

TOWN OF STONINGTON

152 Elm Street • Stonington, Connecticut 06378

BOARD OF FINANCE MEETING

Wednesday, February 01, 2023

Police Department Meeting Room

7:15 PM

Call to order

Pledge of Allegiance

Comments from the Public

Previous Minutes

- January 4th, meeting minutes.

New Business

Bid Waiver Requests: (action items)

- Bid waiver request from Finance Director for the procurement of fuel for Town and School District for fiscal 23/24. This would be for the procurement of; 87 octane unleaded gasoline, diesel, and #2 heating oil. Quantities and per gallon price to be determined.
- Bid waiver request from Acting Public Works Director, to purchase electrical panel and sewage pump for Public Works Building sewage system, for a total of \$23,170, from Ed Tomaszek Plumbing, LLC.

Line-Item Transfer Requests:

- Request from Police dept to transfer \$4,000.00 from "Highway Street Signs" account #10151-80223 to PD account "Traffic Signs and Signals" a/c# 10161-80524, to cover \$4,000 deficit in account.
- Request from Human Services Director for line-item transfer of \$1,869 from Youth Services Program Salaries a/c#10171-80035, to Human Services Specialist a/c# 10171-80397, to fund merit raise to the position.

Additional appropriation requests/summary for fiscal 22/23: (action items)

- Request from Director of Finance for additional appropriation of \$111,000.00 to fully fund various departmental fuel line-items, to accommodate the market increase of fuel in fiscal 22/23. See attached transfer request.
- Request from acting Public Works Director for additional appropriation of \$8,750.00 to purchase new electrical panel for Public Works Building sewage pump hookup.
- Request from acting Public Works Director for additional appropriation of \$14,420.00 to purchase 2nd sewage pump for Public Works Building.

Correspondence: (none)

Liaison Reports

- CIP Liaison Report
- WPCA Liaison Report
- BOE Liaison Report
- Other Liaison Reports

Adjourn

RECEIVED FOR RECORD
STONINGTON, CT.

23 JAN 26 AM 10: 27

SALLY DUPLICE
TOWN CLERK

TOWN OF STONINGTON
BOARD OF FINANCE MEETING
Stonington Police Department Meeting Room
Wednesday, January 4th, 2023
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 Bauerbach, Deborah Norman, Lynn Young, Brian Bentz, Bob Statchen and Chris Johnson.

The Chairman called the meeting to order at 7:15 pm.

Public Comments: David Brown, from 358 River Road, Pawcatuck, CT, asked Chairman O'Brien if BOF meetings typically begin with the Pledge of Allegiance. The Chairman replied to Mr. Brown that the Pledge had been omitted to commence meetings during Covid-19, and as an oversight it was never reinstated. Mr. Brown requested that they again add the Pledge of Allegiance before the commencement of BOF meetings. The Chairman requested a motion to modify the meeting agenda by reinstating the Pledge of Allegiance. Mr. Statchen motioned, and Ms. Norman seconded the motion. The vote was unanimously passed, and a moment was taken for the Pledge of Allegiance.

The Chairman requested additional comments from the public, and there were none.

Previous Minutes: The Chairman asked for a motion to approve the December 7th, 2022, meeting minutes. Mr. Bauerbach motioned, and Ms. Norman seconded it. The Chairman asked Members for any comments to the minutes, and there were none. The Chairman requested a vote on the motion to approve the minutes, and the motion was passed unanimously.

Headcount of residents in attendance: Two residents were present.

Bid Waiver Request from the BOE IT Director (purchase cameras from DEF): Chris Williston, the BOE IT Director, requested a bid waiver to purchase cameras from D/E/F Services Group, at an estimated cost of \$126,664.00. The Chairman called for a motion to approve the bid waiver request. Mr. Statchen motioned, and Ms. Young seconded the motion. Mr. Williston summarized the project bid process for Board Members, in which he discussed two bids submitted by competing vendors DEF and ITS. Mr. Williston explained the DEF bid was approximately \$100,000.00 less than the ITS bid, and provided details for Board Members regarding several economic considerations pertaining to the bids. Mr. Williston noted from the \$151,274.00 currently allotted for the BOE camera line, all three phases of the camera project would cost \$126,664.00. Mr. Williston continued, explaining to Members that additional hardware components will elevate project costs to \$149,000.00, leaving approximately \$1,200.00

remaining in the project budget.

The Chairman called for questions from Board Members. Ms. Young asked Mr. Williston if the bid waiver request amount is sufficient for the project. Mr. Williston confirmed the bid request allows for the completion of the project, on a district-wide basis. Board Members asked Mr. Williston questions about the installation and maintenance aspects pertaining to the project. The Chairman called for a vote to approve the bid waiver request. The vote was unanimously passed.

Line-item Transfer Requests

To expedite the line-item transfer process, the Chairman called for a motion to simultaneously approve nine individual line-item transfer requests as shown on the agenda. Mr. Fauerbach motioned, and Ms. Norman seconded the motion to approve the transfer requests. The Chairman presented the following line-item transfer requests, and called for questions and discussion after each individual request was presented:

A request from the BOE for a line-item transfer of \$20,000.00 from BOE CIP account #4022023-88290 "Ductless AC & Heat Upgrade-SMS" to a new BOE CIP account for two boiler replacements at Stonington Middle School.

A request from the Town Engineer, Chris Greenlaw, for a line-item transfer of \$5,700.00 from the Assistant Engineer Position account #10153-80366, to the Engineering Intern account #10153-80396, to cover an expected overage in line item for fiscal year.

A request from the Director of Assessment, Jennifer Lineaweaver, for a line-item transfer of \$5,000.00 from Assessor's Assistant Stipend, \$2,890.00 from Assessor Clerical line-item account #10128-80075, and the Furniture and Equipment account #10128-80310, to fund a new ADA compliant counter in the Assessor's Office.

A request from the Deputy Director, for a line-item transfer of \$33,000.00 from Labor Salaries line-item account #10151-80042, to Regular Overtime account #10151-80082.

A request from the Director of Administrative Services, Patti Burmahl, for a line-item transfer of \$5,000.00 from line-item account #10123-80351, Accrued Leave Payout, with \$2,500.00 going to account #10121-80075 Clerical Salaries, and #10141-80075 Clerical Salaries, each to reward Gayle Phoenix and Mary McCrea for outstanding service.

A request from the Town IT Manager, Roger Kizer, for a line-item transfer of \$13,300.00 from contingency account #10136-80435, to telecommunications account #10122-80317, for a dark fiber lease. Mr. Fauerbach asked Mr. Kizer to explain what a dark fiber line is. Mr. Kizer presented an overview of the dark fiber line technical aspects for Board Members, explaining the project will provide a fiber optic internet mainline between the various Town building locations, that no one but the Town will have access to. Mr. Kizer also advised that this line should avoid future bandwidth concerns or costly ISP restrictions. There was continued discussion with Mr. Kizer and Board Members, and Mr. Kizer answered supplementary questions about the dark fiber proposal.

A request from Jill Senior, the Solid Waste Director, for a line-item transfer of \$161,494.00 to partially fund the approved increase to the residential trash hauling contract. The Chairman reminded Board Members the details of the trash hauling contract had been discussed during a previous BOF Meeting, in June or July of 2022.

A request from the First Selectman, Danielle Chesebrough, for a line-item transfer of \$5,000.00 from contingency to the Emergency Management clerical line-item, to renumerate the clerical position in preparation of the Emergency Operations Plan.

A request from James Sullivan, the Finance Director, to approve payroll budget transfer to reflect a cost-of-living adjustment for fiscal 2022/2023.

The Chairman called for a vote to approve all line-item transfer requests detailed on the line-item agenda. The vote was passed unanimously.

Additional Appropriation Requests and Summary for Fiscal 2022/2023

The Solid Waste Manager, Ms. Senior, requested an additional appropriation of \$61,424.00, to fully fund an approved increase to the residential trash hauling contract. The Chairman called for a motion to approve the appropriation. Mr. Statchem seconded, and the motion was seconded by Ms. Young. The Chairman reiterated that the trash hauling contract was previously discussed with Board Members, when the contract was set up for renewal. The Chairman called for added discussion, and there was none. The motion was unanimously carried.

Mr. Sullivan provided Members with an overview of what to anticipate regarding potential additional appropriation requests for the fiscal 2022/2023 budget. Mr. Sullivan stated that of the approximately \$369,000 in line-item requests addressed during the last BOF meeting, every item except for a potential additional appropriation for a line item of \$80,000, was addressed through line item transfers from the surplus in the contingency account in the BOF budget, and from vacant position salaries.

ARPA Grant Line-Item Transfer Requests

The Chairman announced an ARPA Grant funding request of \$100,000.00, from the Stonington Borough Wardens for the Wadawanuck Square comfort station request. The Chairman asked the Director of Finance for opinion about funding the request from available ARPA grant funds. Mr. Sullivan explained that out of the \$5.2M in ARPA Grants allocated to Town projects, all but \$87,000.00 had already been designated for projects or programs. Mr. Sullivan further noted that three major projects, totaling \$3.1 million, being funded with ARPA funds are already underway such as tennis court renovations, the new salt dome, and the Town HVAC project. Mr. Sullivan expressed concern about funding any other projects with ARPA funds until those three projects are near completion in case of project overruns or change orders. Mr. O'Brien asked Mr. Sullivan if the comfort station should be designated as a CIP project, and Mr. Sullivan confirmed the project was already a CIP item. There was further discussion among the Members, Mr.

Sullivan, and Ms. Chesebrough regarding ARPA funding, and ongoing ARPA project considerations.

Jeffrey Callahan, the Stonington Borough Warden, expressed his belief that the comfort station was an absolute need for the Borough, largely due to the convenience the bathroom offers in one of the busier Town areas. Board Members asked Mr. Callahan several economic and design-related questions pertaining to the comfort station. Mr. Statchen asked Mr. Callahan if any of the \$200,000.00 in grants allocated for the comfort station were dependent on the Board's commitment to proceed. Mr. Callahan stated the BOF's approval was not necessary for those grants.

Ms. Young asked if the restrooms at the Lighthouse Museum were available to the public. Mr. Callahan explained that the Museum isn't always open, and the Museum's proximity to the Borough's businesses (over half a mile down Water Street) is inconvenient for the public. There was further discussion with Board Members and Mr. Callahan, regarding the comfort station's proposed location, and maintenance considerations pertaining to it.

The Chairman summarized that the Board is currently advising against allocating ARPA funds for the comfort station, but indicated the BOF would get due consideration during budget deliberations.

Correspondence

Mr. Sullivan shared his recent discussion with the Director of Assessment, Ms. Lineaweaver, about the progress of the grand list. Mr. Sullivan noted that statutorily, the grand list should be done by the end of January, but a request was submitted by the Assessor to extend the deadline until February, but that the Assessor should have good enough numbers by the end of January for budgeting purposes.

Liaison Report

Ms. Young stated there were no new HP, WPCA or BOE meetings to report on.

Other Liaison Reports: Mr. Fauerbach reported that the Linda Camelio, the Tax Collector, said the Town was on track to collect at least 98.75% of its taxes for the current fiscal year, and hopefully more.

Mr. Bentz noted following a meeting with Police Chief Jay DelGrosso, Mr. Bentz approved of Chief DelGrosso's current budget proposal. Chief DelGrosso also indicated to Mr. Bentz that he's open to ongoing budget-related discussions with any BOF Members.

The Chairman called for a motion to adjourn the meeting. Ms. Young motioned, and Mr. Statchen seconded the motion. The motion unanimously passed, and the meeting was adjourned at 7:50 pm.

Respectfully submitted,

Justin Eckert

Board of Finance Recording Secretary

DRAFT



TOWN OF STONINGTON FINANCE DEPARTMENT

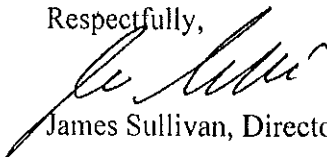
152 Elm Street • Stonington • Connecticut • 06378
Main: (860) 535-5070 Fax: (860) 535-0602

Memorandum -

To: Board of Finance
From: James Sullivan, Director of Finance
Cc: Danielle Chesebrough, First Selectman
Date: 01/25/23
Re: Request for bid waiver for procurement of fuel for fiscal 23/24, for the Town and Board of Education

Members, I am requesting that you grant me a bid waiver, and the authority to procure the Town's fuel needs for the fiscal 23/24 budget. Since I've been at the Town over the last eight years, we've only ever had two firms bid on the Town's fuel supply contract, East River Energy, and Dime Oil. And since I have no reason to believe this year would be any different, I'm requesting that I be able to reach out to these two firms, and perhaps a third to solicit bids for the provision of 87 octane unleaded gasoline, diesel fuel, and #2 heating oil. I am still in the process of estimating needed quantities for fiscal 23/24, but estimate at this time our needs would be about 65,000 gallons of diesel, 47,000 gallons of gasoline, and 62,000 gallons of #2 heating oil.

Respectfully,


James Sullivan, Director of Finance

TOWN OF STONINGTON

Department of Public Works
152 Elm Street · Stonington · Connecticut · 06378



INTEROFFICE MEMORANDUM

TO: Board of Selectman
Danielle Chesebrough, First Selectman
FROM: Christopher Greenlaw, PE, Town Engineer
Tom Curioso, Deputy Director of Public Works
CC: James Sullivan, Finance Director
DATE: January 24, 2023
SUBJECT: Funding Request: DPW Highway Facility Wastewater Pump & Panel Control Replacement

REQUEST

The Department of Public Works request an appropriation in the amount of \$23,170 to complete replacement of the DPW Highway Facility Wastewater Pump and Control panel.

SUMMARY

In 1996, a wastewater pump station was constructed at the DPW Highway Facility. This system includes a wet well, two solids handling submersible sewage pumps, valve pit, gravity wastewater force main to Town Hall, and alarm (control) panel.

Pursuant to our previous request for pump replacement (BOF 07/21/2021), this operation was accomplished with the install of a new pump in October, 2022. Our vendor attempted to marry the new pump (technology) with the existing control panel, unfortunately this effort was unsuccessful now requiring the full replacement of the panel (refer to ETP Memo Entitled: EST – 1013B for detailed narrative). Understanding the wet well was originally designed for (2) pumps we are additionally requesting funding to fully replace the second unit. Other items which may require repair include piping, valves, and guide rail support brackets. A full functioning wet well (2 – pumps) is necessary to support both sanitary facilities and vehicle wash stations to preserve the fleet. A second pump (as designed) prolongs the life expectancy of each pump while sustaining sanitary & fleet wash functions if one pump fails and/or requires maintenance.

Our vendor has provided proposals for both the installation the new control panel and replacement pump. There may be 8 - 10 week lead time on delivery of new pump & panel which are estimated at approximately \$14,420 and \$8,750 respectively. Therefore, we recommend the ordering of both the pump and control panel in an effort to expedite the full operation of the wet well pump station in accordance with the design.

A repair of this size is not normally funded from our operational budget. Therefore, we are requesting an appropriation in the amount of \$23,170 to complete the wastewater pump station (wet well) repairs and allow the entire facility to be operational. Please contact me if you have any questions. I will be in attendance at the Board of Finance meeting to address questions.

Ed Tomaszek Plumbing, LLC

P.O. Box 124
 Waterford, CT 06385
 Telephone # (860) 444-0717

Estimate

Date	Estimate No.
12/20/2022	EST - 1003

Name/Address

Town of Stonington
 152 Elm Street
 Stonington, CT 06378

Project			
Description	Qty	Rate	Total
Price to replace outdated sewage pump panel. This price includes all material and labor to complete this job.			
3 HP, Single Phase, Duplex Sewage Pump Panel	1	4,500.00	4,500.00
Electrician Charge	1	2,500.00	2,500.00
Misc. Material	1	500.00	500.00
Labor	1	1,250.00	1,250.00
** Shipping is approx 14 - 28 days **			
Thank you for your business and this opportunity to quote you on your upcoming projects!		Total	\$8,750.00



Ed Tomaszek Plumbing, LLC

P.O. Box 124

Waterford, CT 06385

Telephone # (860) 444-0717

Estimate

DATE	ESTIMATE #
1/19/2023	EST - 1013

Name/Address

Town of Stonington
 152 Elm Street
 Stonington, CT 06378

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Job Location: Town Garage			
Price to replace 1 (one) #2 sewage pump, rain guide, new chain and shackles. This price includes all material and labor to install new pump			
3 HP Goulds Sewage Pump	1	9,520.00	9,520.00
Rail Guide Assembly, Stainless Steel Chain & Shackles	1	2,200.00	2,200.00
Misc. Material	1	200.00	200.00
Labor	1	2,500.00	2,500.00
NOTE Manufacturer Shipping is approximately 8-10 weeks			
PAYMENT Once order is placed, payment will be due for the pump. Final payment due upon completion of job.			
Total			\$14,420.00

Thank you for your business and this opportunity to quote you on your upcoming projects!

Signature _____



Ed Tomaszek Plumbing, LLC

P.O. Box 124

Waterford, CT 06385

Telephone # (860) 444-0717

Estimate

Date	Estimate No.
1/24/2023	EST - 1013B

Name/Address

Town of Stonington
 152 Elm Street
 Stonington, CT 06378

Description	Qty	Unit	Amount
<p>The sewage pump panel at the town garage, needs to be replaced, because the new sewage pump, has a built in capacitors, internally in the motor. The old pumps, had capacitors and overloads built into the control panel. We consulted with the control panel company, and there is no way to convert it over to accommodate the new sewage pump system that is existing. Therefor the panel will need to be replaced. The old style pumps are not available anymore.</p> <p>A second sewage pump needs to be installed to cut down on the wear and tear of a single pump. A second pump doubles the life expectancy of the pump when theres a duplex system, as well as if there is a failure of 1 pump, there is always a 2nd pump still operating.</p>			
Total			\$0.00

Thank you for your business and this opportunity to quote you on your upcoming projects!

Signature _____



TOWN OF STONINGTON
FISCAL 2021-2022
ADDITIONAL APPROPRIATION & LINE ITEM BUDGET TRANSFER

<u>ACCOUNT NUMBER</u> <u>(ORG-OBJECT)</u>	<u>ACCOUNT NAME</u>	<u>TO</u> <u>(INCREASE)</u>	<u>FROM</u> <u>(DECREASE)</u>	<u>COMMENTS</u>
10161-80524	Police Traffic signs and signals	4,000.00		
10151-80223	Highway Street Signs		4,000.00	
		4,000.00	4,000.00	columns must equal

JUSTIFICATION

Account went into \$4,000 deficit due to increase cost of paint and signage.

Requested by:

Todd Olson
 Name
 Deputy Police Chief
 Department Head

1/20/2023
 Date

Director of Finance Approval

Following to be completed by Finance Department:

Approved

First Selectman

1-20-23
 Date

Approved

Board of Finance

2/1/2023
 Meeting Date
 Meeting Date

RECEIVED BY FINANCE:
 JOURNAL ENTRY NUMBER



TOWN OF STONINGTON
 FISCAL 2021-2022
 ADDITIONAL APPROPRIATION & LINE ITEM BUDGET TRANSFER

ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (INCREASE)	FROM (DECREASE)	COMMENTS
10171-80397	Human Services Specialist	1,869.00		
10171-80035	Youth Services Program Salaries		1,869.00	
		1,869.00	1,869.00	columns must equal

JUSTIFICATION

To account for merit raise awarded to Amanda Davis

Requested by:

Patti Burmahl

1/26/2023

Name

Date

Director of Admin. Services

Director of Finance Approval

Department Head

Following to be completed by Finance Department:

Approved

[Signature]

2-26-23

First Selectman

Date

Approved

Board of Finance

2/1/2023

Meeting Date

Meeting Date

RECEIVED BY FINANCE:

JOURNAL ENTRY NUMBER



TOWN OF STONINGTON

FISCAL 2022-2023

ADDITIONAL APPROPRIATION REQUEST


ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (INCREASE)	FROM (DECREASE)	COMMENTS
10151-80201	Highway unleaded gasoline	21,000.00		
10152-80250	Solid Waste unleaded gasoline	700.00		
10161-80561	Police unleaded gasoline	14,100.00		
10151-80202	Highway Diesel	53,000.00		
10154-80270	Town Hall Heating Oil	9,300.00		
10154-80271	Highway Garage Heating Oil	7,100.00		
10154-80272	4th District Hall Heating Oil	600.00		
10154-80384	Former BOE Admin Building Heating Oil	5,200.00		
101-70200	Fund Balance-Additional Appropriation		111,000.00	
		111,000.00	111,000.00	columns must equal

JUSTIFICATION

Fuel prices spiked significantly above what was anticipated in fuel line-items for fiscal 22/23.


Requested by:


Jim Sullivan
 Name
 Director of Finance
 Department Head

2/1/2023
 Date

 Director of Finance Approval

Following to be completed by Finance Department:

Approved


 Board of Selectmen

2/25/23
 Date


Approved

Board of Finance

2/1/2023
 Meeting Date
 Meeting Date

RECEIVED BY FINANCE:

JOURNAL ENTRY NUMBER



TOWN OF STONINGTON

FISCAL 2022-2023

ADDITIONAL APPROPRIATION REQUEST

ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (INCREASE)	FROM (DECREASE)	COMMENTS
10154-80295	Highway Garage Maintenance	8,750.00		
101-70200	Fund Balance-Additional Appropriation		8,750.00	
		8,750.00	8,750.00	columns must equal

JUSTIFICATION

The new sewage pump installed at Public works can't connect to old electrical panel so we have to upgrade.

Requested by:

Tom Curioso

Name

Acting Highway Director

Department Head

1/9/2023

Date

Director of Finance Approval

Following to be completed by Finance Department:

Approved

Approved

Board of Selectmen

1/9/23

Date

Approved

Board of Finance

2/1/2023

Meeting Date

Meeting Date

RECEIVED BY FINANCE:

JOURNAL ENTRY NUMBER



TOWN OF STONINGTON
FISCAL 2022-2023
ADDITIONAL APPROPRIATION REQUEST

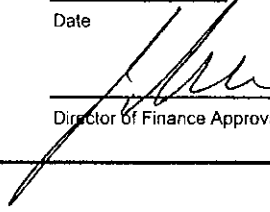
ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (INCREASE)	FROM (DECREASE)	COMMENTS
10154-80295	Highway Garage Maintenance	14,420.00		
101-70200	Fund Balance-Additional Appropriation		14,420.00	
		14,420.00	14,420.00	columns must equal

JUSTIFICATION

See attached memo.


Requested by:

Tom Curioso
Name
Acting Highway Director
Department Head

1/23/2023
Date

Director of Finance Approval

Following to be completed by Finance Department:

Approved


Board of Selectmen

1/25/23
Date

Approved

Board of Finance

2/1/2023
Meeting Date
Meeting Date

RECEIVED BY FINANCE:
JOURNAL ENTRY NUMBER