

TOWN OF STONINGTON

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SALLY DUPLICE
TOWN CLERK
Call to order

152 Elm Street • Stonington, Connecticut 06378

BOARD OF FINANCE MEETING

Wednesday, February 07, 2024

Police Department Meeting Room

7:00 PM

Pledge of Allegiance

Comments from the Public

Approval of Previous Minutes

- 01/03/24 Minutes

Bid Waiver Requests:

- Bid waiver request from Solid Waste Manager for purchase of emergency generator and installation at transfer station.
- Bid waiver request from Director of Finance for the procurement of fuel for Town and School District for fiscal 24/25. This would allow the Director of Finance to negotiate directly with fuel suppliers, and would be for the procurement of; 87 octane unleaded gasoline, diesel, and #2 - heating oil. Quantities and per gallon prices to be determined.

Additional Appropriation Requests: (none)

Line-Item Transfer Requests:

- Request from First Selectman to transfer \$2,500.00, from a/c #10101-81000 "Town Wide" to a/c#10176-80651 "Mystic Chamber of Commerce" to help support the Townwide Celebration the Chamber organized in October of 2023.

Discussion of possible FEMA grant for the police boat. Captain Schneider to lead

Discussion of fiscal 24/25 budget meeting calendar dates, times, and correspondence

Correspondence: (none)

Liaison Reports

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

Adjourn

TOWN OF STONINGTON
BOARD OF FINANCE SPECIAL MEETING MINUTES
Stonington Police Department Meeting Room
Wednesday, January 03, 2024
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 Michael Fauerbach, Deborah Norman, Chairman Tim O'Brien, Bill Sternberg, Chris Johnson and David Brown. Lynn Young was absent.

Mr. O'Brien called the meeting to order at 7:16 pm.

Pledge of Allegiance was recited

Public Comments:

The Chairman called for public comments, there were none.

Approval of Previous Minutes – The Chairman asked for a motion to approve the December 06, 2023 meeting minutes. Mr. Sternberg motioned and Mr. Johnson seconded. The Chairman asked if there were any edits or corrections to the minutes. Mr. Fauerbach noted that there were a few typos that he pointed out to the Finance Director, and that I had given the wrong person credit for a comment in the minutes. The Finance Director indicated he would correct the typos and change the name. The Chairman called for a vote on the motion to approve the minutes as amended, the motion passed unanimously 6 to 0.

Bid Waiver Requests: (none)

Requests for Additional Appropriations: (none)

Line-item Transfer Requests:

The Director of Finance presented a request from Building Inspector to transfer \$1,012.00, \$506.00 each from a/c #10155-80147 "Equipment" and a/c #10155-80142 "Reproduction and Printing" to a/c#10155-80192 to cover deficit in permitting vendor due to unanticipated increase in subscription fee.

The Chairman called for a motion to approve the request, Ms. Norman motioned, Mr. Sternberg seconded. The Chairman asked the members if they had any questions, someone asked who the vendor was and what it was for. The Director of Finance explained it was for the OpenGov online permitting system, and that the building inspector did not anticipate an increase in the licensing agreement. There was some discussion amongst the board members about the success and efficiency of the online permitting application.

The Chairman called for a vote in favor of the line transfer request, the request passed unanimously.

The Director of Finance presented a request from Captain Schneider to transfer \$17,400.00, from a/c #4022024-88253 "Police Facility Cameras" to a/c#4022024-88041 "Radio Replacement" for emergency repairs to the Town's Fire radio system.

The Chairman called for a motion to approve the request, Mr. Fauerbach motioned, Mr. Johnson seconded. The Chairman asked the members if they had any questions, someone asked why the funding was no longer needed for Police Facility Cameras, the Director of Finance responded that the camera project was completed but was paid for out of the IT Director's technology budget. The members had a couple of other questions but he was unable to answer them.

The Chairman called for a vote in favor of the line transfer request, the request passed unanimously.

Discussion of possible FEMA grant for the police boat: - Captain Schneider was unable to attend this evening's meeting to present his request so the matter was tabled to the February 07th meeting.

Discussion of fiscal 24/25 budget meeting calendar dates and times: - Discussion among the members as to who can make what dates on the calendar. Also, a couple of typos were noted that the Director of Finance corrected. The Chairman also asked the Finance Director to book another day or two in March for deliberations so it would give the board flexibility in scheduling.

Discussion of RFP for fiscal 23/24 audit: - The Director of Finance asked the Board if they wanted to go out to bid for audit services for the fiscal 23/24 audit. The current firm O'Connor Davies has been doing the audit for eight years, so the Director asked the board if they would want a fresh set of eyes on the audit. However, the Finance Director prefaced this question by stating that he thinks O'Connor Davies is an excellent firm and does great work, and that going out to bid could result in a substantial increase in the fee. Whereas the Director of Finance thinks O'Connor Davies increase would be about 5%. The board talked amongst themselves to determine what direction the board is most comfortable with. After discussion the board unanimously endorsed continuing with O'Connor Davies for the 23/24 audit.

Correspondence:

- Invitation from Stonington Free Library to tour the facility – There was discussion amongst the members as to who would go when, as the Chairman pointed out that they had to be careful not to accidentally have an unnoticed meeting.

The Chairman called for the Liaison reports:

CIP: Ms. Young was not in attendance, no report.

WPCA: Ms. Young was not in attendance, no report.

BOE: No report.

Human Services: Ms. Norman let the Board know that she discussed the Human Services budget presentation with Ms. Theodore the Human Services Director, and that Ms. Theodore will give the Board more information and budget request backup documents prior to the meeting date.

Mystic Boat House Park Committee: Mr. Brown informed the board that the MBHPC's next

meeting will be the following Tuesday.

General Gov't: Mr. Fauerbach informed the Board that the Tax Collector let him know that tax Collections for real estate are at 64.1%, almost exactly where we were this time last year.

There were no more liaison reports.

The Chairman called for a motion to adjourn the meeting. Mr. Fauerbach motioned; Ms. Norman seconded. The motion passed unanimously, and the meeting was adjourned at 8:00 pm.

Respectfully submitted,

James Sullivan
Director of Finance

DRAFT

Memo

To: Jim Sullivan
From: Jill Senior – Solid Waste Dept
cc: Board of Finance
Date: January 30, 2024
Re: Bid Waiver Request

The Solid Waste Department requests a bid waiver for the replacement of the Transfer Station generator which was destroyed in a fire December 18, 2023.

McQuade's Ace Hardware and Century Electric have provided quotes for the replacement equipment.

A breakdown is as follows:

Briggs & Stratton 26Kw Generator w/ Transfer Switch and Pad	\$9,854.96
Generator/Transfer Switch wiring	\$5,000.00
Propane hook-up (quote pending)	<u>TBD</u>
	\$14,854.96 + hook up

If you have any questions please feel free to ask.

Jill A Senior

MCQUADE'S HARDWARE
 105 FRANKLIN STREET
 MILL POND PLAZA
 WESTERLY, R.I. 02891
 PHONE: (401) 596-0302

TOWN OF STONINGTON

CUST # *5
 TERMS: CASH ACCOUNT

ORDR # 623823
 DATE : 1/18/24
 CLERK: AC
 TERM # 559

TIME :12:13

 * ORDER *

QTY	UNIT	SKU	DESCRIPTION	LOC	UNIT PRICE	TOTAL PRICE	EXTENSION
1	EA	355026	B&S 26KW GENERATOR KIT 10 YR	LOC	8700.99 /EA	8,700.99P	
1		355017	B&S 26KW STANDBY 10 YR				K
1		355007	STANDBY GENERATOR BATTERY				K
1		355023	B&S BATTERY WARMER (20K PP)				K
1		355024	B&S OIL WARMER (20K PP)				K
4.50		970040	MECHANIC LABOR-HOUSE CALL				K
1	EA	355009	B&S 100AMP W.H. TRANSFER SWITCH	zsale	799.99 /EA	799.99PN	
2	EA	7414782	MAT ANTI FATIQUE BLK 36"		26.99 /EA	53.98PN	
1	EA	982222	GENERATOR PAD 20/26KW	SHOP	300.00 /EA	300.00PN	

ORDER*ORDER*ORDER*ORDER

DEPOSIT AMT00
 BALANCE DUE 10464.03

TAXABLE 8700.99
 NON-TAXABLE 1153.97
 SUB-TOTAL 9854.96
 TAX AMOUNT 609.07
 TOTAL ORDER 10464.03

No Signature Required

Century Electric Inc.
11 Ledward Avenue
Westerly, RI 02891
401-596-5564
centye3@gmail.com

January 24, 2024

Town of Stonington
152 Elm Street
Stonington, CT 06378

RE: Solid Waste Station Generator/ Transfer Switch Wiring

We are pleased to submit the following proposal for your consideration:

Wiring of a new 200 amp transfer switch (1)(to be supplied by town)

Wiring of new 26 kw generator(1)(to be supplied by town)

Proposed Estimate \$5,000.00

The above quote is our interpretation of information provided by generator supplier and electrician's notes. In the event that we run into extenuating circumstances during installation, you will be responsible for any additional charges above and beyond quote. The quote is valid for 10 days and is subject to a price increase thereafter.

Thank you for contacting our company and giving us the opportunity to provide you with a quote. Our staff will always do everything possible to merit the

confidence you have shown in us. If you have any questions or concerns, please do not hesitate to contact our office. We look forward to working with you.

Sincerely,

Lenny Capizzano



TOWN OF STONINGTON FINANCE DEPARTMENT

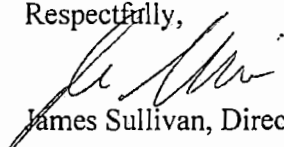
152 Elm Street • Stonington • Connecticut • 06378
Main: (860) 535-5070 Fax: (860) 535-0602

Memorandum -

To: Board of Finance
From: James Sullivan, Director of Finance
Cc: Danielle Chesebrough, First Selectman
Date: 01/30/24
Re: Request for bid waiver for procurement of fuel for fiscal 24/25, 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 24/25 budget. Since I've been at the Town over the last nine 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 24/25, 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 Only

Terminal / Batch	
Terminal	1
Batch	461

Cash	0.00	0
Check	0.00	0
Credit Card	0.00	0
Total	0.00	0

Last Assessor Bridge	
Run on:	01/25/2024

Percent Collection as of 01/31/2024

REAL ESTATE

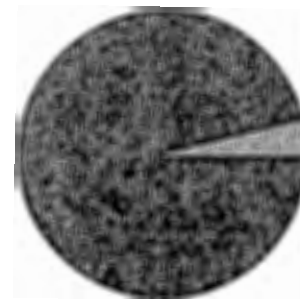
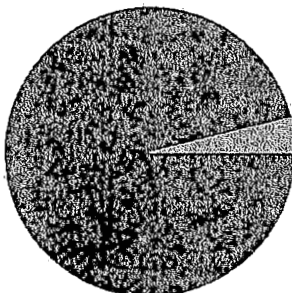
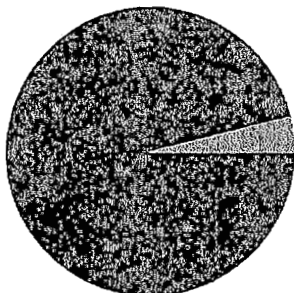
Uncollected - 3.86%
Collected - 96.14%

PERSONAL PROPERTY

Uncollected - 3.76%
Collected - 96.24%

MV REGULAR

Uncollected - 3.71%
Collected - 96.29%



Total Due = \$2,467,168.27
Total Paid = \$61,405,283.31

Total Due = \$107,478.08
Total Paid = \$2,751,814.35

Total Due = \$136,577.43
Total Paid = \$3,544,380.58

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	63,872,451.58	61,405,283.31	2,467,168.27	96.14
PERSONAL PRO	2,859,292.43	2,751,814.35	107,478.08	96.24
MOTOR VEHICL	3,680,958.01	3,544,380.58	136,577.43	96.29
MOTOR VEHICL	458,361.66	337,753.32	120,608.34	73.69
C-PACE	45,108.00	0.00	45,108.00	0.00
TOTALS:	\$70,916,171.68	\$68,039,231.56	\$2,876,940.12	