

June 14, 2017

BOARD OF FINANCE  
TOWN OF SOUTHLINGTON  
JUNE 14, 2017

The Board of Finance of the Town of Southington held a Meeting on Wednesday, June 14, 2017 at the Town Hall Council Chambers, 75 Main Street, Southington, CT. John Leary, Chair, called the meeting to order at 7:02 o'clock, p.m.

Appropriations from Contingency Account:

Approved to date.....	\$722,233
Approved this meeting.....	<u>40,165</u>
Total Appropriations.....	\$762,398

Appropriations with Revenue Offsets:

Approved to date.....	\$1,835,874
Approved this meeting.....	<u>15,404</u>
Total Appropriations.....	\$1,851,278

The following board members were present:

Joseph Labieniec, Edward Pocock, Jr., Kevin Beaudoin and John Moise

Staff: Garry Brumback, Town Manager  
Emilia Portelinha, Director of Finance

Absent: James Coleman, Sr.

A quorum was determined.

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

It was noted it was Flag Day and the 241<sup>st</sup> Birthday of the United States Army.

**JOHN LEARY, Chair, presiding:**

**III. Public Hearing Items**

None.

**SET THE MILL RATE FOR THE FY 2017-2018 ADOPTED BUDGET**

The mill rate needed for the FY 2017-18 approved budget is 30.48 up from 29.64 or up 0.84 mills advised the Chair.

Mr. Labieniec made a motion for 3048 for the mill rate. Mr. Moise seconded. Motion assed 5 to 0 on a roll call vote.

It is a \$143,396,270 budget. Discussion of the mill rate change if the \$3 million contingency wasn't there noting it would be very minimal. Mr. Moise pointed out this is something we have to do because of the predicament we are in with the state. The undesignated \$3 million set aside is for unanticipated changes in the state budget because we are very, very dependent on state aid. General property tax

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from the Southington taxpayers is \$120 million. State grants make up \$18 million of Southington's dollars we use in the budget. Most of that goes to the BOE. We have some internal billings for town services that are just shy of \$3 million. That's where we are. With the uncertainty at the state level, we felt it wise to set aside \$3 million undesignated to be able to buffer ourselves should the state grants change.

The two options were to set a lower tax increase and go back with supplemental or adjustments half way through the year or to set up a contingency at the beginning of the year. We chose to set up the contingency, go forward with just shy of a 3% tax increase and then if that money is needed, we will use it. If not, we will return it. That's where we stand.

Motion passed 5 to 0 on a roll call vote.

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

1. **Approval of the Minutes of May 10, 2017**
2. **Approval of the Minutes of June 8, 2017 special meeting**

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

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

1. **Review revenues vs budget**

Ms. Portelinha reported prior years taxes are \$280,000 over budget. Interest on taxes is \$220,000 above budget. We were notified that the state would not give us our fourth quarter Pequot/Mohegan Grant. Because of the small amount, we are losing \$42,000 which they had already cut somewhat. The building department fees are about \$60,000 under budget. Our interest on investments are \$150,000 above budget. We have the sales tax sharing which is \$100,000 excess. The town clerk fees came in \$170,000 above. Our ECS Grant came in \$175,000 under budget and VOAG Tuitions came in \$160,000 above. The LOCIP Grant we are not expecting and that is \$283,000.

Discussion on the figures.

2. **Review expenses vs budget**

Ms. Portelinha stated we are in pretty good shape as far as the expenses go with the exception of the items on the agenda today. We'll probably have a few more transfers in July when we close out, but she was not aware of anything significant coming our way that you don't know about currently. The big ones will be addressed this evening.

3. **Review Capital Projects in Budget (Quarterly)**

Next meeting will be the report.

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

- A. **Seer committee (Mr. Moise)**

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Mr. Moise reported they talked about the South End Pump Station and the Miller Farms Feasibility Study which we have bonded money from the amount to make the odor less at the WPCA. We have \$650,000 from there. There is another \$230,000 that would be bonded for that project. The sewer lining project was discussed. It has been very good. There are dates available if you want to go see it in person.

Mr. Brumback explained the technology we are using now. Instead of replacing the pipe, we're lining them. They take a synthetic liner, reverse it and pull it about 300 feet worth of pipe at a time, manhole to manhole, and in about 30 seconds they line the whole pipe. They blow hot air into it to seal it to the pipe. They do 300 to 400 feet in a day with no damage to the roads. Adds another 20 to 30 years of life to the pipe.

Discussion.

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

Mr. Pocock reported the bulky waste station had a very busy month. About 700 to 800 vehicles. On the road management program, crack sealing is underway right now. Overlay will start the 21<sup>st</sup>. Chip sealing is July 5<sup>th</sup>. We have mill overlay scheduled later in the season and a reclaim to be scheduled, also. John Weichsel Crossing will have to be started as DOT has finished where the entrance is.

Sweeping is about three quarter done. The main thing is we have the Memorial Pool splash pad ready. The pool filling will be on the 24<sup>th</sup>. General maintenance is working on the parks.

West Center Street Bridge is still one way but that's scheduled per the engineering department. Looking at RFQs for the Spring Street Bridge - about ten responses on that.

And, 427 Pleasant Street has a little bit of the house remaining and 472 Berlin and East Street, the garage and house have been demolished.

The Marion Avenue Bridge, we're looking LOCIP on that.

**C. Calendar House Building Committee (Town Manager)**

No report.

**D. Open Space Committee (Mr. Pocock)**

No meeting to report on.

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

Mr. Labieniec reported we were about \$200,000 under budget for April. We're right around \$1 million under budget for the year with two months left. Hopefully, we close strong.

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

The report is quarterly. However, the Chair noted interest on investments was reported at \$150,000 ahead of budget. That goes back to a lot of talk by Mr. Beaudoin years ago about what we do with our idle funds. How do we manage our cash? We brought in a treasurer and we started this program of making investments according to

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the municipal regulations. To get \$150,000 of interest ahead of budget in this market is not bad. Thanks for that whole effort.

**G. Parks Board Liaison Report (Mr. Beaudoin)**

Mr. Brumback reported on changed processes with league subsidies in light of the recent incident with the lacrosse league. We've worked with the chair of the parks board and we are going to require annual audits and tax returns from all of the leagues that get subsidies from us to ensure that everything is on the up and up. We have not required that in the past. We want to make sure that (a) the subsidies are needed and (b) that they are being handled appropriately. We will impose on the leagues that receive subsidies the same as those from a cash handling perspective in house.

**H. Economic Development Strike Committee (Mr. Coleman)**

Mr. Brumback reported we are going to bring forward to the town council the reimplementation of our tax abatement process. We have several different types of tax abatements. They all sunset on July 1<sup>st</sup>. At the June 26<sup>th</sup> council meeting we will bring them forward with a recommendation to continue them. They've been successful. We will recommend that the tax abatement program continue.

**I. Other Committees**

Nothing to report.

**5. Board Communications**

Nothing this evening.

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

Nothing this evening.

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

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

**A. Status / Reprioritizations**

**2. Strategy Discussion - Fire Department Overtime**

The Minutes are prepared summary style. Please refer to the video on line to watch the 65-minute discussion on fire department overtime.

Representatives from the fire department: Michael Bunko, Chairman of the Fire Commission, Chris Robertson and Mary Baker from the Fire Commission and Scott DiBattista took seats at the dais for a workshop type discussion on overtime at the fire department. The call back procedure was discussed in great detail. Volunteer participation and training was discussed.

More discussions on like this will take place in the future.

The Chair suggested discussing the fire department items that are on the agenda this evening.

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Manager's Memos:

ITEM: 3. **Appropriation 17/18** \$25,000 Fire Dept. Contracted Services

The Chair had a question on overtime. My question is overtime related to the fire prevention team. What would constitute overtime for your fire marshal, inspector, those types of people.

Mr. DiBattista explained a main component of that is investigation. If they're called out for an investigation. Fire Marshal's have to be notified for certain cases depending on the extent. The Fire Marshal's office closes at 5:00 pm, if a fire is later, you may have to call in for an investigation. Anytime there is a fire, you call in the Fire Marshal. Also, the building official is called in, noted Mr. Brumback.

Mr. Moise wished to discuss the contracted services. His number one question was: this appropriation is for 2017-18. That's next month and the beginning of a budget year. This is for the search committee. I wholeheartedly disagree with this based on what we've done in the past. Explained the procedure when the town manager was hired and no search committee was used.

He spoke of the high interest in this job in the State of Connecticut, never mind anywhere else. The candidate has to have a talent with volunteer and paid staff to work together and administrative background.

Discussion.

We have a human resources department, the fire commission and Mr. Brumback who have hired personnel in the past. We have all the components in our town to not spend \$25,000 for this. I do understand there will be money needed to do background checks, et cetera.

Discussion.

Ms. Baker explained an Assessment Center is needed at a minimum.

Discussion.

Discussion of the nine-person Fire Chief Search Committee as proposed by the fire department which would help us to move forward. The town might do a cursory job in handling this but there are professional companies out there that this is what they do, that's their job. Explanation of their function.

Discussion of executive recruiters and other's experiences with such firms.

Mr. Moise made a motion to deny the \$25,000 appropriation. Mr. Pocock seconded.

Mr. Labieniec said he was in favor of the appropriation. He had no experience in placing a fire chief. He noted his experience in the executive world using firms for what he would consider critical positions. He felt you had a better chance when you have an expert who does this on a regular basis. I understand what Mr. Moise is saying but I feel this is an appropriate expense for the town to incur and I like the chances of getting the right person in place with this than absent this.

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Mr. Moise pointed out nobody will come here out of state on their own dime. Moving expenses are going to be an expense incurred. In Connecticut, we have an ample pool to draw from for candidates. I ask we take that avenue and go through the process so you'll have money for the background checks, et cetera. The committee that can work and has the time should be put together. That's it. That's my point.

The Chair reiterated there is a motion to deny on the table and a second.

Roll Call Vote:	Mr. Moise:	To deny, yes.
	Mr. Beaudoin:	To deny, yes.
	Mr. Pocock:	To deny, yes.
	Mr. Labieniec:	To deny, no.
	Mr. Leary:	To deny, no.

Motion to deny passes 3 to 2.

ITEM:	2.	Transfer	\$24,263	Fire Dept. - Overtime
		Appropriation	\$40,165	Fire Dept. - Overtime

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

#### VIII. Conduct Administrative Business

##### 1. Consent Agenda

Loss/Damage (Spec Rev)	A.	Appropriation	\$847 *	Sewer- Vehicle Maint -
(Spec Rev)	B.	Appropriation	\$857 *	Youth Services - Kristen's Kloset
(Spec Rev)		Appropriation	\$40 *	Youth Services - Outside Programs
Svcs (Spec Rev)	C.	Appropriation	\$24,340 *	Central dispatch - E911 Program
Donations (Spec Rev)	D.	Appropriation	\$490 *	Animal Control - Program Supply
	E.	Appropriation	\$500 *	Police Dept. DARE Donations
	F.	Appropriation	\$15,404 *	BOE - Operations

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

##### 2. Managers memos

1.	Transfer	\$11,500	Police Dept - Overtime
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Mr. Labieniec made a motion to approve. Mr. Pocock seconded. Motion passed unanimously on a voice vote.

2. Transfer \$24,263 Fire Dept. - Overtime  
Appropriation \$40,165 Fire Dept. - Overtime  
Action earlier in the Agenda.

3. **Appropriation 17/18** \$25,000 Fire Dept. Contracted Services  
Action earlier in the Agenda.

4. Transfer \$48,000 Parks Dept - Utilities  
Transfer \$ 5,000 Snow & Ice - Program Supplies  
Transfer \$ 6,830 Highway - Boot/Foul Weather Gear  
Transfer \$ 1,500 Highway - Vehicle Maintenance  
Transfer \$ 2,520 Parks - Boot/Foul Weather Gear  
Transfer \$ 1,200 Parks - Equipment Maintenance

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

5. Transfer \$ 8,000 Highway - tools/Equipment

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

6. Appropriation \$86,925 \* Police Dept - Uniform Cameras Grant  
(Spec Rev)

This item has been withdrawn by the police department. This was something to do and they had a partial grant, but the extended cost was more than they were willing to take on.

7. Tax Collector Tax Suspense List

Mr. Brumback stated this is the smallest suspense list we've ever brought before you. Largely due to the efforts of Brian Lastra, the assessor. He's done a great job. It's \$55,000.

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The Board of Finance thanks Mr. Lastra and his entire team for their hard work.

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

IX. Adjournment

Mr. Moise made a motion to adjourn which was seconded by Mr. Beaudoin. Motion passed unanimously on a voice vote.

(Whereupon, the meeting was adjourned at 8:50 o'clock, p.m.)