

Town of Southington
Board of Finance
Tuesday, June 21, 2016

Special Meeting Minutes

Chairman John Leary called the special meeting of the Town of Southington Board of Finance to order at 7:00 p.m. in the Council Chambers of Town Hall, 75 Main Street, Southington, CT. Appropriations from Contingency Account:

Approved to date	\$104,000
Approved this meeting.....	<u>143,736</u>
Total Appropriations.....	\$247,736

Appropriations with Revenue Offsets:

Approved to date	\$531,410
Approved this meeting.....	<u>346,579</u>
Total Appropriations.....	\$877,989

The following members were in attendance:

John Leary, James Coleman, Sr., John Moise and Edward Pocock, Jr. A quorum was determined.

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

Absent were: Kevin Beaudoin, Board member
Joseph Labieniec, Board member

JOHN LEARY, CHAIR, Presiding:

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

III. Public Hearing Item: None

IV. Old Business

1. Approval of the minutes of May 11, 2016 meeting. Motion by Mr. Coleman, seconded by Mr. Moise to approve. Motion carried 4-0.

2. Approval of the minutes of June 13, 2016 Special Meeting. Motion by Mr. Pocock, seconded by Mr. Coleman to approve. Mr. Moise commented that he was not at the meeting but did read the minutes so would vote. Motion carried 4-0.

Items 3 and 4 were tabled at the June 13, 2016 Special Meeting:

3. FY 2017 Appropriation - \$625,917 - Board of Education Operations. Mr. Pocock made a motion to change the appropriation to \$525,917. Seconded by Mr. Moise. Mr. Moise stated that budgeting was difficult especially due to the State not finalizing their budget. Things are still changing. We heard of more cuts that will be necessary today. We are doing the best we can with what we have. Motion carried 4-0.

4. Item 4 is a combination of four appropriations:

FY 2017 Appropriation - \$200,000 - Police Regular Wages

FY 2017 Appropriation - \$50,000 - Highway Overtime

FY 2017 Appropriation - \$58,209 - Contingency

FY 2017 Appropriation - \$371,454 - Capital Budget - Fire Truck

Mr. Moise made a motion to revise the appropriation to the town Capital Budget for the fire truck from \$371,454 to \$271,454 based on the Town Manager's recommendation. Seconded by Mr. Pocock. Discussion followed. The state has made a \$20 million cut but has not announced where the cuts will be made. We anticipate that Southington will be affected and we are trying to do our best in what we have to fund to move forward. What we are doing in items 3 and 4 is reinstating a significant portion, but not all, of what the Town Council cut when we thought it would be a worse situation. There is still uncertainty about the state budget and this particular FY 2017 budget. Ms. Portelinha said these appropriations would be made with revenues to match so there is no effect on the mill rate. Motion carried 4-0 on a voice vote.

Mr. Moise asked if we could move a few items up on the agenda so that the Board of Education members in attendance don't have to remain for the whole meeting. Items D and H on

the Consent Agenda related to BOE. It was the consensus to consider the entire Consent Agenda.

VIII. Conduct Administrative Business

1. Consent Agenda

Mr. Moise made a motion to approve the entire Consent Agenda as is. Seconded by Mr. Coleman. Chairman Leary read off all the items for the public:

- A. Appropriation - \$1,469 - Central Dispatch - Overtime
- B. Appropriation - \$292 - Youth Services-Outside Programs
Appropriation - \$1,318 - Youth Services-Kristen's Kloset
- C. Appropriation - \$85,000 - Heritage Fund-Program Supplies & Services
- D. Appropriation - \$66,256 - BOE Operations
- E. Appropriation - \$306,100 - Capital Fund-Rails to Trails
- F. Appropriation - \$1,120 - Youth Services-Outside Programs
- G. Appropriation - \$5,875 - Capital Budget-Open Space
- H. Appropriation - \$187,979 - BOE Operations

Everything here has an offset. Motion carried 4-0 on a voice vote.

2. Manager's Memos

3. This item is also an education item.

Mr. Brumback said the request is to move \$100,000 in the Education Capital Project from the Derynoski Elementary School Fire Alarm Project to the High School Security Upgrade. The Derynoski project is complete. Chairman Leary said this item does not technically require BOF action since it is in the capital projects. Mr. Brumback said it is on the agenda for transparency.

Mr. Moise made a motion to approve the request. Seconded by Mr. Pocock. Question arose as to the cost of the security upgrade. Mr. Timothy Connellan, Superintendent of Schools, responded that they are installing an electronic entry system. It will cost approximately \$100,000. Motion carried 4-0.

- 1. Transfer - \$4,390 - Library - New Equipment
- Transfer - \$3,250 - Library - Building Maintenance

Mr. Moise made a motion to approve; seconded by Mr. Pocock and carried 4-0.

2. Transfer - \$45,000 - Fire Dept. Overtime
- Transfer - \$20,000 - Fire Dept. Vehicle Maintenance

Mr. Pocock said he spoke with the Fire Chief regarding the requests and the Chief wants to change the overtime transfer from \$45,000 to \$15,000. He is very comfortable with that amount at this time. The vehicle maintenance is for the ladder truck which has big maintenance issues. It is definitely needed. Motion by Mr. Pocock, seconded by Mr. Moise Mr. Moise said it was good that the meeting date was changed so the department heads have more time to look at their budgets. It's good to see. Motion carried 4-0.

4. Tax Collector Tax Suspense List

Mr. Brumback said these are things that have timed out of the active collection. It is an accounting drill. We will continue to try to collect these accounts. The total amount is \$106,563. Motion by Mr. Moise to approve. Seconded by Mr. Coleman and carried 4-0.

5. Chairman said these items appear to be year-end close outs. He read items A through I - all Capital Budget items:

- A. Transfers/Appropriation - \$200,000 - Repair/Replace Sidewalks
- B. Transfers/Appropriation - \$100,000 - Town Wide IT Infrastructure
- C. Transfers/Appropriation - \$100,000 - GIS System
- D. Transfers/Appropriation - \$500,000 - Industrial Land
- E. Transfers/Appropriation - \$100,000 - Library-Engineering
- F. Transfers/Appropriation - \$151,000 - Library-Roof
- G. Transfers/Appropriation - \$175,200 - Vehicle Replacement
- H. Transfers/Appropriation - \$ 25,000 - Highway Skid Loader
- I. Transfers/Appropriation - \$414,000 - Parks Renovations

Mr. Moise made a motion to approve; seconded by Mr. Coleman. Mr. Brumback said credit goes to Emilia Portelinha and the department heads. It is our annual commitment to this board for funding us what we feel is appropriate for the year and returning what is extra revenue to be applied directly to offset some capital expenses. Chairman said you hear a lot of people say "use it or lose it" but he is happy to say that is not the case here. It takes a certain level of trust and commitment on

both sides. The board knows that the budget is under good management. Motion passed 4-0.

6. Transfer \$10,000 Unemployment Compensation

Mr. Moise made a motion to approve. Mr. Coleman seconded. Motion passed 4-0 on a voice vote.

7. Transfer \$15,000 Information Technology-Hardware

Mr. Moise made a motion to approve. Mr. Pocock seconded. Mr. Brumback said it is going for notification to volunteers. It will improve notification with the intent to get them more heavily engaged. Motion passed 4-0.

8. Transfer \$7,861 Heart & Hypertension - Insurance

Mr. Moise made a motion to approve; seconded by Mr. Coleman. Mr. Pocock said he would vote since this is not his account. Motion carried 4-0.

9. Transfer \$1,500 Library - Regular Wages

Mr. Moise made a motion to approve; seconded by Mr. Coleman and carried 4-0.

10. Transfer \$1,500 Human Resources - Medical Services

Mr. Moise made a motion to approve; seconded by Mr. Coleman. Mr. Brumback said it is needed because of the retirees, new hires and increase in CDL drivers. Motion carried 4-0.

11. Transfer \$16,000 Park Dept - Utilities

Transfer \$1,500 Park Dept - Contracted Services

Mr. Moise made a motion to approve; seconded by Mr. Pocock. Mr. Brumback said these transfers are for internal department clean up. Motion carried 4-0.

12. This item is an appropriation and transfers within Highway Department accounts. The appropriation to the Snow and Ice account is storm related. Even though we did not have a significant number of storms, the amount is due to the amount of days it covered.

Appropriation	\$24,092	Snow & Ice - Overtime
Transfer	\$ 500	Highway - Office Supplies
Transfer	\$1,000	Tree Maintenance-Ground Maintenance
Transfer	\$1,500	Highway-Building Maintenance
Transfer	\$1,800	Highway - Signs
Transfer	\$9,650	Highway-Equipment Maintenance
Transfer	\$5,000	Highway-Equipment Maintenance

Mr. Coleman made a motion to approve; seconded by Mr. Moise and carried 4-0.

13. Transfers \$150,000 Capital Fund - Town Hall Parking Lots

Mr. Moise made a motion to approve; seconded by Mr. Pocock. Ms. Portelinha said there are two parking lots included - the upper lot is \$70,000 and the lower lot is \$80,000.

Mr. Brumback stated that both lots will be reconstructed with drainage, sidewalk, striping, etc. The lower lot will have to be replaced as it is in very bad shape. The upper lot was originally constructed as a temporary lot about ten years ago and has no drainage. We also had to wait for the Gura Building work to be completed because of all the heavy equipment they were using in the lower lot. He also said that we went through all outstanding capital projects and closed out completed projects in order to complete this project. We will save some money as we will be able to do the work in-house. We are hoping to do it in the next couple of weeks.

Some discussion followed regarding parking spaces for visitors and residents to come in for quick things, pay taxes, etc. Suggestion was made to have signs installed stating "15 minute parking only" for instance. It could alleviate some of the parking problems. Also, at this point we do not know what effect the Gura Building use will have. Mr. Brumback said he will look into it. We will have legitimate handicap parking and access. He also stated that there will be more available spaces

in the upper lot because right now post office employees are parking there. Adjustments can be made.

Motion carried 4 - 0 on a roll call vote.

V. Assess Current Financial State of the Town

1. Review revenues vs. budget

Ms. Portelinha provided a schedule to board members. We are \$1,040,000 over budget in the various categories. Today we utilized \$928,000 on appropriations and have a net of approximately \$112,000 to the good in revenues.

2. Review expenses vs. budget

Ms. Portelinha said we will have more clean up but does not anticipate any shortages. We will probably need a few more transfers. Mr. Brumback said we are now complete with the LED streetlights as well as the traffic lights and are seeing significant savings.

3. Review Capital Projects in Budget (Quarterly)

We managed to harvest \$1.7 million toward capital projects. The last two were the two parking lots. Ms. Portelinha said she will have a summary at the next meeting.

4. Sub Committee and Liaison Reports

A. Sewer Committee

Mr. Moise said he was not here for the last meeting but appreciated the vote on the debt service and the water pollution project. Mr. Brumback said the sludge thickening project is complete and is in service. The West Queen Street pump station is complete and in service.

B. Public Works Committee

Last month's meeting was cancelled. Mr. Brumback said the crack seal and chip seal processes have begun. Then we will go into the mill and overlay process in July. Road projects will be in August and hopefully will be completed in September. Today we received bids for Prospect Street. In response to a

question, Mr. Brumback said the freeze and thaw damage this winter was not extraordinary.

C. Calendar House Building Committee

Mr. Brumback said they are finishing the design work on the exterior and will begin work on the interior design.

D. Open Space Committee

Mr. Pocock said a meeting is coming up this Thursday.

E. Self Insurance Committee

Ms. Portelinha said the fund is doing very well and claims are about \$1.4 million under budget. Mr. Moise said we are putting a policy together for the self insurance split between the town and the BOE. We do expect to see improvements with the HSA in place. Mr. Brumback said the rate of growth is dramatically down from last year.

F. Investment Committee

Mr. Coleman said we are at the end of the second quarter and should have something to report at the next meeting.

G. Parks Board Liaison Report

Mr. Brumback reported that we got the first payment from the soccer league for the lights. We had an electrical failure at Memorial Park this week. Because there is a tournament this weekend repairs will have to be expedited; about \$7,000. Chairman Leary said we were able to fund the lights for better utilization of the soccer fields, and they have made their first payment. It seems to be working. He was pretty proud of that. Mr. Pocock said it was real team work with Kevin, the Park Board, the Town Manager and the soccer clubs.

H. Economic Development Strike Committee

Mr. Coleman said the meeting was cancelled. It was rescheduled for this Thursday.

I. Other Committees - None

It was noted that both Kevin Beaudoin and Joe Labieniec could not be here tonight due to other work commitments.

5. Board Communications

Chairman Leary said we received a letter from the Government Finance Officers Association - we are always happy to receive these. He read the letter commending the town and its finance officer (Emilia Portelinha) for excellence in financial reporting. She will receive a Certificate of Appreciation from the association. What this means to us as a board is that we are working hard and are doing things right. The board members joined him in thanking Emilia and her entire team. This award has been received for 25 years in a row.

VI. Public Communications - None

VII. Review Long Range Plan and Priorities

These items were basically discussed earlier.

IX. Meeting Adjournment

Mr. Moise made a motion to adjourn, seconded by Mr. Pocock and carried. Meeting adjourned at 7:44 p.m.