

**EXECUTIVE SESSION**

The Board of Finance entered executive session at 6:30 o'clock, p.m. immediately preceding their meeting with the following in attendance in order to discuss contractual meters & personnel

The following Councilpersons were present, viz:

Sandra Feld, Joseph Labieniec, Edward Pocock, Jr., Wayne Stanforth and John Leary, Chairman

Ex-officio members present were as follows:

Garry Brumback, Town Manager  
Emilia Portelinha, Director of Finance  
Mary Baker, Chairman of the Board of Fire Commissioners  
Harold Clark, Fire Chief  
T. Russell Wisner, Ass't Fire Chief

No motions were made or votes taken during executive session.

Mr. Stanforth made a motion to adjourn from executive session. Mr. Labieniec seconded. Motion passed unanimously.

(Executive session was adjourned at 7:23 o'clock, p.m.)

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Emilia Portelinha  
Acting Secretary

Town of Southington  
Board of Finance  
Wednesday, September 11, 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.....	\$	0
Approved this meeting.....		<u>50,000</u>
Total Appropriations.....	\$	50,000

Appropriations with Revenue Offsets:

Approved to date.....	\$	0
Approved this meeting.....		<u>1,520</u>
Total Appropriations.....	\$	1,520

Chairman John Leary called the Regular Meeting of the Town of Southington Board of Finance to order at 7:30 p.m. in the Council Chambers of the Town Hall with the following members in attendance:

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

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

Absent: Anthony Casale, Board Member

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

As this is 12 years after September 11<sup>th</sup>, as we stand for the pledge let us all in our own way remember the events that happened in our country on September 11, 2001.

(Moment of Silence)

**JOHN LEARY, CHAIR, Presiding:**

III. Public Hearing Items

None

IV. Old Business

1. Approval of Minutes from the meeting of July 23, 2013.

Mr. Pocock so moved the motion for approval of the Minutes. Ms. Feld seconded. Motion passed unanimously on a voice vote.

V. Assess current financial state of the town

1. Review revenue vs budget

Ms. Portelinha noted this is thru August. Prior year's tax collections are approximately \$45,000 above budget.

Building fees are \$100,000 above budget. Most of this is because we received \$70,000 worth of permits for 100 Executive Boulevard building.

Interest on investments is currently about \$2,000 under budget.

Town Clerk fees were up about \$40,000.

Planning & zoning fees were up a little bit, as well.

Additionally, we received a final rebate from the BRRFOC/TROC. They did an elimination of nonrecurring capital and they distributed it to the participating towns and we received \$101,000.

Mr. Brumback said this is a reflection of what we're seeing across all town departments. Economic activity here is very, very healthy and it is reflected in building permits, fees and in tax revenue. Southington is recovering rapidly and coming out of the recession.

2. Review expenses vs budget

Ms. Portelinha said to-date there is nothing brought to her attention that would be an issue.

3. Discuss unplanned items that impact revenue or expenses

Ms. Portelinha is unaware of any unplanned items that might impact revenue or expenses at this point.

#### 4. Review of Capital fund projects

Ms. Portelinha reviewed the information she had provided to the board members through June 30<sup>th</sup>.

She specifically spoke about the town hall improvements for \$50,000. We are holding that for the windows. We've actually received notification we'll be getting the \$150,000 grant. So together with the \$50,000 we should get windows replaced at the town all.

Memorial pool renovation still has a little money left in it that we'll use to clean up that account and it will be closed out shortly.

The rails to trails have two separate accounts. We're basically for grant close out to get them off the books.

The denitrification facility, we have one open encumbrance. That should be closed out shortly, as well.

The federal ARRA grant money we received, we're just waiting for final close out.

The IT modifications at North Center should be closed.

Triano Drive development is completed. We received the full grant. We have to close out the excess authorization there.

The Aircraft, Newell, Redstone, that as well has been completed and we received the grant in full. We have an authorization to close out on that.

Fire Department air compressor has been spent down and the grant received.

A few items have bonding and we are going to have bond counsel reallocate to other projects.

Discussion.

Discussion about the report form generally. It was decided that this type of report would be generated semi-annually, at the end of the year and prior to budget time.

5. Sub Committee Reports (Emphasis on financial aspects)

A. Sewer Committee

Mr. Stanforth reported the digesters are an ongoing big project. They've got it all cleaned up and they know what they need to do and they're working on getting it on line in a couple of months, hopefully.

The Water Street project will be done in a month or two.

The plant upgrade is the biggest thing right now. We got a grant from the state to do a good piece of that.

The recurring smell issue was brought up. It had a financial impact that goes to the sewer fund. Mr. Brumback explained what has been done to cure the problem. It is costing us tens of thousands of dollars to ameliorate the odor issue but we're hoping the system changes combined with the improvement in the weather will keep the cost down. The digesters should fix the problem for good.

Discussion.

B. Public Works Committee

Ms. Feld reported both Garry and she missed the meeting. But a brief report of the meeting would be there was not a quorum present. Discussion took place at the meeting about the leaf pick up bids which are due shortly. The pools are closed. Highway is working on the catch basins. Belleview is the road repair they're doing currently had an extension because of unanticipated requirements. The drainage. It ran \$29,000 over what was anticipated. The roof at Memorial Park is done. The highway garage roof is in the process of being done. A bid is out for fire station #3's roof. The scanners are still not working. And, they sent them back for a new software revision which is going to cost \$1,060. They won't be back until October.

I had asked for a breakdown of the \$6,000 we gave Jay Baker to do this. So, \$1,060 and \$3,200. We're at \$4,300. We're still in good shape.

C. Middle School Building Committee & Education Capital Building Committee

Mr. Pocock stated the schools opened on time. We're running on budget at this point thanks to the faithful help of Attorney Sciota and Emilia and her office in developing a budget.

Any abatement we've been doing is very, very expensive. We're going to have to do air quality tests down the road, too, to keep up with the EPA to make sure we stay in line.

The Education Capital Building Committee, we didn't have any meeting.

#### D. Open Space Committee

Mr. Pocock advised of a couple of things going on. Up at Crescent Lake we have UCONN doing a free study for us up there and we'll be doing some thinning of trees up there. We have other items and other parcels if anybody wants to donate that.

#### E. Self Insurance Committee

Mr. Labieniec recapped fiscal year 2013-14. The first month results in for July; we were about \$25,000 over budget. Nothing noteworthy there.

I did want to note a few things about fiscal year 2012-13. It closed at 19.9 million. Fiscal year 2011-12 closed at 20.2 million. We were about \$300,000 under the actual prior fiscal year or about 1.5% under plan. It should be noted there was a lot of discussion about the decision to recommend a lower budget of \$21.85 million for 2013- 14. We thought when doing our estimate that 2013 would come in around \$21 million. Then we revised our best guess to being around 20.2 million. We came in at 19.9 million. It really means the budget for this year is 9.6% over the actual for 2013. I think we stand in good really good shape with the 21.85 million number based on where the actual came in for 2013.

We did have a review on our policy of excess reserves.

We had a presentation by Lindberg & Ripple on what Southington needs to do to be prepared for Health Reform Act. The committee and consultants are looking at it.

We will be looking at being prepared for the impact of the Cadillac tax.

Anything that would impact this fiscal year was contemplated in the budget.

F. Gura Building Committee Review

Mr. Brumback had nothing to report.

G. Other Committees

Nothing to report.

6. Board Communications

The Chair reported the BOF will be meeting on 9-18-13 at 7:00 pm to talk about policies. We will meet here. It will be a workshop to make a recommendation to the town council regarding the policies. We should focus on:

- Accruing for items that get paid every so many years, accruing for them in the years they don't get paid so there isn't such a big impact in the years they are paid.
- What to do with the "Rainy Day Fund" if it falls below the target and the target itself.
- Any other items members wish to bring up.

Ms. Feld asked about an article in the Patch about a driveway repaving. She had some questions about the detail on that. I would like to know --- it was stated in the article that this is routine policy and that it has been done before. Mr. Brumback said it has been done since she has been here. Ms. Feld wanted the following specific detail:

- The addresses, the date of the repair, the amount that the individual paid and the date that the amount was paid.

Mr. Brumback said he would try. He didn't know what our records have. However, he could specifically about the one in the article. It was one address where the gentleman had been invoiced. I guess addressing each of those components, I don't know if the information exists, but we will look for it.

Mr. Brumback noted it had been done at Spring Lake Village. We did it on Marion Avenue. I think routine is probably overstating it. When it is done it is done exclusively at the request of the homeowner and what happens is when we are tearing up somebody's driveway, we have a responsibility and the policy is we will restore the individual's property in the same condition that it was. In this case it was torn up substantially. At the time of repair the homeowner said, rather than have a seam one-third of the way up my driveway, can I get the rest redone. The answer was we can't do it at town expense, but if you're willing to pay for it, the answer is sure. We have done that in the past.

Ms. Feld said she wanted the information on others, as well, as stated before. She would appreciate it.

Discussion in general about the policy for replacing driveways.

Mr. Stanforth said he would like this board to consider looking into the special revenue funds on a certain basis, probably annually would be sufficient for many of them. There may be money that needs our attention in the special revenue funds. The Chair asked for Ms. Portelinha to provide a spreadsheet with a list of them.

Mr. Pocock noted back in August he noted something in fuel that he didn't agree with. He did some checking and there was a miscalculation by a computer on shortages of fuel. Some of the departments got billed for it. Checks and balances.

I do have to credit the highway department as every morning they check both tanks down there and record them and either the general foreman or superintendent calculates to make sure there's no loss there. We know there was not fuel or gas missing there. No one has taken anything down there as has been said around. I want to make that point.

Ms. Feld asked for staff to reveal the departments that had the overcharge on gas. Mr. Brumback stated the highway department, parks department, Calendar House. He further noted it was a mechanical error in the dispensing unit. Explained the issue as being a paper mistake and no money actually left the town hall.

The Chair regarding this matter he is going to bring up we need a lot of data and no decision should be made based upon an article in the newspaper or bits of pieces of information. We've over the years we have expanded. We've put in rails to trails, open space; Crescent Lake is open to the public. We have parks. At some point would it be



prudent to have a conservation officer or parks officer or someone to monitor these properties so they're not abused. They're opened and closed appropriately. It doesn't have to be a full time employee but somebody with flexible hours. Somebody working possibly for the parks department. This is something to research.

Discussion.

Mr. Brumback advised we have received notification from the Government Finance Officers Association that Emilia Portelinha, Director of Finance, has once again received accolades for her Comprehensive Annual Report for fiscal 2012. This is something we should be very, very proud of. These are high standards she has continually met or exceeded those standards. We are very proud of her and her entire department.

Congratulations!

The Chair brought up future meetings venue. After a consensus, it was decided the Board of Finance would meet in the town hall council chambers at 7:00 pm.

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

Arthur Cyr, 103 Berlin Avenue read a prepared statement which had also been read at the Town Council meeting on September 9<sup>th</sup>, 2013.

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

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

###### A. Status /Reprioritizations

Discussed previously in the meeting.

###### B. Strategy Discussion

Discussed previously in the meeting.

#### VIII. Conduct Administrative Business

##### 1. Consent Agenda

A. Appropriation \$38,762 \* Police Dept - PVET Grant (Spec Rev)

- B. Appropriation \$ 830 \* Youth Services - Outside Programs (Spec Rev)
- C. Appropriation \$6,500 \* Town Clerk - Document Preservation Grant (Spec Rev)
- D. Appropriation \$23,944 \* Police Dept - E911 Grant (Spec Rev)
- E. Appropriation \$1,520 \* Police Dept. - Clothing Allowance

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

## 2. Manager's Memos

- 1. Appropriation \$50,000 Capital Budget - Pondview Pump Station

Mr. Brumback advised the board it is unfortunate we are here having to ask for this but we have no alternative. We have been litigating this construction project for several years at a cost in excess of \$900,000. We have won a judgment against the company to the tune of \$154,000. However, this company has decided to appeal. In the interest of trying to preserve our position and insure that we continue to be adequately represented, we are asking for this additional appropriation. We didn't budget for this. We thought this was solved. We're requesting \$50,000 in additional potential legal expenses. I can assure you that we will spend only that which we need.

Mr. Labieniec made a motion to approve. Ms. Feld seconded for purposes of discussion.

Ms. Feld how much was spent to date for legal fees. Mr. Brumback said he would get that information.

Mr. Stanforth said he had no problem with the request; his question was why in the capital budget and why not in the operating budget under legal fees.

Extensive discussion.

Mr. Brumback said the appropriation needs to be granted, and we will commit to you to put it in an operating budget.

Discussion about having an executive session before the September 18<sup>th</sup> meeting at 6:30 with the town attorney to talk about the strategy on this. The consensus was not to do this.

Mr. Labieniec amended his motion to appropriate this money to the town attorney's account - Pondview Legal Costs. Ms. Feld seconded.

Motion passed 4 to 1 with Ms. Feld opposed.

2. Appropriation \$24,500 \* Calendar House - Part Time Bus Drivers (Spec Rev)

Appropriation \$ 5,500 \* Calendar House - Overtime (Spec Rev)

Appropriation \$16,500 \* Calendar House - Gasoline (Spec Rev)

Appropriation \$8,393 \* Calendar House - Vehicle Maintenance (Spec Rev)

Mr. Labieniec made a motion to approve. Ms. Feld and Mr. Stanforth both seconded. Motion passed unanimously on a voice vote with Mr. Pocock abstaining.

3. Transfer \$2,500 Tax Collector - Overtime  
Transfer \$1,200 Tax Collector -  
Temporary/Seasonal

Mr. Stanforth made a motion to approve. Mr. Labieniec seconded.

Ms. Feld asked why there is so much extra in regular wages. Mr. Brumback explained because of vacancies and illnesses in the office.

Motion passed unanimously on a voice vote.

#### ADJOURNMENT

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

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