

BOARD OF FINANCE
TOWN OF SOUTHTON
DECEMBER 13, 2017

The Board of Finance of the Town of Southington held a Meeting on Wednesday, November 18, 2015 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 (Fire Overtime).....\$260,000
Approved this meeting..... 100,050
Total Appropriations..... \$360,500

Appropriations with Revenue Offsets:

Approved to date.....\$284,197
Approved this meeting..... 53,852
Total Appropriations.....\$338,049

The following board members were present:

John Leary, Joseph Labieniec, Edward Pocock, Jr., Kevin Beaudoin,
Tony Morrison & Susan Zoni

Staff: Mark Sciota, Interim Town Manager
Emilia Portelinha, Director of Finance

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

A quorum was determined.

III. Public Hearing Items

1. ORDINANCE APPROPRIATING \$900,000 FOR COSTS RELATED TO THE UPGRADE OF THE SOUTH END PUMP STATION AND AUTHORIZING THE ISSUE OF \$900,000 BONDS AND NOTES TO FINANCE SAID APPROPRIATION.

James Grappone, Assistant Town Engineer, presented. He noted the following points:

- The Town maintains not only the wastewater treatment facility but ten pump stations in town in addition to over 200 miles of sewer.

- The South End Pump Station is in the southerly end of town at the intersection of South End Road the Meriden Waterbury Turnpike. (Packets handed out with the information.)

- The pump station is located on McDonald's property. We do not own the property but we have a permanent easement the town acquired a number of years ago.

- Within the 13 by 10 building, there is a generator, existing electrical components, electrical panel and the entrance tube that the crew goes down to inspect and maintain pumps.

- The key drivers for the project:

- The pump station was constructed in 1973 and is mostly all original parts. The main focus of the project is to replace aging equipment.

- To increase efficiency, resiliency and reliability of pumps, controls and the stand by generator which is currently in the existing building. It is going to be relocated outside. It will be an enclosed generator within the confines of the permanent easement.

- It is a vital portion of the town's network or infrastructure. It's predominantly located in a residential area but there is mixed business and commercial use that flow to this pump station.

- The steel can is an underground structure that was built in 1973 and that structure --- we are able to save a little money as we had that can evaluated. It is structural steel. Almost half an inch thick all the way around. We hired Corrosion Probe to evaluate whether or not corrosion is happening on that steel can. Test results came back favorable and we are utilizing and maintaining that underground structure so we can rehabilitate the station rather than a full replacement.

Discussion.

- = The project cost and schedule:

We are requesting \$900,000 for the total project which is made up of \$785,000 for construction including contingency. We have received a proposal from Tighe & Bond for resident inspection and

review of shop drawings for the project at \$90,000. The bonding costs are estimated at \$25,000.

- If all goes well, we anticipate bidding in January of 2018 with a bid opening in mid-February. Award by the end of March for April construction. It'll take approximately 9 months to a year.

In response to a query by Mr. Morrison, discussion was had regarding other pump station's, their age and condition and whether or not it would be more economical to do more than one at the same time.

It is noted that the future plans for pump station replacements are in the 5-year capital plan.

Ms. Portelinha explained we can't just sell bonds and hold on to the money until we're ready to do the project. We have 18 months in which to complete the project from the time we are selling the bonds.

And, we usually sell bonds in such a fashion that some debt comes off in order to allow for more debt to come on.

And, if we did three pump stations at one time we would have to do a referendum. The cost for referendum is \$25,000.

Mr. Grappone will look into the cost savings as noted. Mr. Sciota explained it is currently in our 5-year plan and we will be doing a year.

The CIP plan will be reviewed when we do the operational budget commented Ms. Portelinha.

Contingency is about 15 to 20 percent advised Mr. Grappone in response to a question by Mrs. Zoni.

(Public comment)

John Moise, Stonegate Road spoke in favor of this. He was on the sewer committee for the last two years and we worked hard on it. It is needed to move the town forward. It has to be done for the infrastructure of our town. I'm all for this.

Hearing no further comments, the Chair closed the public hearing.

IV. Old Business

1. Approval of Minutes of the November 8, 2017 meeting.

Mr. Pocock so moved the motion. Mr. Beaudoin seconded. Motion passed unanimously on a voice vote.

2. Approval of the 2019 meeting calendar.

After discussion on the dates, Mrs. Zoni so moved the motion for approval of the schedule as presented. Mr. Morrison seconded. Motion passed unanimously on a voice vote.

Discussion on the calendar for budget works draft. It doesn't have to be approved today, but if there are issues, let me know so we can arrange our schedules. We'll discuss at the next meeting the Chair commented. All departments will be available whenever the board wishes.

V. Assess current financial state of the town

1. Review revenues vs budget

The Chair commented we are down \$102,000. Ms. Portelinha explained prior years' taxes are \$30,000 under budget. Interest on taxes are about \$40,000 under budget. Building permits & fees are \$65,000 above budget. Interest on investments are \$160,000 above budget. Town Clerk fees are at \$190,000 over budget. The CIRMA equity and interest that shows up is because we never know if we're going to get it or not so we didn't budget for it. That's why it's on the list.

The next three items are three of the cuts that we've been notified of by the state making a \$102,000 deficit.

ECS costs, to-date, they've cut \$2.7 million. We did receive notification that the Governor put together his Deficit Plan which he is required to present.

Mr. Sciota added that the mitigation plan, the most serious thing is one of his recommendations is a \$50 million cut to ECS. We have no idea how it will be distributed. All has to be approved by the legislature which goes into session the first week of February. We have to keep this in mind.

Less than two months since the budget got originally approved, we are looking at another \$50 million cut to ECS.

Ms. Portelinha further explained this is to mitigate the deficit we have through December 1st of \$208 million. Chances are that will increase rather than decrease. We will probably be looking at additional cuts.

Discussion.

Mr. Sciota advised we will keep a very close eye on it.

Discussion of what the BOE may be doing. The Superintendent mentioned at the Committee of the Chairs they had taken some remedies and they estimate they currently may save up to \$1 million advised Mr. Sciota.

Chair Leary stated one of the things the BOE does once they are given an appropriation to spend money, they are off to spend it and provide educational services. The Town acts as a landlord in a way. We provide, buildings, all renovations, all debt service. The authorization to spend on their operations is given once and they go of spend it as they see fit. They have their own finance committee and they move the money around to provide the services they need to provide. It's their job, they do it and they do it well.

They hold back on purchasing supplies and make sure they've provided all the other high priority programs and services and towards the end of the fiscal year they spend the extra money they have on supplies. It's a normal thing they do to get ready for the next year and do it again.

I emphasized at the Committee of the Chairs if we are going to see reductions from the state and they'll be this year and next year, we may not be able to just hold back supplies. This may be a more substantive problem. We are looking to the town and the BOE asking them to look at things of substance they can do and not just things of timing.

Discussion.

2. Review expenses vs budget

Ms. Portelinha reported we are addressing the items that I see issues with at this point. We have our fire department overtime that's going to be coming before us and I'll be requesting money for accumulated payout.

On the town side we are very cognizant of expenditures. The town manager and the town council have frozen the cash capital items and the town manager is reviewing on a case by case basis when positions need to be filled, among other things.

The Chair noted all these actions are based upon our dependency upon the state at about \$21 million, in total. When that number becomes uncertain, we have to take action locally. These actions are not because of a health issue at the town level.

Mr. Sciota added we thought we were very conservative with this budget. We factored in what we thought we'd get from the state and with this board's approval we set aside \$3 million. None of us thought it would be as bad as it is right now. It is bad. And, it looks like it may get worse. We're preparing for the worst. We have to do that.

The Chair stated the uncertainty and the surprises are what concerns him.

Discussion.

3. Review Capital Projects in Budget (Quarterly)

Quarterly report due next month.

4. Subcommittee and Liaison Reports (Emphasis on financial aspects)

A. Sewer Committee (Tony Morrison)

Mr. Morrison advised the meeting is tomorrow. But we had a tour of the sewer plant by Mr. Grappone yesterday. It was really enlightening. One of the tanks is not going to be covered.

Mr. Grappone interjected it is a trickling filter and there are three of them and they use two of them and one is a backup. The backup is not going to be covered. Part of the facility plan actually looked at our flow for the next twenty years and we are not going to get to capacity.

There will be a full report next time.

The Chair advised we must keep an eye on odor control. Anything we can do, we want to have the opportunity to have the discussion and work on it. It is a most important issue to the people who live and play right in that area.

Mr. Grappone said odors have been a first priority for a number of years. We've gotten to the point where we hired an odor consultant to be part of the upgrade design. He explained the odor tanks identified. They are all open tanks right now. The ones closest to the ballfields and the neighbors will be covered as part of the odor control system. As the liquid train gets cleaner as it goes closer to the river and discharge. It is not a concern in our opinion.

We are not going to totally eliminate odors. It is a wastewater treatment facility but the most odorous sources will be covered.

B. Public Works Committee (Ed Pocock & Susan Zoni)

Mr. Pocock reported on the last meeting. Under the highway department, bulky waste is really busy.

One issue up on Ferncliff, the PD has done an extensive study on that and the result was there will be no speed bump up there. The average speed is 24 mph.

The leaf collection has gone well considering an unusual year. Leaf drops were extensive over a period of time and the highway department did extra to pick up some heavier areas they'd already done. The snow is here and they won't be doing that now.

We have a splash pad giving us trouble up at Memorial Pool. We're working to get that squared away by having a local company take care of it for a company out of Canada, that'll be in good shape.

The Memorial Park ice rink will be opening up weather permitting. Signing will be put up by parks and rec.

The West Center Street Bridge is basically complete. A couple of rails have to be put up. Appears to be a very, very nice job done efficiently.

The Spring Street Bridge is being worked on. Waiting for DOT, et cetera. Necessary things have to be done.

The trail to Lazy Lane will go up to the Plainville town line. That's being worked on, also.

We had tank removal at the fire department headquarters. Highway department is taking them out and it has to be done by September, 2018.

Funding for the temporary trail going up to the Plainville town line will be soon.

Water Department just finished the East Side Pressure Zone and they're looking at the Mill Street tanks.

C. Calendar House Building Committee (Mark Sciota)

Mr. Sciota advised they had a construction subcommittee meeting yesterday. The building is looking fantastic. It does blend with the neighborhood. It's an excellent set up. We are still on time and we'll be moving the old Calendar House into the new building on or before March 1st, weather permitting.

Second phase is then we will raze the old Calendar House and we have site work to do. Where the Calendar House is now will become the parking lot and landscaping.

By August of next year, we expect the whole thing to be completed.

D. Open Space Committee (Ed Pocock)

No meeting to report on.

E. Self Insurance Committee (Joe Labieniec & Kevin Beaudoin)

We haven't had a meeting since the last BOF meeting. It is rescheduled for Tuesday.

F. Investment Committee (Kevin Beaudoin)

The report noted \$160,000 which is good. A quarterly report will be month.

G. Committee of the Chairs (John Leary)

The Chair said he said three times during the meeting, he is one-sixth of the BOF. I represent the board but not the consensus opinion of it.

He explained the \$3 million set aside strategy. We keep hearing from the town manager tonight that things are unsettled. I think we have to respond and I propose to you we respond in a similar manner and we don't jump forward to take the \$3 million and give the authorization to spend or the recommendation to the council that they do say but rather we do it three times. We could take it up at our January meeting, again in March and again in April or May. We give it over three different times periods as we more. We are not acting too hastily. I want the board to consider we do it in three increments rather than all at once. We only have \$3 million to appropriate back and our problem looks to be at least a \$4.5 million problem, closer to \$5 million.

Do we do a workshop to decide this? Talk about the most urgent need and decide what's most important first and work our way back. Who sets the urgency and importance. We have to do that and people look to this board to do that.

In going to the January meeting, we are going to have to talk about dealing with giving back a portion of the \$3 million and also how we're going to do it.

Discussion about the importance of having a workshop with the town manager and the superintendent. And, when to set up that meeting.

Ms. Portelinha advise she is going to sit down with the town manager and the superintendent and Sherri DiNello and review the information. We need to be sure we are working with the same numbers.

Discussion.

The Chair explained the geography of moving numbers around. And, he didn't see an issue with doing that before we start cutting or appropriating.

Discussion.

Mr. Morrison said this year we are going to have to look to get out of the budget, town side or BOE. And, secondly, we are going to have to redo in some cases the way we do services. Have the contingency distributed throughout the year as needed as opposed to having a massive distribution.

Discussion.

After discussion everyone agreed the workshop is a great idea.

The Town Manager stated when the four of us as noted above meet, we will talk about when to do the workshop and report back. It will be a public workshop and noticed.

H. Other Committees

None this evening.

The Chair encouraged members of the BOF to attend other meetings during the next few weeks. The meetings are noticed on the Town Calendar. There are a lot of committees and commissions doing things. We could also stop in on town departments, with notice in advance, and ask questions as to how things are done. Mr. Sciota asked to be consulted first and he'll notify the department head.

5. Board Communications

Mrs. Zoni stated she went through the high school special ed program at the open forum they held. I did learn some new things and found it very interesting and informative. I did feel very strongly they were pushing for a lots more money and I am very, very fiscally conservative so my hackles go up. It was good to see what was going on and I thank them for that.

Mr. Morrison echoed those comments. There are two sides to the program and one is the physical and cognitive which probably eats up quite a bit of the money. If we can do something inhouse it saves from outsourcing at another facility. We all agree on that.

The other side is the emotional, anxiety and depression side. It seems like a program that is expanding. It is not as cut and dried as the physical and cognitive side. That is something we may see money being asked for down the road. That's the one that may be easier to put a boundary around. There doesn't seem to be any strict standards.

Discussion.

I agree with Sue there may be more money being asked for but my concern is it being asked for the correct reasons. Is it managed? Is it controlled? If it is, I'm fine with it. I have to educate everybody in the town.

If it's not managed and not controlled, I think we may be spending money unwisely. I think we need a bit more information before we determine what money to spend.

The Chair said if you would like any tour with the BOE, let it be known and we'll set up a tour of whatever facility. It is very important that we as custodians of the money for the town understand where the spend is. It's great the BOE was able to help with their programs and insights.

Mr. Pocock brought up the fire truck. We put a deposit on it so we could get it. We had a lockdown on it, but when you order a fire truck or some of the town trucks, you're looking at 12 to 15 months. I'd really like to see us put a deposit on another truck of \$250,000. I know that's a lot of money but we've got an area set up that he has a savings clause until January.

Mr. Sciota said he and the Chief were trying to get the lock in until June 30th or March 31st, at the latest. The current fire engine you are talking about is in the freeze.

Mr. Pocock advised he is not inclined to go along with that. I have three things: police department, fire department and highway department. When it comes down to CERT and everybody else we need the services to get our population safe. I'm very intent on that.

I don't want to go back to where we came from which was fire trucks falling apart. Mr. Sciota explained no one intends to go back there, but where we are living right now (1) freezing cash capital. That's \$600,000+ of cash capital. It's frozen now and the Chief is working on getting an extension.

Mr. Pocock said the other thing is, when you have the Department Heads Meeting, can this board get a copy of the Minutes? We haven't gotten them and I think it's important we get them. Mr. Sciota said he would check with his secretary.

During the storm, the police, fire and highway department did an excellent job. For the highway department this was a long duration because it started out just treating and then I went to the rest of it.

I'm also keeping in mind the state. It's crazy right now.

Mr. Sciota explained we are talking about debt service, public safety and public works. If you take the government budget and you tell me you can't touch public safety, you can't touch public works and I know I can't touch debt, but you are asking me to prepare myself for cuts from the state. The pain has to be across the board.

This was an asset that was going to be cash funded for \$600,000+. I asked the Chief if we could get an extension. No one is in favor of having fire engines falling apart, but we have to act reasonably when we are talking about. That is one of our biggest cash capital assets that we're purchasing this year.

It would be fool hearted for me to tell you that I am going to freeze cash capital assets when the biggest one, I'm going to say no I am not doing that one. It's all part of it. Pain shared across the board.

When we are talking about being cut \$5 million from the state, it's going to be across the board. We have to act reasonably. We have to change the way we think when we're into this with the state. I believe I am acting reasonably when I do this because I don't know where we are. I can't sign off on a \$630,000 capital asset knowing that I have state issues coming up. I'll leave it at that.

The Chair presented Mrs. Zoni and Mr. Morrison with the Town Council pin. It is worn by elected officials because they do the public's work. We say thank you to you both and congratulations!

(Applause)

6. Board of Finance Liaison to the Board of Fire Commissioners Discussion

The Chair introduced the idea of having a liaison from the BOF to the Board of Fire Commissioners. It could be one Republican and one Democrat. It doesn't mean you have to attend every meeting but chat with the commissioners and chat with the Chief. It's not structured. Discussion.

Everyone agreed it was a good idea. Mr. Pocock made a motion which Mr. Beaudoin seconded to establish the liaison position. Motion passed unanimously on a voice vote.

Mr. Pocock and Mr. Beaudoin volunteered to be the liaisons.

The Chair asked Ms. Porelinha to add this to the Agenda as an item.

VI. Public Communications (Excluding Public Hearing Items)

No one this evening.

VII. Review Long Range Plan and Priorities

1. Review status of LRP items in current fiscal year budget
2. Strategy Discussion- Preparing for the FY 2018-2019 Budget

Mr. Sciota explained we already discussed the workshop. Secondly, you all received the memo to the department heads. Knowing what we are going to be up against, I've asked every department to look at their budget this year and call that a base budget. Look at the contractual increases to the budget (labor, utilities, et cetera). That would then be their core budget.

If they feel they want to do a new initiative, I'll be happy to look at it, but it has to have with it a corresponding reduction in their budget. If they want to put in a new program, I want them to look at a program that currently exists and if that is no longer meeting expectations, I want to see that reduced or eliminated to put the new initiative in. If I do not receive the corresponding reduction, and we get a new initiative, this is not that type of year where I foresee that happening. I will look at it but I will look at it with a very jaundiced eye if I don't see the reduction.

I am also asking for, once they get their budget, considering what the future may hold next year, I've asked them to give me a five percent and a ten percent reduction. Most departments with a five percent reduction may be able to do that without staff but I doubt any department will give me a ten percent reduction without reducing staff. I feel I have to have that so I can explain to you based on the numbers. We are going to get estimated numbers from the Governor and they mean just that. We have to prepare ourselves for the five and ten percent reduction when I submit my budget to you on the 18th.

They are all onboard and understand what I'm looking for. The Finance Director and I are looking forward to reviewing their budgets with them and hopefully without a lot of to-do, I can present to you a very straight forward budget. We'll show you little, if any fat. Each department head will explain what they need and what they are going to do for the taxpayer. We have to start with the base budget and understand what the future holds.

Discussion.

Mr. Sciota also stated the superintendent's office and his office have been working for several weeks on a combined HR department as the timing happened to work out. It doesn't save a lot of money, but the point is we begin to do something that all towns are going to have to do. Anywhere we can find where we can work together, join resources to save resources, that's something we have to do. We have to take advantage of shared services. This is just the first step.

Discussion.

Mr. Morrison asked if it would be good to ask the BOE to do what the town manager is doing with his budget. The Chair explained the BOE is funded with one number. They know how to allocate that number or present their request for funds. With them it is one number.

On the town side, we have line item control. On the BOE side we have one number which sits somewhere around \$90 million. We give that appropriation to spend and they have their own finance committee and take action as they see fit. I would hope they would substantive action and be doing something similar but we can't tell them that because statutorily they're independent. We can tell them we'll be looking to them to help absorb what happens to the town. One side can't be insulated from the reductions by the state.

Discussion.

Mr. Sciota pointed out the budget cuts have to be sustaining and substantive cuts. We made that clear to the department heads as to what we expect.

VIII. Conduct Administrative Business

1. Consent Agenda

| | | | |
|------------------------|---------------|------------|---------------------------------|
| A. | Appropriation | \$52,172 * | Board of Education - Operations |
| B. | Appropriation | \$ 980 * | Police Dept - Vehicle Maint |
| Loss/Damage (Spec Rev) | | | |
| C. | Appropriation | \$ 1,680 * | Police Dept - Overtime |
| D. | Appropriation | \$ 220 * | Youth Svcs - STEPS (Spec Rev) |
| | Appropriation | \$ 60 * | Youth Svcs - Outside Programs |
| (Spec Rev) | | | |

- E. Appropriation \$ 500 * Youth Svcs - Outside Programs (Spec Rev)
- F. Appropriation \$ 2,450 * Fire Dept (Program Supplies _ CRR (Spec Rev)
- G. Appropriation \$ 7,880 * Community Svcs - FEMA Grant (Spec Rev)
- H. Appropriation \$ 8,550 * Town Council - Walkley Fountain (Spec Rev)

The Chair asked for a motion to take the Consent Agenda in its totality. Mr. Beaudoin made a motion to approve the Consent Agenda in it's entirety. Mr. Pocock seconded. Motion passed unanimously on a voice vote.

2. Manager's Memos

- 1. Bond Ordinance \$900,000 See Public Hearing #1

Mr. Beaudoin made a motion to approve. Mr. Morrison and Mr. Pocock seconded. Motion passed 5 to 0 on a roll call vote.

- 2. Transfer \$ 669 Police Department - Energy PC Lease Payment

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

- 3. Transfer \$ 9,096 Police Department - Tasers

Deputy Chief Palmieri presented. This is a proposal to start a program with us replacing our taser units. This part of a replacement plan for our core equipment (vehicles, public safety radio system).

We current have 68 tasers and out of that 4 tasers are the X26P which is the new smart unit technology. The other 64 are sunsetting of January, 2019 when they won't be serviced any longer.

Our strategy is to buy a few each year. Please see the memo provided to the town manager.

Taser has a lease program which is zero percent interest. It takes the cost of the tasers and divides it into five equal payments. If we get approval before December 31st they are offering us a \$100 trade in on each one of our tasers which nets out to \$6,400. They are also guaranteeing us 2016 prices.

If we waited longer it could go up a minimum of 3.5% or more.

Please see the second page of the memo where I broke it down into two replacement options. Explained.

Over 5 years without taking advantage of this it would cost us over \$93,398.

Option 2 is the taser 60 program with the current funding and incentives, over that 5 years it would be \$78,080. The first-year cost would be \$10,400 and then it would \$16,896 for the next four years.

This program comes with two cartridges per taser which is another over \$3,000 in savings. That would be a little over \$15,000 worth of savings if we take advantage of this plan.

We would start this plan and then subsequently we would fund that budget line item moving forward.

We could make some transfers in this year's budget and still stay within the framework the manager has indicated.

Comments and questions by the Board of Finance members regarding the tasers were answered by Deputy Chief Palmieri. (Please see video on line for full presentation.)

Mr. Beaudoin made a motion to transfer the funds. Mr. Morrison seconded. Motion passed unanimously on a voice vote.

| | | |
|---------------|-------------|----------------------|
| 4. Transfer | \$ 50,000 | Fire Dept - Overtime |
| Appropriation | \$ 94,519 # | Fire Dept. Overtime |

The Chair advised this one is in two parts. One is a transfer of \$50,000 and the other is an appropriation for \$60,000. It was modified from \$94,519. The total amount being transfer to overtime tonight is \$110,000.

When we put the budget together, we wanted to have more conversation around overtime and we held a portion of the overtime and we said we would release with discussion and some interaction on it. It was an issue very important to this board to contain the cost of overtime. We have a very effective fire department but we want to see if we can bring some more efficiency to this overtime issue.

Acting Chief Eric Heath explained in working with the staff and Commissioner Moise we were able to find some savings as it related to the vacant battalion chief's position as I am in the interim chief's position. We have had some senior level firefighters retire so we are recognizing a savings and the new hires are making less. We looked

at that projected over the course of the fiscal year which is approximately \$66,000.

I'll defer to Commissioner Moise on Item B which was \$94,000 and in his new role he was able to extract more to bring that appropriation down to a more reasonable request.

John Moise, Fire Commissioner, presented. He has been working with the Acting Chief diligently over the past few weeks to get an idea of where the money goes and what every line item means.

The call back numbers have gone down significantly because the retirees lived in town and they were able to come back on the call backs. New staff and new firefighters that aren't necessarily from Southington, makes it difficult for them to do the call backs.

We still protect the town because we went to an all call which means all the volunteers are called on the calls 24/7. They don't all come out. Now you are looking at an average of two call backs versus four or five so there is some savings there.

We started at \$144,000 appropriation. We looked at the wage line and we were able to take out \$50,000 for a transfer which brings us to \$94,000. We looked at the numbers from the last two years which is averaging about \$50,000/month.

Discussion.

There may be extra money in there and we decided to reduce some overtime. We have two firefighters who graduated on December 8th and now are starting on December 11th. They were being replaced for 3 months with overtime and that's gone. So, for now we've eliminated some overtime on the replacement.

Discussion.

The battalion chief position --- we are looking to select a chief soon. From there, there will be a battalion chief going back into that position thus eliminating the need for replacement of the battalion chief. More savings.

We're very comfortable with a \$60,000 appropriation plus the \$50,000 transfer for the two months taking that all into consideration.

Your board meets on January 11th with the council meeting on the 23rd, so we can keep reviewing this to look at the end of January into February to see how the track is going.

The fire commission and administration reviewed this plan and all are in on it. Overtime is the hot button issue and we are trying to keep that number from skyrocketing further than it needs to.

We will look at other line items in the next several months to see about transfers.

The goal for the next two months is to stay in the black and not go into the red. This should suffice.

Comments and questions from the board of finance members were entertained by Fire Commissioner Moise and Acting Chief Heath. (Please refer to video on line for the presentation.)

Mr. Pocock made a motion to approve Item 4 the transfer and appropriation of \$60,000 for a total of \$110,000. Mr. Beaudoin seconded. Motion passed unanimously on a voice vote.

5. Appropriation \$ 40,500 Accumulated Payout

Ms. Portelinha explained this item. In recent fiscal years we've budgeted about \$150,000 for accumulated payout but we've averaged about \$200,000. This year we budgeted \$200,000. During this fiscal year we had some additional monies in the account that we owed employees who had retired. In total we had \$248,242 to work with.

Of that amount we've spent 4219,905 on 14 employees. We have pending at this point another \$68,836 that we need to pay out within the next month and a half to two months. So, we are short \$40,500.

(Please refer to written memo provided by Ms. Portelinha.)

In the memo it shows the 14 employees to payout --- this is all contractual based upon when they were hired.

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

Mr. Pocock thanked Ms. Portelinha for getting the figures to him for his review.

IX. Meeting Adjournment

Mrs. Zoni made a motion to adjourn which Mr. Morrison seconded. Motion passed unanimously on a voice vote.

(Whereupon, the meeting was adjourned at 8:43 o'clock, p.m.)