

Town of Southington
Board of Finance
Wednesday, July 27, 2016

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

Approved to date	\$247,736
Approved this meeting.....	0
Total Appropriations.....	<u>\$247,736</u>

Appropriations with Revenue Offsets:

Approved to date	\$877,989
Approved this meeting.....	19,939
Total Appropriations.....	<u>\$897,928</u>

Vice Chairman Joseph Labieniec 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:

Edward Pocock, Jr., James Coleman, Sr. and John Moise

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

Chairman John Leary arrived at 7:10 pm.

Absent: Kevin Beaudoin, BOF Member

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

JOSEPH LABIENIEC, VICE-CHAIR, Presiding:

III. Public Hearing Items

None

IV. Old Business

1. Approval of Minutes from the special meeting of June 21, 2016.

Mr. Coleman made a motion to approve as presented. Mr. Moise seconded. Motion passed unanimously on a voice vote.

V. Assess current financial state of the town

1. Review revenue vs budget

AND

2. Review expenses vs budget

Ms. Portelinha advised we are still in the process of closing out the fiscal year. Right now my estimates are that revenues are over expenditures. We are going to be at \$1.3 million. We have a carryforward of \$600,000 leaving us about \$700,000 that is going to be going into unassigned fund balance.

The revenues are what they are as you can see with the exception of accruals we still have to post adjustments to some of the numbers. Most of it is already accounted for here.

In the expenditures, we still have more to spend down.

Mr. Brumback explained that is a reflection of departments heads and Emilia and her staff. This also already includes funding the capital improvement projects we talked about at the last meeting. I'm very proud of the management these folks do. We're still putting back almost \$700,000 in undesignated fund balance.

3. Review Capital Projects in Budget (Quarterly)

Ms. Portelinha explained she wanted to get the thirteenth month in before she provided that. At your next meeting I will provide the final report.

4. Sub Committee Reports (Emphasis on financial aspects)

A. Sewer Committee (Mr. Moise)

Mr. Moise noted two items. The video is now on the website for the new facility. We also have a flyer with the FAQs going out and that'll go out with the August, September and October bill. There is a rundown of different questions that might be asked to give the public a better idea of what is going on and why it should be passed in November.

B. Public Works Committee (Mr. Pocock & Mr. Coleman)

Mr. Pocock reported a lot has been going on. The new pool opened and it looks very, very nice. The company did come in right on

schedule. The highway garage plans are going into place little by little there. If anybody traveled the roads, they'll see we had some chip seal done (quite a few roads) and a lot of roads have been repaved and regrooved and paved. We're working on the parking lots out here. Storm drains all over town. Sidewalks are getting compliant with the ADA restrictions making them handicapped accessible, which is good.

Parks is overwhelmed a lot of work trying to keep up with a lot of mowing and overgrown brush, et cetera. They're working on that.

Mr. Brumback advised later on this evening we are going to ask you to help us push through the funding for the Vac all. We need that time for the leaf season. Mr. Pocock added that is something we really need. It's a sweeper combo. We need to go with that.

Roads for chip seal designation were discussed in response to a query by Mr. Moise.

(Mr. Leary entered the meeting at this time.)

C. Calendar House Building Committee (Town Manager)

Mr. Brumback reported the building committee has gotten the initial cost estimates back which are a little bit higher than hoped. They are going into the value engineering phase. They're confident they can build a quality product within the allotted budget. Right now, as is generally the case when you have a project of this size, the initial costs come in higher than hoped and they whittle them down in the next few months.

D. Open Space Committee (Mr. Pocock)

Mr. Pocock said there is a lot moving. We bought the Johnson East Street property. We have other items going on but at this point we are not able to discuss them.

We've discussed a lot of things and I have to say I have had a couple of complaints on the community gardens and we discussed that, too. We're looking into it. People are interested in us doing something to help that out.

E. Self-Insurance Committee (Mr. Labieniec & Mr. Moise)

Mr. Labieniec advised it ended up being a really positive year. We had budgeted for FY15-16 about \$3.1 million over prior. We ended coming in about \$1.7 million over prior. It was a good year. It finished at 94% of budget or about \$1.4 million under. We are now into the next fiscal year. Things trended well for us. That gives us confidence in what we've selected for this fiscal year, as well.

Ms. Portelinha said we are waiting for the incurred but not reported and any slight adjustments at the end of the year.

September is the next meeting for this committee.

F. Investment Committee (Mr. Coleman & Mr. Beaudoin)

Mr. Coleman said at the end of the second quarter, the town had approximately \$53.5 million --- 19.5 or almost 20 percent which is in long term investments and the balance, \$39,000 in short term investments. About \$3.8 million in operating cash. Together it's about nine different institutions that the money is held in. Our long term securities hold about 45 investments with an average maturity of 2.3 years.

G. Parks Board Liaison Report (Mr. Beaudoin)

Mr. Beaudoin is not here to report. Mr. Moise asked if we could get an update on the funds being raised for the artificial turf to keep an eye on that. Mr. Brumback said they had a turf committee meeting a month and a half ago. I haven't gotten an update on where they stand. Last time I talked to Commissioner DeFeo, was probably in May, and they were on track raising what they needed to raise. I will get you an update.

Mr. Moise wanted to keep it on the front burner.

H. Economic Development Strike Committee (Mr. Coleman)

Mr. Coleman said they have not had a meeting since the last report.

I. Other Committees

Nothing to report.

4. Board Communications

Mr. Moise asked if the fire truck was all set as far as the deposit/down payment. Mr. Brumback said the deposit is all set.

I know there was a fire on High Street today. It's pretty hot out there and I want to thank all the firemen for getting out there and making sure everybody was safe. And, keeping themselves safe in this hot weather. There were no injuries. I know they had help from Bristol and Plainville and other towns as it was the kind of fire they couldn't handle on their own. Plus, they needed to have support for their station. That's great.

Another thing as a reminder, in November, to keep in mind the meeting we're going to have with the BOE and the Town to see where we stand for the future for next year's budget. If we mention it, they'll still be reminded. We want to keep that reminder going so nobody's caught off guard down the road.

Lastly, this past week, Family Pizza owner Mike passed away tragically. It's a place we frequented a lot. I met the Town Manager there when I first met him. And the Board of Finance members used to go there. I wanted to have a remembrance.

Mr. Pocock added Mike was the type of person who would do anything for anybody. It didn't make any difference what you were. He was there. A special place for kids. He gave a little young lad a pizza who didn't have any money until his parents got home. He went on his way and you couldn't see a happier face on that little boy with the small pizza going out the door. Mike just said, if he doesn't come back, I am not going to worry about it.

He did a lot for the town, too. The school system. And, other teams and things. I would like a little time for respect.

(Moment of Silence)

(Moment of Silence)

VI. Public Communications (Excluding Public Hearing Items)

Arthur Cyr, 105 Berlin Avenue. It's a pleasure to sit here and listen to our reports at the beginning of the meeting. I feel obligated to stand up here and thank you all as a board for helping turn this town around in the last six or seven years. Explained previously nothing got done.

He noted the employee parking lot, the Gura building lot and town hall that are upgraded. Sidewalks and sewer plants are getting done.

We thank the town council, too. It's you as a group who have helped turn things around to where we get things done.

It's a team effort that takes good management, good financial control and leadership.

Thank you.

VII. Review Long Range Plan and Priorities

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

A. Status /Reprioritizations

B. Strategy Discussion

Nothing to report for Item VII A & B this evening.

VIII. Conduct Administrative Business**1. Consent Agenda**

A. Appropriation 15/16 \$24,399* Central Dispatch - E911 State subsidy (Spec Rev)

B. Appropriation 15/16 \$35,000* Capital Fund - Town Wide Vehicle Replacements

C. Appropriation 15/16 \$3,558* Southington Drug Task Force - DMHAS Grant (Spec Rev)

D. Appropriation 15/16 \$75,000* Brownfield Grant Fund - 318 No. Main Street

Appropriation 16/17 \$75,000* Brownfield Grant Fund - 318 No. Main Street

E. Appropriation 15/16 \$3,411 * Youth Svcs - Drug Free Communities - Overtime (Sp Rev)

Appropriation 15/16 \$488 * Youth Svcs - Drug Free Communities - FICA/Med/MERS (Spec Rev)

F. Appropriation 15/16 \$3,949 * Board of Education - Operations

G. Appropriation 15/16 \$15,990 * Capital Budget - Open Space Conservation

Mr. Moise made a motion to approve the consent agenda. Mr. Coleman seconded. Motion passed unanimously on a voice vote.

2. Manager's Memos

1. Transfer 15/16 \$2,943 Animal Control Fund Overtime

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

2. Transfer 15/16 5,807 Central Dispatch - Overtime

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

3. Transfer 15/16 \$5,800 Human Resources - Legal Fees

Mr. Moise made a motion to approve. Mr. Coleman seconded. Motion passed unanimously on a voice vote.

4. Transfer 15/16 \$1,200 Heart & Hypertension-Medical Services

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

5. Transfer 15/16 \$2,100 Unemployment Compensation

Mr. Moise made a motion to approve. Mr. Coleman seconded. Motion passed unanimously on a voice vote.

6. **Appropriation 16/17** \$24,000* Calendar House - Temporary Seasonal (Spec Rev)

Appropriation 16/17 \$8,393* Calendar House Overtime (Spec Rev)

Appropriation 16/17 \$14,500* Calendar House Gasoline (Spec Rev)

Appropriation 16/17 \$8,000 * Calendar House - Vehicle Maintenance (Spec Rev)

Mr. Brumback noted this is just the distribution of their annual grants. Mr. Leary noted it is pulled out of the Consent Agenda because of a conflict.

Mr. Moise made a motion to approve Item 6. Mr. Coleman seconded. Motion passed on a majority voice vote with Mr. Pocock abstaining.

7. **Transfers 16/17** \$209,404 Capital Fund - Highway Vac All

Appropriation 16/17 \$115,596* Capital Fund - Highway Vac All

Mr. Moise made a motion to approve. Mr. Coleman seconded.

Mr. Brumback advised this is in the capital improvement program that was approved in last year's budget. We're trying to accelerate this with the hopes that we can get it into the que to be able to get it for this leaf season. We have had a catastrophic failure of one of our Vac Alls and this would be extremely helpful. This is a combination Vac All and sweeper. It would be a twelve month a year piece of equipment.

Additionally, due to the efforts of Smitty, the mechanic down there, we have found a program thru which we can purchase this thing for about \$25,000 less than we had budgeted through a grant program. Kudos!

They're always looking out and we may be able to get this within 45 to 60 days.

Mr. Leary added we've heard about Smitty down there for years. How he finds things on the internet and brings parts in from the mid-west that fit some trucks we have that are obsolete. He's really doing his share to help.

Mr. Brumback commented: He is a magician!

Mr. Pocock said this is a team effort. Mr. Cyr alluded to teams, well this is part of it. It starts with Annette and Smitty and everybody else. When he latched on to this, he told me about it and I said, you've got to go for it as it is saving us a lot of money. And, it may save us a lot more money in the future, too. Everybody is working together. I know Emilia, I always forget about the finance department. I don't know how I can do that but I do. This is working out well.

Motion passed unanimously on a voice vote.

8. Transfer 15/16 \$1,000 Parks Dept - Program Supplies

Mr. Moise made a motion to approve. Mr. Coleman seconded. Motion passed unanimously on a voice vote.

9. Transfer 15/16 \$12,000 Parks Dept. - Utilities

Mr. Moise made a motion to approve. Mr. Coleman and Mr. Pocock seconded. Motion passed unanimously on a voice vote.

10. FY 16/17 Carry Forward List

Mr. Moise made a motion to accept the carry forward list. Mr. Pocock seconded.

Mr. Leary briefly reviewed pertinent items on the carry forward list. Not a lot of items that add up to just under \$600,000 for the general fund and \$505,000 for the sewer fund. (Carry Forward List on file in the Town Finance Department office.)

- Parks Lighting is a carry forward. We've done two projects under budget and we're carrying this forward with the hopes of getting a third project done.

- Security upgrade at the high school is the one we moved from another school. This is to secure all of the doors as they're having access problems with people leaving doors unlocked. This will provide an opportunity to secure the external doors.

- Cash call for the Old Southington Landfill is we were required to set money aside to fund the landfill project. We set aside all of the cash call each year. We've spent a hundred thousand of it so far. We're funding the project by giving them the funds to put in the trust in order to pay.

Originally, it was going to be bonded. Since they didn't call for it, we accumulated cash and when they call, we'll have it.

- The windows at the historical society building is a well-known item. They're finishing up the project and when they pay this bill, it will zero out the account.

- Sewer is the SSSES. It's the sewer evaluation study. This is hand and glove with the facilities upgrade. This is the collection system that feeds the wastewater treatment plant and it doesn't make second to spend money on a facility and have the collection be in the shape it is. These are ongoing projects we are continuing to work on while upgrading the facility.

Motion passed unanimously on a voice vote.

Executive Session - Pending Litigation

Mr. Pocock made a motion to go into executive session excluding the press and public but including the staff to discuss pending litigation. Mr. Moise seconded.

Motion passed unanimously on a voice vote.

(Whereupon, the board of finance adjourned to executive session at 7:25 o'clock, p.m.)

(Whereupon, the meeting was adjourned at 8:15 o'clock, p.m.)