

**BOARD OF FINANCE
TOWN OF SOUTHWINGTON
MARCH 27, 2018**

Special Meeting Minutes

Chairman John Leary called the special meeting of the Town of Southington Board of Finance to order at 7:00 p.m. in the Council Chambers of Town Hall, 75 Main Street, Southington, CT.

Appropriations from Contingency Account:

Approved to date (General Contingency)	\$ 319,731
Approved to date (Fire Overtime).....	499,950
Approved to date (\$3m Contingency).....	850,000

Approved this meeting (General Contingency)	129,200
Approved this meeting (Fire Overtime).....	0
Approved this meeting (\$3 M Contingency).....	<u>850,000</u>
Total Appropriations.....	\$2,648,881

Appropriations with Revenue Offsets:

Approved to date.....	\$3,193,994
Approved this meeting.....	<u>0</u>
Total Appropriations.....	\$3,193,994

The following board members were present:

John Leary, Chair; Joseph Labieniec, Vice Chair; Kevin Beaudoin, Tony Morrison, Edward Pocock, Jr. and Susan Zoni. A quorum was determined.

Staff: Mark J. Sciota, Town Manager

Absent/Excused: Emilia Portelinha, Director of Finance

JOHN LEARY, CHAIR, Presiding:

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

IV. Old Business:

1. Approval of the minutes of February 15, 2018 special meeting

Mr. Morrison made a motion to accept the minutes of the February 15, 2018 meeting as presented. Seconded by Mr. Beaudoin and carried unanimously on a voice vote.

Adopt FY 2018-2019 Board of Finance Proposed Budget

Chairman Leary stated that the Finance Director is ill today. He suggested voting on the General Government, Animal Control and Sewer Fund budgets first and then taking a short recess for a caucus before acting on the Board of Education operating budget.

Mr. Pocock made a motion to approve the **General Government** proposed budget for FY 2018-2019 at \$53,346,066. Mr. Beaudoin seconded. Comments were made that the Town Manager and Department Heads did a great job on the budget and were thanked. Motion carried 6 – 0 on a roll call vote.

Mrs. Zoni made a motion to accept the **Animal Control** budget of \$245,110 for FY 2018-2019. Mr. Morrison seconded. Motion carried 6 – 0 on a roll call vote.

Mr. Beaudoin made a motion to accept the **Sewer Fund** budget of \$5,558,500 for FY 2018-2019. Mr. Pocock seconded. Motion carried 6 – 0 on a roll call vote.

Five Year Capital Improvement Plan – Year One (2018-2019)

Mr. Pocock made a motion to approve \$33,779,389 for Year One of the Five-Year Capital Improvement Plan. Seconded by Mr. Morrison and carried 6 – 0 on a roll call vote.

At this time a brief recess was called for a caucus.

The regular meeting resumed at 7:19 p.m. Quorum was maintained.

Board of Education Operating Budget

Mr. Morrison made a motion to approve \$95,312,329 for the Board of Education Operating Budget for 2018-2019. Mrs. Zoni seconded. Chairman commented that this particular line item was difficult because there is a connection between this item and state grant funding for Southington. We need to have a strategy session with the BOE so that educational programming isn't so dependent and connected to state funding. He would like to think of ways that the BOE can come up with a multi-year plan that can be agreed on. Motion carried 6 – 0 on a roll call vote.

V. Assess current financial state of the town

Due to the absence of the finance director, Chairman Leary said the financial status reports would be given at the next meeting. The board continued with reports of sub-committees.

4. Town Council Sub Committees

A. Sewer Committee. Mr. Morrison reported that the WPCF upgrade will be funded. We still have time to meet the deadline for the phosphorus upgrade. South End pump station came in at \$638,560. We have a contract with Tighe and Bond as the overall supervisor. It was already agreed to by the Town Council. A proposal was received for a gravity fed system and removing a pump station on Blatchley Avenue. DEEP made a surprise inspection at the plant. The Town needs to pass a formal Capacity Management Operation and Maintenance plan. Tighe and Bond will do the formal documentation for \$19,750.

B. Public Works Committee. Mrs. Zoni reported on the March 14th meeting. The town is changing the paving this year. A thin bonded overlay will be used instead of chip seal. It costs a little bit more but has been effective in other towns. In response to a question, it was explained that the chip seal process had too many complaints so another process will be used this year. Received a quote for wiring at the Town Green. Replacement of downtown trees is expensive and is on the back burner for now. Mr. Pocock added that the Bulky Waste site will be operating fully starting in April every Saturday. A representative from the Town Clerk's office will be there for the first two weeks to help people get their permits on site.

C. Calendar House Building Committee. Mr. Sciota said the building is up and running. They are cutting back on some programs due to the shortage of parking spaces because of construction. Demolition of the old building should start next week. Landscaping and parking lot improvements will be completed by late August.

D. Open Space Committee. Nothing to report. There is a meeting on Thursday.

E. Self Insurance Committee. There is a meeting tomorrow. We are \$545,000 under budget.

F. Committee of the Chairs. Mr. Leary said the meetings have been well received. Good collaboration. He said he always reminds everyone that he is only one person of a board and does not speak for the entire board. These are public meetings.

5. Board of Finance Sub Committees and Liaison Reports

A. Investment Committee. Mr. Beaudoin had nothing to report. We have investment income and that is good. It has been very beneficial to us. Mr. Morrison had a question regarding the investment income line in the budget. Mr. Sciota will direct the question to Emilia Portelinha as soon as she returns, hopefully tomorrow.

B. Liaisons to Board of Fire Commissioners. Mr. Pocock and Mr. Beaudoin missed the Fire Board meeting because of other budget meetings requiring their attendance. There have been some good changes. Overtime is under review. More information will be available at the next meeting.

C. Other Committees. No reports.

6. Board Communications – No reports.

VI. Public Communications – None.

VII. Review Long Range Plan and Priorities

This item will be placed on the agenda for the April 11, 2018 meeting.

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

A. Appropriation	\$1,375	*	Streetlights-Equipment Maint Loss/Damage
B. Appropriation	\$5,000	*	Youth Services – CASAC Grant
C. Appropriation	\$3,571	*	Drug Task Force – DHMAS Grant
D. Appropriation	\$2,725	*	Streetlights-Equipment Maint Loss/Damage
E. Appropriation	\$90	*	Youth Services – STEPS Donations
Appropriation	\$415	*	Youth Services – Outside Programs
F. Appropriation	\$3,750	*	Town Clerk – Program Svcs-Nominee Fee
G. Appropriation	\$2,000	*	White Christmas REGI Grant
Appropriation	\$500	*	White Christmas REGI Donation

Mr. Pocock made a motion to approve the consent agenda as presented. Mr. Beaudoin seconded. It was noted that these amounts were received from the source and just need to be put into the appropriate line items. Motion carried 6 – 0 on a voice vote.

2. Manager's Memos

1. Transfer \$10,000 Library – Building Maintenance

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

2. Appropriation \$69,200 Snow & Ice – Program Supplies
 Appropriation \$60,000 Snow & Ice – Contractual Services

Mr. Sciota stated that the total of \$129,200 will come from contingency. He congratulated the public works division as they tried to keep the contractors off the road as much as possible to save money, considering all the recent storms. Mr. Beaudoin made a motion, seconded by Mr. Pocock, to approve \$129,200 for the Snow and Ice budget. Motion carried 6 – 0 on a voice vote.

3. Transfer \$130,000 Police – Overtime Pay

Mr. Pocock made a motion to approve, seconded by Mr. Morrison, to approve the transfer. Motion carried 6 – 0 on a voice vote.

4. Transfer \$8,800 Police – Vehicle Maintenance

Mrs. Zoni made a motion, seconded by Mr. Pocock, to approve the transfer. Motion carried 6 – 0 on a voice vote.

5. Transfer \$18,625 Central Dispatch – Overtime Pay

Mr. Beaudoin made a motion, seconded by Mr. Morison, to approve the transfer to Central Dispatch. Motion carried 6 – 0 on a voice vote.

6. Appropriation \$850,000 ^ Board of Education Operations

Mr. Beaudoin made a motion to appropriate \$850,000 to the Board of Education Operations account from the contingency. Seconded by Mr. Morrison. Motion carried 6 – 0 on a roll call vote. Mr. Sciota explained that the last \$850,000 appropriation to the BOE Operations would be made in May. It will put us \$900,000 over the MBR.

Question arose about the **Deficit Mitigation Plan**. Three to four recommendations are to be made and put on the agenda for the April 11th meeting. This will allow enough time for all the necessary approvals – Self Insurance Committee, Board of Finance and then Town Council.

IX. Meeting Adjournment

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

(Whereupon, the meeting was adjourned at 7:37 p.m.)

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

^ Represents funds set aside in Contingency due to State uncertainty