

**TOWN OF STONINGTON**  
**BOARD OF FINANCE**  
**Stonington Police Department Meeting Room**  
**Wednesday, April 6, 2022**  
**7:15 PM**

A meeting of the Board of Finance was held on this date at the Stonington Police Department Meeting Room. Members present were Chairman Tim O'Brien, Michael Fauerbach, Lynn Young, Bob Statchen and Chris Johnson. Deb Norman and David Motherway were not in attendance.

Chairman O'Brien called the meeting to order at 7:15 pm.

**Public Comments:** No public comments.

**Previous Minutes:** None available at this time for review.

**Suspense Listing Presentation from Tax Collector:**

The Chairman addressed the Suspense Listing Presentation given to the Board from the Tax Collector, Linda Camelio. Mr. O'Brien requested comments from the Board, and there were none. The Chairman called for a motion to approve the Suspense Listing. Lynn Young made the motion, Bob Statchen seconded. The Chairman called for vote; motion was unanimously passed.

**BID WAIVERS:**

**Bid Waiver Request from Public Works Department (Marine Sewage Disposal Pump Replacement):**

The Chairman called for a motion to approve the DPW bid waiver request for LA Management Inc. to replace the Marine Sewage Disposal Pump for \$23,113. Mr. Statchen made the motion, seconded by Chris Johnson.

The Town Engineer, Christopher Greenlaw explained the need for the new sewage pump located at the Town Dock, for disposal of sewage from boats. Mr. Greenlaw explained that LA Management Inc. is the sole provider of the type of pump that they wish to install, and that they service and maintain the current pump system. Mr. Greenlaw also explained he had applied for and received a Clean Vessel Act grant last July, through CT DEEP, which guarantees 75% of the cost will be reimbursed by the grant. Mr. Greenlaw noted with boat season beginning May 25<sup>th</sup>, now is an ideal time for the pump replacement. Mr. Greenlaw further explained that he wishes to fund the 25% Town grant match with a transfer from the Town Hall roof project which has a surplus, see line-item transfer request below.

Michael Fauerbach asked how much of a surplus remained in the Town Hall Roof Replacement account. Mr. Sullivan estimated \$70,000 is currently unspent, with a retainage of \$28,000, leaving \$40,000 available for transfer to other projects. This transfer would be for \$23,113, with \$17,334 being received in CVA grant reimbursement. Mr. Statchen asked if LA Management is a state-approved contractor, and Mr. Greenlaw was unsure, but reported they're the sole provider of the necessary Edson peristaltic pump selected, so the Town has little choice. The Chairman called for any further questions, there were none.

The Chairman called for a vote on the motion, it passed unanimously.

Bid Waiver Requests from Public Works Department (Annual Maintenance Expenditures):  
DPW Director Barbara McKrell presented a bid waiver request for eight annual maintenance expenditures, consisting of State, Capitol Region of Council of Governments (CRCOG) and ezIQC bids:

- 1) Catch basin cleaning provided by Shaw Vac Services at a low bid rate of \$25.35 per basin – a 2-year CRCOG contract, expiring 12/31/2023. The Board had questions about the CRCOG bid procedure and contractor availability, which Ms. McKrell and Mr. Sullivan answered.
- 2) Pavement markings provided by Atlantic Pavement Markings, who will match last year's costs (at 10% less than this year's low bid) with a CRCOG contract expiring 12/31/2022. Atlantic Pavement Markings has provided services for the Town for seven years, with a good track record.
- 3) Installation and Removal of Guide Rail/Impact Attenuation Systems provided by Atlas Industrial Services, LLC, with a 5-year state contract expiring 10/24/2023. Barbara reminded the Board this contract was approved in 2019 and wished to continue using Atlas Industrial Services.
- 4) Bituminous concrete materials and bridge deck membrane waterproofing provided by JH Lynch/Wescon Corp, with a state contract expiring 12/31/2022. Barbara explained JH Lynch is the low bid, matching \$75/ton for 501-2500 tons of asphalt in place, or \$95/ton for 251-500 tons, supplying all materials, equipment, fuel, and labor. The Town has worked with this contractor for over ten years.
- 5) Milling of bituminous concrete provided by Black & Boucher, LLC with a 2-year state contract expiring 4/11/2023, for the cutting and removal of concrete material from roads.
- 6) Liquid bituminous emulsion material and chip seal service provided by The Gorman Group, with a 4-year state contract expiring 5/1/2023. Barbara reported the Town has worked with this contractor for 28 years, with the Board approving the contract in 2019.
- 7) General facilities services provided by BMP Construction Inc., with a 1-year ezIQC contract.
- 8) Roads and bridge services provided by Suchocki & Son Inc., with a 1-year ezIQC contract to assist with catch basin repair. Barbara noted the Town successfully worked with this contractor in the past.

Ms. McKrell outlined the newly implemented ezIQC bid & procurement process to the Board, an online bidding tool used to source CRCOG-approved local, competitively priced contractors. Mr. Sullivan clarified the Town had used CRCOG for bids in the past, but ezIQC is the new computerized bidding mechanism used by the CRCOG. Ms. McKrell outlined the ezIQC bidding process in detail with the Board.

Mr. O'Brien asked about the last two bid waiver items, and Mr. Sullivan described them as being "on-call," relying on fixed-unit costs where a contractor is paid a predetermined amount for a specific piece of work. Mr. O'Brien noted this is like a contingency, with designated funds set aside, without necessarily being spent.

The Chairman called for a vote on the motion, it passed unanimously.

### **Line-Item Transfers:**

- 1) Mr. O'Brien called for a motion to approve the request from Public Works Director to transfer \$23,113.00 from Town Hall Roof Replacement Project CIP line-item, account #4022021-88344 to a new project in 2021/2022 CIP budget. Mr. Fauerbach made the motion, Ms. Young seconded. There was no further discussion. The Chairman called for a vote and the motion unanimously carried.
- 2) Mr. O'Brien requested a motion to approve the IT Manager request to transfer \$36,000 from the Technology Support Specialist line-item, account #10122-80074, to three other accounts as follows:

\$6,000.00 to account #10122-80325 Technical Assistance

\$15,000.00 to CIP account #4022022-88317

\$15,000.00 to CIP account #402022-88001

Ms. Young motioned; motion seconded by Mr. Fauerbach. Director of Administrative Services Patti Burmahl presented on behalf of the IT Manager, Roger Kizer, and explained the Technology Support Specialist was hired in December at an entry-level rate, and for only half the year, freeing up \$36,000. Ms. Burmahl requested \$15,000 of the remaining funds be transferred to the Town Hall/Human Services camera account, \$15,000 towards upgrading technology equipment workstations and servers, and \$6,000 towards penetration testing. The Chairman called for a vote and the motion unanimously passed.

### **Additional Appropriations YTD:**

Mr. Sullivan noted there have been no other appropriations from the fund balance since the 2/2/2022 meeting. Mr. O'Brien stated the current limit of fund balance that the Board may appropriate is \$322,566. There was additional discussion regarding fund balance processes among Board Members.

**Correspondence:** None.

### **Liaison Reports:**

**WPCA Liaison Report:** Ms. Young noted that WPCA Member Doug Nettleton will retire in May, and they're looking to fill the position, but it's not an easy position to fill. Ms. Young expressed her thanks and gratitude to Mr. Nettleton for his efforts and contributions to the Town.

**Other Liaison Report:** Mr. Fauerbach shared the latest tax collection update from Ms. Camelio, noting through 3/29/22, real estate collected was 99.26%, personal property collected was 97.6% and motor vehicle collected was 98.04%.

### **Motion to Adjourn:**

The Chairman called for motion to adjourn. Ms. Young motioned, Mr. Statchen seconded the motion, motion passed unanimously at 7:52 pm.

Respectfully submitted,



Justin Eckert

Board of Finance Recording Secretary

4/6/22