

January 10, 2018

BOARD OF FINANCE
TOWN OF SOUTHTON
JANUARY 10, 2018

The Board of Finance of the Town of Southington held a Meeting on Wednesday, January 10, 2018 at the Town Hall Council Chambers, 75 Main Street, Southington, CT. Vice Chair Joseph Labieniec, called the meeting to order at 7:00 o'clock, p.m.

Appropriations from Contingency Account:

Approved to date (Fire Overtime).....\$320,000
Approved to date (General Contingency)40,500
Approved this meeting.....138,065
Total Appropriations..... \$498,565

Appropriations with Revenue Offsets:

Approved to date.....\$ 338,049
Approved this meeting..... 2,580,289
Total Appropriations.....\$2,918,338

The following board members were present:

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

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

(*Arrived at 7:07 o'clock, p.m.)

VICE CHAIR JOSEPH LABIENIEC, Presiding:

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

III. Public Hearing Items

None this evening.

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IV. Old Business

1. Approval of Minutes of December 13, 2017 meeting.

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

V. Assess current financial state of the town

1. **Presentation of Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2017 by Vanessa Rossitto, Partner for Blum Shapiro & Company, P.C.**

Ms. Rossitto reviewed the required communication from Blum Shapiro to the Board of Finance letter.

Ms. Leslie Zohl(sp), Principle at Blum Shapiro, reviewed the CAFR, reviewed the state single audit, the federal single audit and the management letter.

(At 7:07 o'clock, p.m. during the presentation Chairman John Leary entered the meeting.)

(Please refer to video recording or the bound copy in the finance department.)

CHAIRMAN JOHN LEARY, Assumed the Chair:

2. **Review revenues vs budget**

Ms. Portelinha stated building permit and fees are up \$60,000 above budget. Interest on investments is \$180,000 above budget. Town Clerk fees \$200,000 above budget. CIRMA Equity is \$70,588. Elderly Circuit Breaker we will not be receiving for \$360,000. Distressed Municipalities is a negative for \$48,000 we will not be receiving. Renter's Rebate Reduction of \$110,00 we will not be receiving. The state did kick in a Municipal Stabilization Grant early in the year for \$233,505. Payment in Lieu of Taxes for state properties of \$16,783 we'll not receive. And, we will be receiving \$460,000 less than budgeted for the Municipal Revenue Sharing Grant. That is a negative of \$250,772.

Discussion.

The Chair commented if we set this down to just what the state did, they reduced us by \$761,000 (+/-). The Chair noted we are

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fortunate to have the building and clerk fees and interest on investments come back to help offset that.

Discussion.

3. Review expenses vs budget

Ms. Portelinha reported expenditures to watch: Snow & Ice. As you know we budget \$610,000 annually for the average winter and we rarely ever get an average winter. Over the last three years we've averaged about \$960,000. We will be coming before you for salt and supplies.

Discussion.

We're all aware of the fire department overtime. We budgeted \$651,000 and we were on track to spend \$1 million. We're hoping to get that down a little bit.

The accumulated payout would be the third item. Last money I came to you for money. Between the carry forward and the money requested we were at \$289,000 for payout for 17 employees. We think we might have a few more retiring before June but we don't have the paperwork filed, yet.

Discussion.

The Chair said if we know the snow & ice trend is around \$900,000, let's budget that in the snow & ice rather than depend on the contingency. It's not a use it or lose it mentality on budgeting. Ms. Portelinha replied we've noted for the past few years it has been so volatile going up and down. The Town Manger interjected he and Emilia will take a closer looked at it. We may go to a five-year average rather than a three-year average.

Discussion.

4. Review Capital Projects in Budget (Quarterly)

Ms. Portelinha asked to have this report next month as she hasn't had a chance to make a thorough review.

(The Board had no objections.)

5. Town Council Subcommittee Reports (Emphasis on financial aspects)

A. Sewer Committee (Tony Morrison)

Mr. Morrison noted two issues to do with finance at the last meeting.

- Miller Farms Pump Station Project

Mr. Morrison summarized the issue as an agreement between the

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town and the developer of the 29-home subdivision. They were connected to the town's sanitary sewer via a main in the street but they were given individual sewage grinder pumps on their property and the agreement states they will be responsible for maintaining their pumps until such time as gravity sewers are installed. No timeframe in the agreement. This was referred to the town council for comment.

Our options are: (1) Do nothing. Zero expense to the town. (2) Replace and maintain what they've got. The replacement of the grinder pumps \$5,000. There is a maintenance fee if the town takes that on. Replace as a whole is \$145,000. (3) And, to build a pump station is about \$900,000.

This will be talked about tomorrow at the committee, but I personally do not think it is the time to spend money on this.

If you buy a property with an existing condition you know about, you purchase for less money and these guys knew. I think the expense is on them unless there is something legally in this agreement that says it's not.

- Request by a Resident at Reussner Road to hook up to the sewer system.

They bought a house in a development that is not connected to the sewers which was a decision by the previous owner. There are two options: (1) the town hooks up or (2) the resident pays for it.

Same as the previous. This will also be looked at tomorrow at the meeting. The recommendation will go to the town council.

One other thing was a Tighe & Bond proposal went to the town council for us to do some safety things. Expense of \$29,000. The council voted and approved that.

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

Mrs. Zoni reported. Leaf collection cost a little less money because the leaves didn't fall. They were happy about that and hoping for good luck next year, as well.

At the time of our meeting last week, snow operations were fine. We've had a big snow since. We'll see what happens because of that.

One issue is going to come up in the future and that is testing the ice at Memorial Park for skating. It does cost money over the weekends to test the ice. During the week we have people in the parks department who test the ice. On the weekends we have to pay somebody three hours minimum, time and a half on Saturdays and double time on

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Sundays to test the ice. The department is going to check into how they can best do that for the safety of the town and to keep the cost down.

C. Calendar House Building Committee (Mark Sciota)

Mr. Sciota reported there will be another building committee next Wednesday. From a financial standpoint, the project is \$9.4 million. The state gave us \$5 million for the project. Kudos to the State of Connecticut for this one! We will be within budget and we hope to have completion of the new Calendar House and the staff and the people in it by March 1st at which point we shift over to the demolition of the old Calendar House and then of course we have to do the new lot and landscaping. By the end of August, we expect to be out of there.

D. Open Space Committee (Ed Pocock)

Mr. Pocock said at the meeting a couple of properties in town were discussed. Following up on it.

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

Mr. Labieniec reported on the December meeting. We are year to date through November approximately \$1 million under budget. The October and November results are not true results because of the contract dispute between Anthem & Hartford Health Care. There are pending claims that need to be processed. Those two months are in the aggregate about \$400,000 plus under budget. In reality they are not under budget \$400,000. It will true up this month or work itself out through the balance of the year.

The big topic was looking at the budget for the upcoming fiscal year. It is current \$22.7 million and it was voted to be \$24.2 million (6.5% increase). We will continue to review that number with incoming information. It is subject to change. Seven members in attendance and it was voted 7 to 0. A good collaborative processes.

F. Committee of the Chairs (John Leary)

Chair Leary advised he go there and represents that he is 1/6 a member of this board.

What was discussed was an overview of where we are financially as I presented. We also discussed the fire department overtime issue.

The state basically cut us \$5 million. We set aside \$3 million in contingency when we set that budget and we are short \$2 million. That's an issue and I laid that out.

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I did street in order to handle the two, we have to make cuts that I call substantive cuts. That'll be a decision of our board as a whole through a vote. A substantive cut is not a deferral where you put something off from this year to next year in hopes you'll be able to cover it next year. A substantive cut is you eliminate something and not have to cover it this year, next year or any other year. This board will have to take up how we handle the \$2 million. Later in the meeting we'll have that discussion.

Mr. Morrison queried if we know the money from the state is going to erode over the next few years, is there any discussion at the Town Chair level to have a plan to look at that over the next few years to gradually bring our spending in line with that?

The Chair responded there is an appetite to bring all the leaders in the community, both the members who are part of the town staff paid by the town and the volunteers who provide the governmental oversight, there is an appetite to bring those folks to the table in a workshop setting to sort out how we go forward. I have not yet heard of a multi-year plan of how we're going to wean ourselves off of the state.

There are two ways in my view of looking at that, the Southington residents are more taxpayers than tax getters. So, we tend to pay state tax in all of its forms, we pay local property tax that's levied by this board and in return there's a lot of folks who think we should get something back for that from the state. The state should help us. (Calendar House construction or the ECS Grant or the other grants.) Some feel we should have that and not wean ourselves off the state and leave it on the table.

A whole other group of people say let's be self-sufficient, take matters in our own hands and let's raise taxes locally and fund ourselves and not have to be dependent on the state. The state is becoming uncertain. The worst thing is to set forth a budget thinking we're going one way and then have a cut come that we have nothing to do with and have to stop and face it.

There is no long-term appetite but there is a short-term appetite to get to the table. Our board could force the long-term appetite by saying we want a five or ten-year plan to become self sufficient or town sufficient. Let's keep having the conversation and move on. We'll come back to it below on our agenda.

**6. Board of Finance Sub Committees and Liaison Reports
(Emphasis on financial aspects)**

A. Investment Committee (Mr. Beaudoin)

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Mr. Beaudoin reported year end figures. We have approximately \$69 million in investments as of 12/31/2017. Among that we have \$20 million in our Rainy-Day Fund which represents about 12% of our operating revenue or expenses. In this fund, the policy states that we need to have 10%, so we have a healthy balance there. This is very important to the town's ratings. The ratings agencies look at that when they rate you.

But the flip side, and I could be wrong, but when it came to the cuts to the municipalities, Governor Malloy looked at the fund balances as part of the equation. We are a financially stable town and we had bigger cuts made to our town because of that.

Discussion.

Of the \$69 million, we have \$13 million managed by our investment consultants. And, we have \$8.5 million in long term investments (1 to 5 years) and \$4.2 million in short term investments which is up to one year.

The \$13 million is made up of mainly CDs with an average maturity of 2.3 years. Our portfolio is earning approximately 1.8 percent. We're doing a good job with the investments by the consultant company.

And, the additional balance of \$56 million is in local banks that are earning a little over one percent and that's used for operating expenses. We keep that liquid.

Discussion of state statutes the town has to adhere to with investments and the conservativeness of same.

B. Liaisons to Board of Fire Commissioners (Mr. Pocock & Mr. Beaudoin)

Mr. Pocock advised we attended the meetings. We are step by step. We'll be able to come back with good information when we are in the budget process. Everybody has been great.

Mr. Beaudoin attended the second meeting and a lot of that had to do with the overtime. It's the biggest expense. It was a healthy discussion. The Fire Commissioners all compromise and when we ended, it appeared to me, that it was a fair number. We'll hear more about it in their next year's budget.

C. Other Committees

Nothing this evening.

7. General Board Communications

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Mr. Sciota stated last Friday was the date for the department heads to get their budgets to the finance director and myself. We have met with approximately one-third of the departments. We have had very good discussions with department heads and they know exactly the situation we're in and they've been very cooperative.

I've asked for a base budget which has simple increases whether it be for utilities or contractual salary increases. But on top of that I've asked for a minus five and minus ten percent not knowing where we'll be when we get to that point. All have been cooperative.

I'll then get my budget to you and the process continues.

Mr. Morrison introduced a draft of a letter of what we as the board of finance should expect from the folks bringing their budget to us for a couple of reasons. One is around the money available and the second is to have a framework. I think we need a framework as there's going to have to be cuts in various services and less money to do things. We have to balance that against any potential tax increases.

As a framework to be equitable and understand how the budgets are created and have they done certain things. I think we have to eliminate fat from the budget. I think we have to ask people if they've cut services and what they are. I think we have to ask if they're re-engineered services to be cheaper and we have to understand that.

If we understand that across the town, we will be in a much better position as a finance board to review that.

I think it would be a good idea to send the letter out now so then when it comes time for us to review the budget.

He passed around a copy of the letter he drafted. (Letter on file for review in the finance department files.)

The Chair advised before acting, the board would have to read it and chat about it.

Ms. Zoni she had to have significant time to do research. She would not be comfortable with just signing or agreeing to any letter without doing research.

Mr. Morrison then read the letter into the record. (Letter on file in the finance department for review.) (Minutes are prepared summary style, please refer to the video on line for the full discussion regarding the draft letter.)

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A lengthy discussion amongst the board of finance members and staff regarding the contents of the draft letter. Ms. Zoni made the point that this same letter has already been sent by the town manager to the department heads. He is already in the process. I'm not happy with someone taking what is going on in a meeting and putting it into something that we all need to. It is, in my opinion, unnecessary.

Mr. Beaudoin also pointed out the town manager has already pointed out all the bullets in this letter. I wonder about the nine to twelve million and where that number came from. Ms. Portelinha agreed she would like to know how Mr. Morrison estimated that.

Discussion.

Ms. Portelinha was hopeful we get numbers in time for the town manager's budget and the board of finance budget and hopefully more will come out when we do the council budget. That didn't happen last years as they delayed accepting the budget until November. Mr. Sciota further stated there are possible ways we can have definitive numbers from the state as this is a short session which begins in February and is supposed to end in May. We're hoping the Governor is definitive and our representatives, who have been helpful to us in telling us what's possible and not possible and let us know what they're thinking. At this point, I don't know the number. I hope it's \$9 million to \$12 million because that'd be devastating.

Currently, we know it's \$5 million and it could be more when the deficit mitigation plan goes into effect.

Mr. Sciota referred to the letter he gave to the department heads back in early December and they have taken that aspect to heart.

Mr. Morrison continued to discuss his draft letter. He felt it was complimentary to Mr. Sciota's letter as it is the board of finance asking to see things in a certain way. Everybody reports in roughly the same way.

Discussion.

This is a way of putting an entire standard across the entire town including the board of education continued Mr. Morrison. Not just one part of the town. That is what we need to do as well.

The Chair said he couldn't propose we put a letter out in such short notice, but I do believe the letter does frame it at the top. Mr. Sciota's letter is only for town government staff. Mr. Connellan's directive would be for him and the organization he controls. Having a framework letter at the top is probably a good thing but Mr. Sciota's letter is already out and the board of education's work is in process. I want everybody to write on the top

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of this "draft" so it doesn't appear it went out under my name. It was for discussion building a framework or a structure for budgeting. It's not an official letter.

We will put it on the agenda for next meeting asking does the board of finance want to utilize a framework letter in it's budgeting process as a first step. We'll have that discussion next time.

Mr. Morrison pointed out and discussion followed that the next meeting is in February and it is too late for people preparing budgets right now. The Chair pointed out we may be a little late in the process this year.

Mr. Sciota advised when you have workshops with my departments, if you let me know there is something different you want from them during the workshop, we can do that. We're already meeting to finalize my budget now.

Discussion.

Mr. Morrison further explained his thought process in preparing the draft letter being discussed.

Mr. Beaudoin stated the town manager sent out almost the exact same letter already and therein lies some confusion.

Discussion.

The Chair expressed we need to move forward with the agenda items now and we will put this on for next time for discussion.

A. Review the Budget Process

The Chair introduced this topic stating we have to discuss how we are going to hand the \$5 million cut in state revenue grants to the town. Very simply, we're cut \$5 million, we set aside \$3 million and we have a shortage of \$2 million. We have to figure out how we are going to give back the \$3 million and what we are going to do about the \$2 million.

In response to a request by Mr. Labieniec to lay the framework as far as what we're talking about so we are all using the same numbers and the same base. Ms. Portelinha explained how the budget was prepared and how we ended up here. (Refer to video on line for her full presentation.)

The Chair explained we need a plan on how to give back the \$3 million that is sitting in contingency back to the board of education and back to the town side to help mitigate the \$5 million loss in state money received.

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Of course, once we give back the \$3 million, we'll have a \$2 million problem. The Chair suggested the following:

- Give back the \$3 million contingent upon the town and the board of education coming with a solid plan (deficit mitigation plan) on how they're going to handle the \$2 million if we give the \$3 million. The two are linked together.

Discussion.

Mr. Morrison reviewed giving the money out in three increments with the parties coming to us and saying their needs and we could evaluate how we would split the money fairly between the two entities. And, we could also say at that meeting that we expect you to show how you are mitigating current budgets. I think three monthly increments would solve the problem.

Discussion.

Mr. Sciota said the decision has to be made at each mile post what percentage is turned over to the BOE and the difference stays in the contingency fund as we have to prepare for possible future hits from the state.

Discussion.

Discussion of the percentages (65/35) and how it would apply to distribution of the \$3 million.

- We give the \$3 million once we know how we're going to save the \$2 million and we let the town manager and the superintendent of schools figure out the timing and the method. The work is done in collaboration with the superintendent and the town manager. Does this seem fair, reasonable and acceptable to this board?

Mr. Beaudoin said it did to him as they are the experts on what they need.

Mr. Sciota explained he and the superintendent will sit down and talk about how between the two of our organizations we are able to come to you and talk about, during this fiscal year with five months left, how we're going to be able to structure something for you where we are going to have a \$2 million offset on our current expenditures. A tall task and we'll do what we can and come back at the February meeting.

Discussion.

A motion would be that the town manager and the superintendent put together a deficit mitigation plan that incorporates taking the \$3 million from contingency and laying out definitive action on how we save \$2 million and they could take care of the timing of that, what the percentage is and how they work. They come back with the plan advised the Chair.

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Discussion.

Mr. Sciota noted he liked the mile post suggestion with increments in February thru May. All the information we'll have will come out before the May meeting. I don't want to be put in the position that we get a mid-year cut at the end of April and the \$3 million has now been distributed and we have to come back to you and say we have another cut from the state. The farther we go, the more information we have. I don't want to be in a position that there will be no more resources if we get future cuts so I like the mile post proposal.

Discussion.

Mr. Morrison made the following motion: The \$3 million will be distributed out in three timing increments between now and May. The percentage of the distribution between the board of education and the town will be recommended by the town manager and the superintendent. A deficit mitigation plan will be prepared by the town manager and the superintendent of \$2 million and that will be prepared for review by the board of finance in February.

Mr. Beaudoin seconded. Motion passed 6 to 0 on a roll call vote.

VI. Public Communications (Excluding Public Hearing Items)

None this evening.

VII. Review Long Range Plan and Priorities

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

A. Status / Reprioritization

2. Strategy Discussion- Status of the State Budgets

Discussed previously in the Minutes.

VIII. Conduct Administrative Business

1. Consent Agenda

A. Appropriation \$ 670* Animal Control - Donation Program (Spec Rev)

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B. Appropriation	\$4,750*	Highway - Property Maint
Loss/Damage (Spec Rev)		
C. Appropriation	\$3,975*	Highway - Property Main
Loss/Damage (Spec Rev)		
D. Appropriation	\$2,500*	Youth Svcs - STEPS (Spec Rev)
E. Appropriation	\$2,000*	Police Dept - K-9 Supplies (Spec Rev)
F. Appropriation	\$3,571*	Drug Task Force DHMAS Grant (Spec Rev)
G. Appropriation	\$20,059*	Recreation - Property Improvements (Spec Rev)

Mr. Pocock made a motion that the Consent Agenda be accepted in its entirety, Items A thru G. Mr. Beaudoin seconded. Motion passed unanimously on a voice vote.

2. Manager's Memos

1. Appropriation	\$9,393 *	Calendar House -
Temporary/Seasonal (Spec Rev)		
Appropriation	\$11,500 *	Calendar House - Overtime (Spec Rev)
Appropriation	\$17,500 *	Calendar House - Gasoline (Spec Rev)
Appropriation	\$16,500 *	Calendar House - Vehicle Maintenance (Spec Rev)

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

2. Transfer	\$25,000	Fire Dept - Contracted Services
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Fire Commission Chairman Mike Bunko stated as far as the transfer, this is a request to transfer money into contracted services from the wage line item and EMT recertification training line item. Approximately eight months ago we began to conduct a search for the next fire chief in the town using our own services and in-house people. We conducted the final interviews with the finalist candidates and were unable to reach consensus on the fire chief.

It was the unanimous agreement of the search committee that we reopen the search again. We once again are asking for the opportunity to hire a professional consultant to do that job for us. They take care of everything. Explained.

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We feel it is in the best interest of the town. I look at it not as an expense but as an investment. We are going to be hiring the next Chief Executive Officer of the Southington Fire Department. I feel it is money well spent.

We tried to do it on our own and it did not work out. To delay this process any longer causes some turmoil within the department in addition to it increasing the overtime as we had put a battalion chief in the acting chief position and that created a massive overtime nightmare.

Let's do it and get it done right.

Mr. Moise explained last year while on the BOF he was opposed to this. It was an appropriation, number one.

I wasn't fully aware of the assessment as it was. Having witnessed it, there is no doubt in my mind this needs to be done. I wholeheartedly support this.

Mr. Labieniec pointed out the \$25,000 is actually net lower because if we do it on our own we need to have an assessment performed which we need to pay for and this includes the assessment.

Discussion.

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

3. Appropriation \$54,950 # Fire Dept - Overtime

Mrs. Zoni made a motion to approve Item #3. Mr. Pocock seconded.

Fire Commissioner John Moise explained the issue. He stated he did a see a downward trend. In the month of December, we were trending well on the overtime with callbacks and vacation replacements, et cetera. When we hit the cold weather snap at the end of December, part of the payroll in December, we got creamed with calls and we had 97 hours of callbacks for that week. And, it was 30 to 40 the other three weeks. Trending lower over the last three months. We're at \$84,000, \$69,000 and then \$59,000. Had it not been for the last week, it would have been \$50,000, as suggested last time.

We said we'd come back in January to figure out how we can get through the end of February so we're in the black. We have "X" amount of dollars in the contingency still. In the first half of the year we have expended 61% of vacation replacement and 68% of sick replacement budgeted. Knowing that it would leave one to believe that

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that number would be going down as we have peaked. That's a good thing.

The other area we are looking at and it's due to the retirements we had this past year, so we had people going into training and that line is actually over by \$27,000 if you take everything and separate it. That's trending higher. We're getting our head around that, too.

The callbacks are being reduced significantly.

There are still other things we had to deal with: two house fires in the last two weeks and the big fire in Plainville that we helped out on. That's public safety. Nothing we can do to mitigate that.

We will continue to drill down this number. I do not think \$1 million is the number for overtime this year. I still stay with my number of \$853,000. After tonight if this passed, \$125,000 of the \$500,000 would be left in contingency for overtime. That'll get us through April based on projections.

Everybody on the commission and the fire department is concentrating on this. I hope this passes and we can go from there.

Mr. Morrison asked if any changes had been made from a management perspective? Those would drive down the overtime. I heard only the situation is driving us. Mr. Moise disagreed. If you are at 68% six months into a payroll for sick replacement and vacation replacement, that means it has peaked. You're not going to see the high numbers going forward.

Mr. Morrison said in a situation like this you would put management processes into place to manage that downward. Mr. Moise explained changes. The Ass't Chief will assume the role of the chief. The acting chief will go back to battalion chief. That'll negate the overtime that was incurred for his replacement since last February. A significant savings. Explained somewhere around \$10,000 a month in overtime that'll be gone.

Also, we're looking at everything closely as to whether it is SOP or what is driving this overtime so we control it instead of it controls us.

Mr. Morrison wanted more than one example of a management process change. He suggested deployment, caps on overtime per individual.
Discussion.

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Chair Bunko stated that how we do business is going to be one of the main charges of how we do business in the future when that person comes to town. We'll make incremental changes but it would be unfair for an acting chief to implement changes only to have the replacement change it all over again. We can't risk public safety at that point.

Discussion.

Mr. Pocock brought up certain protocol has to be followed. The contracts are leading the game here. We were there the other night and there were four calls within minutes. This is the stuff to be handled by the new chief.

Chair Bunko stated that as we are in this room, we have six firefighters on call and that is enough to handle one call. Battalion Chief is the supervisor, a ladder and a pumper. One call. What do we do now? We had four calls during our meeting. Now we go to the volunteers. What if we don't get enough for our calls? I realize the overtime budget is very, very high but right now we have to think of public safety.

Discussion.

Mr. Morrison made there are things that can be done in the next three months from a management perspective to mitigate this and it'd be great if that could be shown to the BOF to give us a sense that this is being managed as opposed to being a figure that gets put in front of us every meeting that we have.

Mr. Moise responded after January we will have \$125,000 in contingency as part of our regular budget. When we get to April, May and June, we are not mitigating these costs. We'll be having these conversations. We're working on it but it takes time. We are still within our range of \$694,000 which is the budgeted amount.

Discussion.

Mr. Sciota said if this was the normal process, he wouldn't be here. This became an appropriation because we put it in contingency. In reality, come April he'd be asking for appropriations. In the grand scheme of things, I agree there is an issue that's being looked at, but in reality, if it went the normal process, he wouldn't be here tonight.

Discussion.

Mr. Beaudoin made a motion to approve the \$54,950. Mr. Pocock seconded.

Mr. Morrison stated when you next come to the meeting to ask for an appropriation, could you come with a list of what you are doing to manage the situation. Show us what you've put into place. Gives us a sense of comfort this is being worked.

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Mr. Pocock stated Kevin and I are going to these meetings and we know things that are going on but we can't bring it out right now. I can't see them showing up here at every meeting to tell us what we can convey to this board. Mr. Beaudoin agreed. Anyone can go and talk to the chief. Mrs. Zoni stated if you have questions go talk to those people instead of taking up time and time and time at a meeting. When you have questions, call them on the phone and talk to them. People are there and they're available.

Motion passed unanimously on a voice vote.

4. Appropriation \$83,115 Snow & Ice - Program Supplies

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

5. Appropriation \$2,580,289 * Board of Education
Operations

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

6. Appropriation \$650,000 ^ Board of Education - Operations

Mrs. Zoni made a motion to table this item. Mr. Beaudoin seconded. Motion passed unanimously on a voice vote.

Superintendent Tim Connellan thanked the board. We appreciate the discussion. We'll certainly do what we can.

* Represents fund received or to be received that were not budgeted, therefore no effect on Contingency

Represents funds set aside in Contingency for Fire Department Overtime

^ Represents funds set aside in Contingency due to State uncertainty

IX. Meeting Adjournment

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

January 10, 2018

(Whereupon, the meeting was adjourned at 9:16 o'clock, p.m.)