

BOARD OF FINANCE  
TOWN OF SOUTHLINGTON  
JULY 26, 2017

The Board of Finance of the Town of Southington held a Meeting on Wednesday, July 26, 2017 at the Town Hall Council Chambers, 75 Main Street, Southington, CT. John Leary, Chair, called the meeting to order at 7:00 o'clock, p.m.

Appropriations from Contingency Account:

Approved to date .....	\$762,398
Approved this meeting.....	<u>0</u>
Total Appropriations.....	\$762,398

Appropriations with Revenue Offsets:

Approved to date .....	\$1,851,278
Approved this meeting.....	<u>(148,721)</u>
Total Appropriations.....	\$1,702,557

The following board members were present:

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

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

A quorum was determined.

Ms. Portelinha announced that the Fire Commission has withdrawn item which is #13.

**III. Public Hearing Items**

ORDINANCE APPROPRIATING \$930,000 FOR COSTS RELATED TO THE INSTALLATION OF THE MILLER FARMS SEWER PUMP STATION AND AUTHORIZING THE ISSUE OF \$930,000 BONDS AND NOTES TO FINANCE SAID APPROPRIATION.

Mr. Brumback introduced the item explaining LePage Homes back in 1997 built a subdivision out on Miller Farms which was to be serviced by public sewers, however the sewers constructed were a low-pressure force main and as a result because there was no plant or pump station down there, they had to put in individual pumps and grinders on the 29 homes.

The commitment was made at the time that when the gravity line, if it ever went through, that we would transition them off of the individual sewers and put them on the gravity line.

It is now time and we're able to do this. We've done three various iterations. One was about \$2.6 million. One was about \$1.3 million. The last one is what we are asking for tonight and that is \$930,000.

We are using money that we have saved from another sewer project. The savings on the sludge thickening project will offset the majority of this cost.

We are asking you to approve this but to be clear, we are looking at another alternative and if we are able to come up with another alternative, we may not have to spend anywhere near \$930,000. We may be able to do it for less than \$150,000. But we would like your indulgence and your trust in us to go ahead and approve this in the event that the feasibility study on the other one doesn't work.

Mr. Moise added the sewer committee was unanimous in approving this to go forward to the Board of Finance and the Town Council for review and approval.

No public hear to speak on it.

The Chair closed the public hearing.

MANAGER'S MEMOS:

**1. Bond Ordinance 17/18 \$930,000 Miller Farms Sewer Pump Station (Public Hearing Item)**

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

Mr. Moise stated again the sewer committee had unanimously voted to approve this to send it to the Board of Finance and the Town Council for their review. Hopefully, for the approval from both boards.

Motion passed 6 to 0 on a roll call vote.

**IV. Old Business**

**1. Approval of Minutes of the June 14, 2017 meeting**

Mr. Pocock made a motion to approve as submitted which was seconded by Mr. Moise. Motion passed unanimously on a voice vote.

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

**1. Review revenues vs budget**

Ms. Portelinha gave a report for Year End, 2016-17. The numbers are preliminary as we still have some audit adjustments and accruals to do.

Our current taxes came in about \$1 million above budget. Mostly that's because this was a reval year and we had estimated our uncollectible was higher when in fact it came in pretty close to our average year. We were also anticipating higher certificates of correction due to the reval including the motor vehicle. In December, the state had no idea who owned which vehicles and we figured there'd be issues with having to reallocate vehicles but our assessor, Brian Lastra and his group, went through every single one of the vehicles given to us by the DMV and he did very well as far as comparing the list. Mr. Brumback interjected he did an amazing job. Far more thorough than most of his counterparts. Between that and because the town has been doing tax sales we've seen more people coming in and paying their bills.

Our prior years taxes are \$290,000 above. Interest on taxes are \$220,000 above budget. There you are talking about \$1.5 million.

Interest on investments is \$170,000. State grant came in \$100,000 above budget. Town Clerk fees \$170,000.

We did have a reduction in the ECS grant of \$175,000. Vo-Ag tuitions came in about \$160,000 above budget.

We are not getting the LOCIP money for \$283,000.

Discussion regarding the motor vehicle tax changes. It doesn't apply to Southington as we are not above 32 mills.

As to the state budget, unfortunately, they can't tell us what to expect. We're assuming that your budgeting was good work and we'll continue to go with that as our baseline added Mr. Brumback. As to the town side with the unknown, right now we're okay. Our fund balance is healthy so we can absorb some of this continued Mr. Brumback. They are going to try to get something done by Labor Day he had heard. If so, we'll still be okay. The nonprofits are getting crushed right now --- community services is struggling with its grants.

## **2. Review expenses vs budget**

Ms. Portelinha reported they are pretty much as anticipated with the exception of the items on the agenda this evening. I believe we will be ending the year on the plus side. I also request a carryforward of about \$600,000. That's outlined in your packet. It is Item 14.

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

Ms. Portelinha pointed out she has included a Capital Funds Summary in the package through June 30<sup>th</sup>. There might still be a couple of adjustments to this but I wanted to provide this on a timely basis just to let you know we've reviewed the projects. We're getting together every few months to make sure that we review the projects and close out the ones that need to be closed out.

The ones with "C" next to them are getting closed out and this is what makes up the money that we are going to request transferred to widening and surfacing a little later in the Agenda. (Item 10)  
Discussion.

**4. Subcommittee and Liason Reports (Emphasis on financial aspects)**

**A. Sewer Committee (John Moise)**

Mr. Moise reported the next meeting is August 9<sup>th</sup>, 2017. Nothing to report tonight.

**B. Public Works Committee (Ed Pocock & Jim Coleman)**

The committee didn't have a meeting reported Mr. Pocock. We have one at the beginning of August.

**C. Calendar House Building Committee (Garry Brumback)**

Mr. Brumback reported this is going really well. They are on schedule and on budget. If you've driven by there you will see steel being erected. They worked early a couple of times and had to bring in over 20 loads of cement and we're very, very happy with the budget process. We've built the contingency back up to now 6%.

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

Mr. Pocock reported there is a meeting the 9<sup>th</sup> of August.

**E. Self Insurance Committee (Joe Labieniec & John Moise)**

Mr. Labieniec reported we were \$8,000 under budget for May and we're about \$1 million under budget for the year. We're waiting on the June results. We have a reserve fund in the amount of \$4.5 million, more or less.

**F. Investment Committee (Jim Coleman & Kevin Beaudoin)**

Mr. Coleman reported as of the end of the second quarter, a total of \$55.1 million of which \$40.1 million was short term

investments. About \$4.6 million in operating cash. Our long-term investments were at almost \$9.7 million.

The Chair added although the interest rates are low, the amount of return is significant. Mr. Brumback added kudos to the committee. We are about \$170,000 in excess of what we had budgeted.

**G. Parks board Liaison Report (Kevin Beaudoin)**

Mr. Beaudoin had nothing to report this evening. Mr. Brumback added one quick thing. One of the challenges we had with one of the town sponsored subsidized leagues resulted in the parks board implementing a process whereby they require both tax returns and an accounting audit annually to make sure we don't run into any issues again. The audit is being done independent of the leagues.

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

Mr. Coleman reported there was not meeting since last we met.

**I. Other Committees**

Nothing this evening.

**5. Board Communications**

Mr. Labieniec stated he saw Art Cyr and he wanted to mention that he said on multiple occasions to say "Art Cyr is watching you". He was in good spirits and very complimentary of everyone on this board. He said how much he enjoyed the interaction he had with this board. No one will be surprised to hear he was actively letting every single nurse there know that Southington is the single best town in the State of Connecticut, bar none. He did say to say hello to everybody. I'll pass that along.

The Chair added our thoughts are with him.

**VI. Public Communications (Excluding public hearing item)**

Nothing this evening.

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

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

## 2. Strategy Discussion

Mr. Brumback gave an update on the state budget. Originally, we were expecting action on July 24<sup>th</sup>. That did not happen. We're hoping for something by Labor Day.

He stated he was very proud of our finance director and her department. For the 26<sup>th</sup> year in a row, she got the Government Finance Officers Association certificate for the budget and the process.

Congratulations to the director and her department and all the hard work that goes into it. It's a great testament to what everybody behind the scenes does. The whole team is outstanding!

And, all the department heads who feed in the information. It is a representative process and there is reliance on everybody.

Thanks back to Emilia and her department.

## VII. Conduct Administrative Business

### CONSENT AGENDA

A.	Appropriation 16/17	\$530 *	Youth Svcs - Outside Programs (Spec Rev)
	Appropriation 16/17	\$ 10 *	Youth Svcs - STEPS (Spec Rev)
B.	Appropriation 16/17	\$505 *	Youth Svcs - Outside Programs (Spec Rev)
C.	Appropriation 16/17 (Spec Rev)	\$2,327*	Highway - Property Maint Loss/Damage
D.	Appropriation 16/17 Overtime	\$ 462 *	Youth Svcs - Drug Free Communities -
	Appropriation 16/17 FICA/Med/MERS	\$ 163*	Youth Svcs - Drug Free Communities -
E.	Appropriation 16/17 (Spec Rev)	\$ 840 *	Police Dept. - Bulletproof Vest Grant
F.	Appropriation 16/17	\$714 *	Animal Control - Donations (Spec Rev)
G.	Appropriation 16/17	\$117,987*	Board of Education -Operations
H.	Appropriation 16/17 Conservation	\$15,825*	Capital Budget - Open Space
I.	Appropriation 16/17 Rev)	\$3,415*	Youth Svcs - Enhancement Grant (Spec

J.	Appropriations 16/17	\$500*	Youth Svcs - Outside Programs (Spec Rev)
K.	Appropriation 16/17	\$5,300*	Turf Field Fund - Contracted Services
	Appropriation 16/17	\$140*	Turf Field fund - Program Supplies

A motion to approve the consent agenda in its entirety was made by Mr. Moise. Mr. Pocock seconded. Motion passed unanimously on a voice vote.

#### MANAGERS MEMOS

**1. Bond Ordinance 17/18 \$930,000 Miller Farms Sewer Pump Station (Public Hearing Item)**

Handled earlier in the Agenda.

Mr. Brumback made an overall statement. These are all minor amounts with the exception of the widening, resurfacing and drainage. These are kind of year end cleanup items. We're happy to answer any questions, if there are any but most are self-explanatory.

**2. Transfer 16/17 \$394 Building Department -Temporary/Seasonal**

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

**3. Transfer 16/17 \$1,957 Library - Temporary/Seasonal**

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

**4. Transfer 16/17 \$1,640 Library - Utilities**

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

**5. Transfer 16/17 \$1,244 Animal Control - Regular Wages**

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

**6. Transfer 16/17 \$ 409 Animal Control - Veterinary Services**

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

7. Transfer 16/17 \$1,600 Tax Dept. - Collection Services

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

8. Transfer 16/17 \$809 Human Resources - Medical Services

Transfer 16/17 \$4,718 Human Resources - Legal Services

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

9. Appropriation 16/17 \$(283,158)\* Capital Budget - LOCIP

**Appropriation 17/18 \$283,158\* Capital Budget - LOCIP**

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

10. **Transfer 17/18 \$113,000 Capital Fund - Widen, Resurface & Drainage**

Mr. Labieniec made a motion to approve. Mr. Beaudoin seconded for discussion.

Mr. Beaudoin asked if this was designated to a certain project. Mr. Brumback said it is general. We're doing a lot of drainage work around the town.

Mr. Moise asked if on this there was anything to do with JW Crossing. Mr. Brumback said not this.

Discussion.

Motion passed 6 to 0 on a roll call vote.

11. Transfer 16/17 \$500 Highway - Building Maintenance

Transfer 16/17 \$600 Parks - Equipment Maintenance

Transfer 16/17 \$1,800 Parks - Program Supplies

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

12. Transfer 16/17 \$640 Sylvia Bradley - Building Maintenance



Transfer 16/17                      \$400                      Sylvia Bradley - Utilities

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

Mr. Pocock commented that the buildings we are taking care of, it would be nice if we could get them to get some donations to start handling some of their own costs. It is starting to get ahead of us. I'm totally in favor of a lot of things but we've got to start looking at different avenues. If they could come up with some cash, it would help the town, especially this year and maybe next year.

Mr. Brumback pointed out the Historical Society has had its challenges over the years.

Motion passed unanimously on a voice vote.

**13.    Appropriation 17/18                      \$25,000                      Fire Department - Contracted Services**

**Item Withdrawn.**

**14.    FY 17/18 Carry Forward List**

The amount is \$579,252 for the general fund.    The sewer fund is \$344,887. That carries items from the past fiscal year to the current fiscal year.

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

#### **IX.    Meeting Adjournment**

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

(Whereupon, the meeting was adjourned at 7:40 o'clock, p.m.)