

BOARD OF FINANCE  
TOWN OF SOUTHLINGTON  
SEPTEMBER 19, 2018

SPECIAL MEETING

The Board of Finance of the Town of Southington held a special meeting on Wednesday, September 19, 2018 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 .....     | \$ | 0        |
| Approved this meeting..... |    | <u>0</u> |
| Total Appropriations.....  | \$ | 0        |

Appropriations with Revenue Offsets:

|                            |    |              |
|----------------------------|----|--------------|
| Approved to date .....     | \$ | 0            |
| Approved this meeting..... |    | <u>3,008</u> |
| Total Appropriations.....  | \$ | 3,008        |

The following board members were present:

John Leary, Joseph Labieniec, Edward Pocock, Jr., Tony Morrison and Susan Zoni

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

Absent: Kevin Beaudoin

A quorum was determined.

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

JOHN LEARY, CHAIR, presiding:

111. Public Hearing Item:

NONE

1V Old Business

Approval of the minutes of July 25, 2018 meeting.

Mr. Pocock so moved the motion to approve which Mr. Morrison seconded.  
Motion passed unanimously on a voice vote.

V. Assess current financial state of the town

1. Review revenues vs budget

Ms. Portelinha reported with two months into the year, our prior years' taxes are about \$20,000 above budget. Our interest on investments is \$150,000 above budget. She explained when she determines how much she is budgeting each month, she looks back to the last three years to determine what percentage of the investment income came in, average it out, and apply it to our new budget. For the first two months, we're \$150,000 over. In July and August we have all the tax money in, so we've had more money to invest and also the rates are doing very well compared to the past. We do have some monies from when we sold bonds and notes and that means a little more money in the coffer than we would at this point.

Mr. Sciota noted the notes were sold in anticipation of water pollution control and those are earning interest.

The town clerk fees are about \$90,000 above budget. July and August are generally very busy. I believe we did have a large transfer of a property on Queen Street.

Then we have the CIRMA equity we received. That is a rebate they provide to municipalities. It's not definite so it is not something we can budget. They basically at the end of the year look at their financials and determine whether they'll rebate to the municipalities. This is the first year we've qualified for a rebate based not only on workmens comp, but also our liability, auto and property.

Mr. Sciota explained the CIRMA makeup for the new members and the equity based distribution.

2. Review expenses vs budget

Ms. Portelinha explained she was not aware of any expenses that will be an issue. I anticipate currently that all expenditures are staying within the budget.

3. Review Capital Projects in Budget (Quarterly)

Ms. Portelinha will report on this next month.

4. Town Council Sub Committees (Emphasis on financial aspects)

A. Sewer Committee (Mr Morrison)

Mr. Morrison noted the item discussed was to do with the truck that was to be purchased to replace an old one which is going to be moved over to the town. Mr. Sciota further explained there is a vac truck which we use for sewer. That was very old. They were going to trade it in for a small amount of money and purchase another truck for \$300,000-odd. They'll be using their undesignated fund balance for that. We spoke with the sewer committee and they agreed to have the public works division take over the truck. Have our mechanics do what needs to be done and we can use it as a backup for leaf pickup and if water pollution needs it for a couple of days, we can transfer it back again.

Mr. Sciota noted one other issue: There was a presentation on a fuel cell. There is a discussion moving forward to asking the State of Connecticut to assign fuel cell credits to the WPC and the sewer committee gave the recommendation. It is going to the Council on Monday to have me sign documents to apply for the ability to put a fuel cell on the site. It uses hydrogen, natural gas and water to produce electricity. It is not cost to the town. A company comes in and places it on site. We then accept electricity at a lower rate in exchange for them owning the fuel cell. It'll produce at least fifty percent if not more of the energy required at WPC. The presentation was given to the sewer and it will be given to the Town Council on Monday.

B. Public Works Committee (Mr Pocock & Mrs Zoni)

Ms. Zoni explained bulky waste had an issue with the scanners not working properly and we're expecting those to be repaired so we know who is coming in/out of there. There is one issue not fully addressed at public works which was solar at the Calendar House because members of the committee wanted to know cost for purchase versus lease and they felt they didn't have enough information to move it to the Council. That was postponed to the next meeting.

The Town Green electrical was ahead of schedule and probably done. Bulky waste was slow in August but picking up.

Leaf bids were opened. We're taking all of them.

As to the pavers, Phases 1 & 2 are complete under budget. They started Phase 3 with money budgeted for Phases 1 & 2.

Sidewalk repair bids came in. Six were received. One made an error in computation and it was called to their attention. They agreed to live with their error. It'll save us money.

Mr. Sciota added the public works committee approved the contract for the design of downtown Plantsville and the Council then approved it. We'll move forward with that. The public works committee will be the point committee dealing with the residents and commercial property owners to get the input for the design.

C. Calendar House Building Committee (Town Manager)

Mr. Sciota announced they had their Grand Opening last week. Thanks to those able to attend. I think it is a building we should all be very proud of. It is not complete and we have our full CO. On the landscaping we have a one year warranty and some had to be planted in August which was a warm month. Some stuff did not make it and we're hoping to get it fixed in the spring. I think 99.9 percent of the people love the building.

D. Open Space Committee (Mr Pocock)

Mr. Pocock missed the last meeting, but there are a couple of things we're working on. I do want to mention on October 13<sup>th</sup> there is a historical tour of some of the older and new open spaces. It should be in the paper soon.

Mr. Sciota reminded everyone on the referendum in November for open space purchases. If you have any questions, this would be a good opportunity to see what is going on in open space.

There are still some openings on the bus. Contact Dawn Miceli, Mr. Pocock or anybody on the open space committee for information.

Discussion of the different types of open space the town has.

E. Self Insurance Committee (Mr Labieniec & Mr Beaudoin)

Mr. Labieniec advised the meeting was held right before this meeting. It's still early on in the fiscal year but we are under budget and slightly over prior. We did have an anomolous June and we want to look into that. Our consultant is looking to see what that was somewhat high. Secondly, we had a good discussion today on the fund balance policy. We're closer to conclusion on that. We're hoping to get a recommendation at our next meeting for the Town Council.

F. Committee of the Chairs (Chairman Leary)

Mr. Leary said they will be having their budget workshop at the Committee of the Chairs meeting. The meeting seems to be productive with what is going on, anything notable. We are going to be heading into budget season. As we figure out what we want to do, people want to be involved and we will include and collaborate with all the folks involved. We'll take that suggestion.

G. Property Tax Relief Committee (Mr. Morrison & Mrs. Zoni)

The committee has not met yet. Mr. Sciota said Mr. Bowes is going to be Chair of that and he'll be working with my office on scheduling the initial meeting to define a good schedule for everyone.

5. Board of Finance Sub Committees and Liason Reports (Emphasis on financial aspects)

A. Investment Committee (Mr. Beaudoin)

The Chair noted the overview by Ms. Portelinha earlier.

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

Mr. Pocock said they're meeting tomorrow night. A couple of items on. Other than that, things have been going along pretty well. With the new Fire Chief, Mr. Sciota planned on inviting him and any member of the Fire Commission to introduce themselves to this Board at your next meeting. The Chair said either the next meeting or the one after that if they need more time. Whatever they feel comfortable with.

C. Other Committees

Nothing to report.

6. Board Communications

Nothing this evening.

I. Public Communications (Excluding Public Hearing Items)

None this evening.

II. Review Long Range Plan and Priorities

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

A. Status / Reprioritizations

2. Strategy Discussion

The Chair noted the discussion on this would be passed as we will have our budget workshop after the meeting.

III. Conduct Administrative Business

1. Consent Agenda

- |                          |           |  |
|--------------------------|-----------|--|
| A. Appropriation         | \$ 540    | * Youth Svcs – Outside Programs (Spec Rev)       |
| Appropriation            | \$ 1,430  | * Youth Svcs – STEPS GALA (Spec Rev)             |
| B.Appropriation          | \$ 206    | * Police Dept– DARE Program (Spec Rev)           |
| C.Appropriation          | \$ 200    | * Youth Svcs – Outside Programs (Spec Rev)       |
| Appropriation            | \$ 1,150  | * Youth Svcs – STEPS GALA (Spec Rev)             |
| Appropriation            | \$ 200    | * Youth Svcs – STEPS (Spec Rev)                  |
| D. Appropriation         | \$ 3,870  | * Police Dept– DARE Program (Spec Rev)           |
| E. Appropriation         | \$ 1,018  | * Youth Svcs – JRB Enhancement Grant (Spec Rev)  |
| F. Appropriation<br>Rev) | \$ 6,500  | * Town Clerk – Document Preservation Grant (Spec |
| G. Appropriation         | \$ 3,500  | * Youth Svcs – STEPS GALA (Spec Rev)             |
| H. Appropriation         | \$ 24,147 | * Central Dispatch – E911 Grant (Spec Rev)       |

|                                |          |  |
|--------------------------------|----------|--|
| I. Appropriation               | \$ 500   | * Police Dept– DARE Program (Spec Rev)                     |
| J. Appropriation<br>Rev)       | \$ 1,536 | * Police Dept – Vehicle Maint-Loss/Damage (Spec<br>Rev)    |
| K. Appropriation<br>(Spec Rev) | \$ 3,669 | * Highway/Parks – Property Maint-Loss/Damage<br>(Spec Rev) |
| L. Appropriation               | \$ 3,008 | * Capital Budget – Rails to Trails Project Donations       |
| M. Appropriation               | \$ 8,898 | * Youth Svcs – STEPS GALA (Spec Rev)                       |
| Appropriation                  | \$ 500   | * Youth Svcs – STEPS (Spec Rev)                            |
| N. Appropriation<br>(Spec Rev) | \$ 6,576 | * Highway/Parks – Property Maint-Loss/Damage<br>(Spec Rev) |

Mr. Labieniec made a motion to approve all the items in the Consent Agenda in one single motion. Mr. Pocock seconded.

(The Chair read each item into the record.)

Hearing no discussion, the motion passed unanimously on a voice vote.

1. Managers Memos

NONE

IV. Meeting Adjournment

Mr. Pocock made a motion to adjourn to go into our workshop to discuss the budget process which was seconded by Mrs. Zoni. Motion passed unanimously on a voice vote.

(Whereupon, the meeting was adjourned at 7:22 o'clock, p.m.)

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