

TOWN OF STONINGTON

152 Elm Street • Stonington, Connecticut 06378

AMENDED

BOARD OF FINANCE SPECIAL MEETING

Wednesday, April 01, 2020

4:00 PM

Streaming Live on the Town of Stonington's Facebook Page

-OR-

Dial in: 1-408-418-9388 Access Code: 718 148 739#

Call to order

Comments from the Public

Previous Minutes

New Business

Line Item Transfers:

- Line Item Transfers request from Director of Public Works, see attached schedule.
- Line Item Transfer request from BOE Director of Finance to transfer surplus funds in two CIP accounts to new account to fund Safety Glass at Stonington High School, see attached schedule.

Bid Waivers:

- Bid waiver request from Director of Public Works to award paving and milling using a contractor of the State bid list.

Additional Appropriation

- Request from First Selectman for Additional Appropriation to add a new line item under the First Selectman's budget for 'Town Marketing Fund' to start with \$5,000. Please note, that this money would only be expended after the funds were raised externally but a dedicated line item is needed.

Correspondence

Liaison Reports

- Library Subcommittee Report
- CIP Liaison Report
- WPCA Liaison Report
- BOE Liaison Report
- Adjourn

TOWN OF STONINGTON
 Department of Public Works
 152 Elm Street • Stonington • Connecticut • 06378

INTEROFFICE MEMORANDUM

TO: Board of Finance
 Danielle Chesebrough, First Selectman
FROM: Barbara McKrell PE, Public Works Director
CC: James Sullivan, Finance Director
 Tom Curioso, Highway Supervisor
DATE: April 1, 2020
SUBJECT: Line Item Transfer Request

REQUEST

The Department of Public Works requests your approval to complete the following line item transfers.

DPW Line Item Transfers	
ADD	
Budget Line Item	Amount
10151 80213 Drainage Materials	\$ 5,000.00
10151 80228 Highway Equipment	\$ 24,000.00
10154 80393 West Broad Street (Boiler Repair + general operation)	\$ 23,600.00
10154 80294 Town Hall (HVAC Assessment)	\$ 10,650.00
Town Dock UST CIP	\$ 56,000.00
Equipment Purchase CIP	\$ 27,500.00
10153 80166 Engineering Professional Services	\$ 26,080.00
TOTAL	\$ 172,830.00
DELETE	
Budget Line Item	Amount
10151 80240 Snow Removal Labor	\$ (82,218.00)
10151 80241 Snow Removal Materials	\$ (49,412.00)
10154 80386 Electricity Former BOE Admin	\$ (2,000.00)
10154 80302 General Maintenance PNC	\$ (2,000.00)
10153 80024 Salaries Town Engineer	\$ (37,200.00)
TOTAL	\$ (172,830.00)

SUMMARY

10151 80213 Drainage Materials

Due to aging infrastructure additional materials are required to make needed repairs by in-house team.

10151 80228 Highway Equipment

Addition of BOE property requires purchase of smaller grounds equipment. This will fund purchase of a 60-inch deck zero turn mower and trailer.

10154 80393 West Broad Street (Boiler Repair + general operation)

Upon repair of the first section of the boiler it was determined that all sections required replacement. Cost for the additional repair is \$17,000. Transfer will fund the repair and regular operating expenditures.

TOWN OF STONINGTON

Department of Public Works

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10154 80294 Town Hall (HVAC Assessment)

As discussed during budget deliberations this transfer will fund the CIP request related to Town Hall HVAC assessment.

Town Dock UST CIP

As discussed during the March BOF meeting, this transfer provides the additional funding needed to complete the installation of the UST at the Town Dock. Town's share is fifty percent of the project costs.

Equipment Purchase CIP

As discussed during budget deliberations, this transfer will fund the purchase of a top dresser and closed trainer to support grounds maintenance.

10153 80166 Engineering Professional Services

Currently the Director of Public Works is also serving as the Town Engineer. Due to the current conditions, replacement of the Town Engineers is not anticipated until after July 1, 2020. Therefore, these funds will provide consultant support needed to support FEMA, planning related project reviews and other related Town Engineer responsibilities.

Please contact me if you have any questions. I will be in attendance at the Board of Finance meeting to address questions.



TOWN OF STONINGTON

BUDGET LINE ITEM TRANSFER REQUEST

ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (INCREASE)	FROM (DECREASE)	COMMENTS
10151 80213	Drainage Materials	5,000.00		
10151 80228	Highway Equipment	24,000.00		
10154 80393	West Broad Street (Boiler Repair + general operat	23,600.00		
10154 80294	Town Hall (HVAC Assessment)	10,650.00		
4022019-88221	Town Dock UST CIP	56,000.00		
4022020-88231	Equipment Purchase CIP	27,500.00		
10153 80166	Professional Services	26,080.00		
10151 80240	Snow Removal Labor		82,218.00	
10151 80241	Snow Removal Materials		49,412.00	
10154 80386	Electricity Former BOE Admin		2,000.00	
10154 80302	General Maintenance PNC		2,000.00	
10153 80024	Salaries Town Engineer		37,200.00	
		\$ 172,830.00	\$ 172,830.00	columns must equal

JUSTIFICATION

Transfer surplus funds from various accounts to other line items where they can be made better use of.

Requested by:

Barbara McKrell

Name

Public Works Director

Department Head

3/18/2020

Date

Director of Finance Approval

Following to be completed by Finance Department:

Approved

X

Danielle Chesebrough, First Selectman

X

Date

Approved

Board of Finance

4/1/2020

Meeting Date

RECEIVED BY FINANCE:

JOURNAL ENTRY NUMBER



TOWN OF STONINGTON

BUDGET LINE ITEM TRANSFER REQUEST

ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (INCREASE)	FROM (DECREASE)	COMMENTS
4022020-xxxxx	Highschool Safety Glass	31,969.00		
402018-88249	Safety Glass - Mystic Middle School		27,379.00	
402018-88250	Safety Glass - Pawcatuck Middle School		4,590.00	
		31,969.00	31,969.00	columns must equal

JUSTIFICATION

Transfer surplus funds for Window Safety film PMS and SMS accounts to Highschool account to complete windows at High School

Requested by:

Gary Shettle
 Name
 BOE Director of Finance
 Department Head

3/15/20
 Date

 Director of Finance Approval

Following to be completed by Finance Department:

Approved

 Danielle Chesebrough, First Selectman

 Date

Approved
 Board of Finance
 Meeting Date
4/1/2020

RECEIVED BY FINANCE:
 JOURNAL ENTRY NUMBER

TOWN OF STONINGTON

Public Works

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INTEROFFICE MEMORANDUM

TO: Board of Finance
Danielle Chesebrough, First Selectman
FROM: Barbara McKrell PE, Public Works Director
CC: James Sullivan, Finance Director
Tom Curioso, Highway Supervisor
DATE: April 1, 2020
SUBJECT: Bid Waiver Request

COMMENTS

The Public Works Department is in the process of planning our maintenance and paving work for 2019/2020. As part of this planning, we would like to take advantage of the Capitol Region Council of Governments (CRCOG) contracts and State contract as follows;

#	Description	Vendor	Contract
1	Catch Basin Cleaning	Shaw Vac Services LLC	CRCOG 697
2	Atlantic Pavement Markings	Traffic Guidelines	CRCOG 695
3	Complete-In-Place Installation and Removal of Guide Rail and Impact Attenuation Systems	Atlas Industrial Services, LLC	CT 18PSX0147
4	Bituminous Concrete Materials and Bridge Deck Membrane Waterproofing (Complete-in-Place)	JH Lynch/Wescon Corp	CT 19PSX0261
5	Milling of Bituminous Concrete	Black & Boucher, LLC	CT 18PSX0309
6	Liquid Bituminous Material	The Gorman Group	CT 18PSX0327
7	Cold Mix Paving, Cold In-Place Recycling, Ultra-Thin Bonded Wearing Course, Microsurfacing, and Mastic Crackseal Repair	The Gorman Group	Town of Montville, CT Bid #19-07

- (1) Shaw Vac Services is the second low bidder at a rate of \$22.10/basin. We have tried to contacted the first low bidder and they were unresponsive.
- (2) Atlantic Pavement Markings is the low bidder. They have provided these services to the Town for five years and their work has been very good.
- (3) This is a five-year contract. The bid waiver was approved by the BOF in 2019. Therefore, we shall continue using this vendor. Atlas Industrial Services, LLC is the low bidder. They have provided services to the Town in prior years and their work has been very good.
- (4) This contract shall provide equipment and/or services for applying bituminous concrete material and tack coat to roadways. Contractor shall supply all materials, equipment, including fuel for the equipment, equipment maintenance, operations and labor to put materials in place. We recommend

this work be awarded to JH Lynch/Wescon Corp who is the low bid of most items we will use under this contract. Wescon is a Town of Stonington business.

- (5) This is a two-year contract. The bid waiver for this work was approved by the BOF in 2019. Therefore, we shall continue using this vendor to provide equipment and/or services for milling bituminous concrete. Milling is the cutting and removal of bituminous concrete material from roads. Black & Boucher, LLC is the low bid for this contract for both ranges of milling depth. The Town has successfully worked with this Contractor for the past seven years.
- (6) This is a four-year contract. The bid waiver for this work was approved by the BOF in 2019. Therefore, we shall continue using this vendor to supply all materials, equipment, operators and labor to place the liquid bituminous emulsion material. Contractor furnishing the service has complete responsibility for the equipment and labor being used and shall furnish all fuel, maintenance and repair for that equipment. The Gorman Group will match the low bid for this contract. The Town has successfully worked with this Contractor for 26 years.
- (7) This is a contract bid by the Town of Montville, CT for Cold Mix Paving, Cold In-Place Recycling, Ultra-Thin Bonded Wearing Course, Microsurfacing, and Mastic Crackseal Repair. The Gorman Group was the low bidder for this contract. The Town has successfully worked with the Contractor for 26 years.

SUMMARY

Use of these existing contracts is beneficial to the Town in several ways. It allows us to reduce our procurement costs and eliminate the need to bid a separate contract. It reduces the time needed to contract with a contractor which allows construction begin sooner. It allows us to engage in services with a contractor that we have had past successful work relationship and provides us the lowest cost to complete the work. Therefore, I request a bid waiver for the above items. I will be at your next meeting to answers any questions that you might have with regards to this request.