 DePaolo and Kennedy Middle Schools

Renovations, Improvements and additions Project by \$4,725,000 to \$89,725,000.

Mr. Casale made a motion to approve. Mr. Labieniec seconded as did Ms. Feld.

Mr. Stanforth commented he hoped the building would do due diligence and watch the costs and spend the money diligently and it's not spent in such a way that it is spent because it's there.

Mr. Pocock responded the BOE staff is really doing due diligence as well as the committee. I feel comfortable with the committee we've got and it is going to be fruitful for us. A lot of people are very much in favor of us coming in on budget.

Discussion.

Mr. Stanforth added you would have come in at that or even less if the environmental issue had not come up. We need to deal with it, though.

Motion passed 6 to 0 on a roll call vote.

**B. Appropriation of \$50,559 to the Capital Fund** new account "Fire Department Air Compressor" which will be offset by an appropriation of \$50,559 to the Capital Fund revenue account "State Grants".

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

Resuming the agenda:

**V. Assess current financial state of the town**

**1. Presentation of Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2012 by Joseph Kask, Partner for Blum Shapiro.**

Mr. Kask presented what was done, what was issued, our opinion. If you have questions, let me know.

We started this audit in May-June timeframe assessing risk throughout the community and designing our audit test to direct them to the area where we needed to spend specific time.

We finished our field work and we have produced a series of documents.

- Work on school year end report for EEO-1. No findings in that area.

- Audit of state financial assistance about \$30 million in state grants. No findings and we issued a clean report.

- Year ending June 30, 2012, administered just over \$5 million I federal grants. Some direct and some pass-thru. We issued a clean opinion on how the town administered those programs.

- CAFR is almost a 100 page report. Referred to Page 1, the independent auditor's report. The third paragraph states in our opinion . . . that is in fact a clean opinion or unqualified opinion on your financial position.

Discussion.

In the report you will see a significant number of financial statements which represents the general fund, your enterprise fund, special revenue funds. This year that report is the same in format. No changes in the presentation. We will see changes in the future.

Discussion.

The rest of the reports issued to the committee had no material weaknesses or significant deficiencies that came to our attention during the audit related to your internal control structure.

- Document regarding our relationship with management and if there were any difficulties encountered during the audit and there were none. No uncorrected misstatements in the financial statement. No disagreements with management. They disclosed all they had needed to disclose.

No other matters to discuss with the Board of Finance.

Mr. Brumback noted this is an extraordinarily well done audit from top to bottom. This is a source of pride for me as a town manager to have this presented on behalf of an outstanding team in the finance department. This is a very, very complicated budget, audit and accounting process. Emilia and her team do our community very proud each and every year with this being a particularly strong year because of changes with having a new guy onboard that I represent. Things we are doing to try to change the culture of how we do business, her team has been extremely flexible and very professional. They've done it without missing a beat on the accounting side.

The Chair echoed those comments. Knowing there are no weaknesses or deficiencies is a good thing and knowing we have an unqualified opinion on the report and we've done everything properly I think is a good thing for the town.

## **2. Review revenue vs budget**

The finance director went over the revenue budget to-date. This is a timing issue as far as tax revenue and we are \$1.5 million ahead through December. This is the big collection month.

Prior year's tax collections, we are about \$130,000 above budget. Interest on taxes about \$46,000 above budget. Building permits and fees is \$83,000 above budget. Most is due to the \$65,000 we received from the Hilton location. Our interest on investments, we are currently \$60,000 below budget but we are \$16,000 higher than last year.

As to state grants, last month we received almost half a million from the state in various grants. Mostly in lieu of taxes (veteran exemptions, elderly circuit breaker, distressed municipalities, et cetera). ECS money we should be getting another quarter payment at the end of this month.

Discussion.

Discussion on possible state cuts.

The Town Clerk fees are up \$86,000. This is an increase in activity. Capital Project Reimbursement, we did some work and Yarde Metals reimbursed us.

Discussion.

The line item: appropriated funds returned was discussed. That is monies from a prior year that were refunded for any purpose.

The accrued interest on bond line item was explained.

## **3. Review expenses vs budget**

Ms. Portelinha advised after review of the report, there is nothing that jumps out at me nor has any department indicated they would be needing additional funding for any purpose. Within the next couple of weeks, the town manager and she will be sitting down with the departments to review their budget and part of the process is them telling us where they think they're

going to land this fiscal year. As information comes to us, we will let you know.

Mr. Stanforth advised worth noting is the bulky waste line and the Calendar House line.

**4. Discuss unplanned items that impact revenue or expenses**

Mr. Brumback commented about the one we all know about which is the impact of the state. We don't know what that is going to be.

(Ms. Sivigny, the Assistant Finance Director, was introduced to everyone.)

**5. Sub Committee Reports (Emphasis on financial aspects)**

**A. Sewer Committee**

Mr. Stanforth advised most of the projects are continuing with nothing new on the horizon. We did get the draft permit for the phosphorous issue. We'll watch that. The digesters are being repaired as we speak.

**B. Public Works Committee**

Ms. Feld advised this committee is meeting on the 17<sup>th</sup> of January (tomorrow).

**C. Middle Schools & Education Capital Building Committee**

Discussed earlier in the meeting.

**D. Open Space Committee**

Discussed earlier in the meeting.

**E. Self Insurance Committee**

Mr. Labieniec commented about what was done for this year's budget. The increase in funding is from \$20.5 million this up to \$22.4 million for fiscal year 2013-14. It's a large increase. The committee was not terribly happy about recommending this. He gave a discussion on the historical context of this number.

Secondly, the committee in their meeting discussed whether or not they should use any of the reserves to help offset the increase.

The Reserve Policy was passed and it was a policy on how to handle reserves should we find ourselves in the position of having reserves. Not a policy on building a reserve fund or targeting a certain percentage. Anything up to 15% of budget expenditures should stay in the reserves to be used for onetime costs or to be used to offset the cost of any fiscal year. Anything in excess of that could be used by the town council for one time capital projects.

We are down to \$2.8 million in the reserves. Explained the committee felt we will go over budget this year and it's likely we will have to dip into the reserve fund again to help offset that.

It was unanimous on the committee that it wasn't the appropriate action to use that money to help offset the cost. We'll continue to have that discussion.

Discussion.

We are looking at a 9.19 percent or \$1.9 million increase this year and there is concern we could see double digit increases in the future.

Discussion.

I do think the committee made the best decision possible understanding it has a very impact on the budget.

Discussion.

Discussion regarding what is driving up the cost.

Wellness Initiatives and strategy was discussed by the committee, as well. A combination of incentives and disincentives is used.

Discussion.

Mr. Stanforth stated that he feel the reserves in the health insurance fund are a little bit repetitive. We have reserves in the town fund so why keep reserves over there when we have a reserve in the town. Do we need two backups?

#### **F. Gura Building Plan Review**

Nothing new to report from the last meeting.

#### **G. Other Committees**

Ms. Feld noted the Turf Committee is meeting for the second time. The board will be advised.

## **6. Board Communications**

Mr. Labieniec asked about the BOF budget workshop dates. February are the meetings with departments explained Ms. Portelinha. And, then March is when we have our workshops. Tomorrow I will send a preliminary with some dates and we can decide when to meet and get the schedule setup.

Discussion.

Mr. Stanforth advised he had a commitment from the administration to have the Capital Budget Plan --- Mr. Brumback interjected you have been asking for quite some time to get an update on the status of all of the capital accounts and various projects and get some sort of accounting of where we stood on a myriad of projects. I accept full responsibility for the delay and apologize explained the town manager. Emilia and I talked and came up with a firm date and it will be brought forward to all of you in your March meeting. Heretofore, that'll be updated on a more regular basis.

Mr. Stanforth wanted to be sure to follow up on the policies and procedures we were trying to do something with. The Chair noted that.

Mr. Pocock stated the middle school building committee, it starts with Mr. Brumback, Dr. Erardi and I can't say enough for the committee itself. Mark Sciota. We have some real people on there, professionals that have done a lot. The principals and assistant principals have really stepped up and the value engineering was done basically by that working committee set up. We're really working as hard as we can to make this thing have the best product coming out. I call Chris Palmieri the energizer bunny. He just doesn't stop, folks. You need to know. And, he along with the team, have done a lot of hard work. All teamwork.

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

Arthur Cyr 103 Berlin Avenue. He really appreciated the vice-chair's explanation of the self insurance issue only because he actually spoke for a majority of the time in dollars. It is very easy to understand. Explanation.

As to the middle schools, the long and the short of it is, we need approve the increase to \$89 million and change and save about somewhere between \$900,000 and \$1.8 million. I'd vote for that three times if I were allowed. I stand here in support of the new referendum coming up in March.

Discussion.

We're in the budget cycle. He spoke about the BOE budget proposed by the superintendent for a 4 to 5 percent increase for an extra \$4 million to \$5 million. Don't these people read the news about Hartford or Washington? We gave them a turf field and it cost them not one dime. They kicked in zero from the BOE budget. Maybe we're being too nice to the BOE. Now they'll stick it to by saying we want \$5 million more. I told them at their meeting they get level services; expect level services and nothing more. Not in these financial times. I bring that up to you and you should look at for the BOE level services and not 19 new people and not an all day kindergarten.

I've been at the board of fire commissioners meetings. I'm absolutely disgusted that you gave them a budget last year and they laughed in your face. They've been doing whatever they want with disregard for the budget this BOF gave the fire department.

Discussion.

The Chief asked from this board permission to spend an additional \$1,760 a week in overtime to overstaff his people to cover vacancies and sick time. It's ridiculous. I feel its borderline criminal what the board of fire commissioners is allowing Chief Clark to do to our town budget.

Discussion.

Almost as bad as the parking authority. They've submitted a budget with an extra \$10,000 and 5% more here and there. A couple more the thousand dollar black and gold parking signs. They can't even get the weeds taken out of our flower beds for the Apple Harvest Festival. They should have their budget cut in half.

Have a nice night.

Ms. Feld said she was at the board of fire commissioners' budget discussion this afternoon. They are in fact talking about a 16.6 percent overtime increase.

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

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

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

#### **B. Strategy Discussion**

Mr. Brumback explained another commitment made to you all and it involves around the means by which we fund our capital improvement program going forward. We've provided to you some numbers. You also asked about the chip sealing, crack sealing, milling and overlay --- how we would break apart the money that had been approved by referendum last November. We've provided that to you. He quickly went over the breakdown provided.

We are hoping that the lower level investments sufficiently extends the life of the road so that we can put off as long as possible the restoration and structural repair that is substantially more expensive per mile.

Discussion.

Paragraph 2 was explained as showing what we've been putting forward per year in the past five years.

The question then becomes how do we want to fund this kind of program going forward recognizing this is just the road piece of it. We've also got vehicles to replace.

Mr. Stanforth said we made a commitment to jump start this program and we bonded \$11 million. Discussed the numbers.

The numbers under the 5-year history don't include the capital projects. Ms. Portelinha said another list had been sent out in August of last year we could resend. Mr. Stanforth's point is we cash funded an average of \$1.2 million in the past. We bonded capital improvements in the past. Do we want to continue on the path of bonding everything? Do we want to pay cash? Do we want a cash/bonding alternative? I don't know the answer. I am not comfortable with bonding the whole thing ended Mr. Stanforth.

Discussion.

Extensive discussion on how to financially move forward on this program.

The bonding and the referendum jump start us to get us there and then the cash funding keeps us there stated the Chair. It is certainly worth considering.

Discussion.

Mr. Casale recollected we decided we were going to put together the \$11 million as a jump start and let the residents see the and hopefully moving forward they would approve an additional referendum a few years down the road. Mr. Brumback said that was correct with the recognition then it became the responsibility to sustain it so we didn't have to go back. We've been totally transparent about this from the beginning.

Ms. Feld said before we make any decision on bonding or paying cash, we need to look at all the things that need to be planned for. Last year we put off setting money aside for the next revaluation. We chose not to do that. Well, that's going to come up again this year at budget time. We've still got the same problem.

There are other things too, where we could spend cash or bond. We need to wait until we've got a full picture of what's needed and then we can make some decisions.

Mr. Brumback agreed that was true, however, from a staff perspective we're trying to set out programs and strategies that give you that information for years in advance so you can make decisions like we're talking about with the pavement management system. We're trying to do that with vehicles and other pieces of infrastructure. The BOE is doing it with asbestos abatement and other challenges they've got so we are not doing it annually.

As a staff, what we've done is you are going to be approving or recommending approval of the capital improvement program concurrently with the budget. Now you are making a decision on the entire plate of items in front of you rather than a dish at a time.

Discussion.

Mr. Pocock said we have had so many things in the past not taken care of, highway trucks? Fire trucks? The roads we've looked at but we have to start funding that. Look at where we are with IT? So many things to take a serious look at. It's not as easy as it looks and we have to come up with a budget.

Discussion.

In the budget, we can't put in, but we can take out reminded Mr. Stanforth. Staff will look at it and put something serious together.

The Chair asked staff to put in the accrual for the 53 rd week. And, put in the accrual for the reval. We'll talk about it. Balance our budget and don't take anything from our fund balance utilized and we'll have the second year of a balanced budget.

Lastly, put in a specific line item estimating the increase in spending, the amount we have to build the Rainy Day Fund for the increase in spending. The surplus will then be a surplus.

Discussion.

## **VIII. Conduct Administrative Business**

### **Consent Agenda**

- A. Appropriation \$3,691 \* Youth Services -**  
Youth Services Enhancement Grant (Spec Rev)
- B. Appropriation \$330 \* Youth Services -**  
STEPS Donations (Spec rev)
- C. Appropriation \$1,055 \* Youth Services -**  
Outside Programs (Spec Rev)
- D. Appropriation \$401 \* Police Department -**  
Loss Damage Vehicle Maintenance (Spec Rev)
- E. Appropriation \$4,403 \* Police**  
Department - Loss Damage Vehicle Maintenance (Spec Rev)

Ms. Feld made a motion to approve the Consent Agenda in its entirety. Mr. Casale seconded. Motion passed unanimously on a **voice vote**.

**Manager's Memos:**

- 1. Bond Ordinance \$89,725,000** See Public Hearing  
Item #1

Handled earlier in the Agenda.

- 2. Transfer \$1,500** Town Manager -  
Advertising

Mr. Brumback explained this is for a couple of unpredicted advertising items I have needed to do that I didn't think I would need to do when we prepared the budget for last year in the amount of \$1500 and it's the performance contracting energy RFP advertising for an IT Director, Town Engineer and Planning Director.

Ms. Feld so moved the motion and Mr. Stanforth seconded. Motion passed unanimously on a voice vote.

- 3. Appropriation \$600 \* Calendar House -**  
Overtime

This would've been under the Consent Agenda but out of respect for Mr. Pocock was taken out. This is a reimbursement of overtime spent by those organizations that used it.

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

<b>4. Transfer</b>	<b>\$3,000</b>	Tax Collector
Overtime Pay		
<b>Transfer</b>	<b>\$500</b>	Tax Collector Temporary
Seasonal		
<b>Transfer</b>	<b>\$200</b>	Tax Collector Meal
Allowance		

The Tax Collect has experienced a fairly significant amount of changeover in a small organization. She has supplanted that with seasonal and overtime pay. She still has one vacancy in one of her two busiest months of the year. She has the money to cover that is recommending the reallocation in order to do that.

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

<b>5. Appropriation</b>	<b>\$50,559</b>	* See Public Hearing
Item #2		

Handled earlier in the Agenda.

<b>6. Transfer</b>	<b>\$1,900</b>	Fire Department -
Gasoline Pump & Repair		

This is a town wide thing for which he is responsible. We had some serious issue with the fuel tracking aspect and this is a very small (\$2000) budget in the first place. He needs this to fix it and keep it going.

Ms. Feld made a motion to approve which Mr. Labieniec seconded.

<b>7. Transfer</b>	<b>\$24,500 changed to \$ 39,496</b>
Information Technology- computer Maintenance	

<b>Appropriation</b>	<b>\$43,499</b>	* Capital Fund- North Center
IT Modifications		

Mr. Casale made a motion to approve which Mr. Pocock seconded.

Jay Baker explained we consolidated our printing services and we didn't have the money in that one line. I want to move money from one account into the computer maintenance account. I

also have some cabling done for the municipal center and this building not accounted for and need to move money to pay those bills.

Mr. Brumback explained further this is going to be in fact a \$25,000 a year cost savings. He's having to front this and we'll be able to replenish in April when we can move money between departments.

When outfitting the North Center School we were told we would get a grant of approximately \$56,000 and so we spent the money on the sound system. The grant came in at \$39,000 because the state changed the rules and this covers that \$16,000 gap of getting everything done.

Ms. Portelinha interjected. The appropriation should be for \$39,496 with a grant with revenue to match. The \$4,003 is currently in an account that can be spent for that purpose. That's the town's share --- see description in the package.

Motion passed unanimously on a voice vote.

**8. Transfer                    \$15,000        Police Department -**  
Building Maintenance

They used a portion of this to buy an HVAC system and this is to replenish and for repairs.

Mr. Pocock explained this is an example of value engineering and something not being done right.

Ms. Feld so moved the motion and Mr. Pocock seconded. Motion passed unanimously on a voice vote.

**9. Appropriation                \$62,000        Miscellaneous -**  
Accumulated Payout

Ms. Feld made a motion to approve which was seconded by Labieniec seconded.

These are retirements. And, we are expecting one if not two additional retirements so we will be back. Mr. Brumback explained he knows of no other way to manage this account.

Discussion on some kind of planning for retirements.

Motion passed unanimously on a voice vote.

**IX. Adjournment** - Mr. Casale made a motion to adjourn which was seconded by Mr. Pocock. Motion passed unanimously on a voice vote.

(Whereupon, the meeting was adjourned at 9:47 o'clock,  
p.m.)