

**TOWN OF STONINGTON**  
**BOARD OF FINANCE**  
**Stonington Police Department Meeting Room**  
**Wednesday, March 4, 2020**  
**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 Glenn Frishman, Lynn Young, Michael Fauerbach, Deborah Norman, Bob Statchen and David Motherway Jr. Director Jim Sullivan was in attendance. Chairman Tim O'Brien was absent.

Mr. Frishman called the meeting to order at 7:15 pm.

Pledge of Allegiance

Mr. Frishman asked the Board and the audience to please stand silently for a moment of respect to Michael Gambardella Jr. who passed away earlier in the day. Mr. Gambardella was the owner and operator of Gambardella Wholesale Fish, a family business with ties to Stonington. Mr. Frishman noted that Mr. Gambardella was a valued member of the community and expressed condolences to his family.

Public Comments: None

Mr. Frishman asked Director of Assessment Marsha Standish to present the results of the Grand List. Director Standish remarked that the list increased by 1% from last year. The figures presented by her this evening are not reflective of Board of Assessment appeals, as those hearings take place in April. It will be at that time Director Standish anticipates having those final numbers and will present them to the Board.

Bid Waiver

Public Works Director Barbara McKrell requested a bid waiver to award the Town Dock Fuel Tank project to Service Station Equipment in the amount of \$139,575. This amount includes all material and labor required to install a 12,000-gallon double wall tank with a 30-year life.

Director McKrell introduced two representatives from CMG Services, Mr. Mark Smith, engineer, and Mr. Matt Riser, MS4 Compliance Manager to help answer any questions the Board may have. Also in attendance were Mike Grimshaw, SNEFLA President and Stonington Waterfront Commission member, Sandy Grimes, Chair, Stonington Waterfront Commission, and Bob Guzzo, Waterfront Commission member.

Approval of the bid waiver will allow the work to be completed in 15 weeks. This includes a 12-week fabrication period and 3 weeks for installation. Bidding of the project would add a minimum of 8 weeks to the timeline of the project, resulting in summer construction and project completion in August.

SNEFLA has agreed to share 50% of the cost and has funding available for the project. The Town CIP funds allocated for the project is currently \$40,000 short, however, Director McKrell informed the Board that the Highway Department has a surplus of over \$100,000 in the winter operations budget and can make up the shortfall. Director McKrell will come before the board next month to ask for that transfer of funds.

Ms. Young motioned to approve the bid waiver request in the amount of \$139,575 to Service Station Equipment for a 12,000 gallon fuel tank installed at the Town Dock. Mr. Fauerbach seconded. All were in favor. **Motion carried.**

Previous Minutes: On a motion by Ms. Young and seconded by Mr. Fauerbach, the minutes dated February 5, 2020 were approved after minor corrections were noted. Voting was unanimous with Mr. Motherway abstaining. **Motion carried.**

#### DEPARTMENTAL BUDGET PRESENTATIONS:

##### Solid Waste Department - Director John Phetteplace

Director Phetteplace spoke to the Board about a new 10-year contract to deliver municipal solid waste to the Lisbon facility starting January 2021. The tipping fee will remain the same for Stonington at \$58/ton.

Another contract of note is the single stream recycling program. Effective October 1, 2019 the Town entered into a new recycling contract with SCRRRA. The new contract is for 5 years with an adjustment after 2-1/2 years. Director Phetteplace noted that revenue from single stream recycling has ended.

Director Phetteplace briefly discussed a new fabric recycling program. Scheduled to begin on April 6<sup>th</sup>, the Town is taking the lead to provide residents with curbside textile collection. Mailers will be sent to residents with special pink bags and instructions explaining the system. Frank Crandall Company will collect the bags from the residents during their regularly scheduled trash collection day and deliver them to the transfer

station where they will be picked up by the firm Simple Recycling. This will be done at no cost to the Town.

Increases in the Office of Solid Waste budget were anticipated salary increases due to contractual obligations and longevity payments, as well as an increase in parts and labor for equipment repairs and maintenance.

Director Phetteplace noted that residential collection costs are expected to increase by \$93,000 due to a change in contract with SCRRRA. This will be the last increase for the remainder of the contract which has 3 years remaining. Yellow bag costs will remain steady as part of a 3-year contract but it is expected that additional bags will be required next year, increasing the line item cost by \$7,000.

Capital Improvement Request: Solid Waste Department

Director Phetteplace continued his discussion outlining the Solid Waste Department's CIP requests.

Noting that this is the final year of budgeting \$175,000 for a new Roll-Off truck, Director Phetteplace anticipates that the current truck will have a good trade in value. Pending approval of this year's CIP request of \$34,000, Director Phetteplace would like to purchase the new truck in July.

The department's other CIP request is to begin budgeting for foam filled tires. The Loader at the landfill requires foam filled tires. The foam protects the tire from punctures and significantly reduces the costs of tire repair and replacement. Anticipating the tires will be needed in 3 years, Director Phetteplace suggested starting this year, budgeting \$5,000 per year to be able to purchase 4 tires in 3 years for \$15,000.

DEPARTMENTAL BUDGET PRESENTATIONS: con't

Water Pollution Control Authority: (WPCA) Director Doug Nettleton

Director Nettleton addressed the Board, informing the new members that the municipal side of the WPCA budget finances the Town Hall office by providing the operational and billing services required for the day to day business of the WPCA. The Director salary is funded through the WPCA operating budget. The municipal budget reflected little to no increases from the previous year, other than salary increases due to contractual obligations.

Director Nettleton along with Ms. Young (Board liaison to the WPCA) discussed the recent increases in sewer rates, which included 10% this past September, in an attempt to rectify the increased expenses of the annual operating budget. Director Nettleton noted that although the system is handling additional flows, there is no benefit to the revenue side as the flow is mostly unmetered flow from rainwater.

Capital Improvement Request: WPCA

Director Nettleton acknowledged that the WPCA received \$300,000 in last fiscal year's CIP for an Infiltration and Inflow study of the Mystic sewer district. The purpose of the study is to determine the source of the additional flows entering the sewer system during rain events. This rainwater does not require treatment, however, once in the system it is treated with other flow. This flow increases the operational expenses but produces no revenue. In addition, \$1.6 million was received to complete the reactivation of the transmission lines connecting the Mystic and Borough facilities. Currently the plans and specifications are 90% complete and close to being ready for bid.

Both Director Nettleton and Ms. Young expressed the urgency of completing the work in a timely manner.

The WPCA has two new CIP requests for FY20/21. Requested funds totaling \$641,000 would be used to repair or replace older equipment at the pump stations and \$498,000 would be utilized for repair or replacement treatment facility equipment.

Board members and Director Nettleton agreed that future discussion in a dedicated session is warranted on the possibility of bond monies to fund these upgrades.

DEPARTMENTAL BUDGET PRESENTATIONS: con't

Public Works: Director Barbara McKrell

Director McKrell provided to members of the Board handouts to support her discussion on the budget of the Public Works/Highway and Engineering Departments.

In the facilities budget, Director McKrell is requesting an increase of \$9,439 to the Janitorial/Maintenance salary line item to allow the addition of a part-time (20 hour/wk) custodial position. The increase also reflects contractual increases in salary for the current custodian. This additional position will support the current custodian with additional.

A 7.96% increase for the Public Works Director was noted. The increase is based on a Connecticut Municipal Salary survey of comparable towns.

Director McKrell noted an 11% increase in regular salaries due to contractual obligations, internal promotions and the anticipation of two (2) additional employees.

Director McKrell is requesting \$10,000 be added to a new line item, Town Facilities Manager - Stipend. Operational duties previously performed by the Town Engineer are currently performed by the Highway Supervisor while the Engineer position is vacant. Director McKrell stated that a job description would be defined and the stipend attached to that position. The stipend could be designated for the Highway Supervisor or a Town Engineer, but must involve a SPAA Union member. Director McKrell said the SPAA Union will be involved in negotiations.

Director McKrell requested a 2% increase to the Sidewalk Repair line item for a total of \$72,000 to address the ADA compliancy of Town sidewalks.

A 69.38% increase (\$78,400) in the Field Maintenance budget is a result of the additional work required at the schools per the Memorandum of Understanding. The increase in cost covers annual fertilization, maintenance and field work not previously part of the Public Works budget.

Capital Improvement Request: Public Works/Highway

Director McKrell provided the Board members handouts detailing

the DPW Equipment Replacement Program for which she is requesting \$357,000 for FY20/21. Noting a surplus in the department's Snow Removal Operations account, the amount requested could be reduced by \$28,000.

An expenditure for Town Wide Drainage was reduced to \$1 by Director McKrell based on the approval of two (2) additional employees for the department, expensed through the Salaries line item in the Public Works budget. These additional laborers would be able to complete in house drainage projects previously subcontracted out.

The department's ADA Public Works Transition Plan requested an additional \$50,000 to address the Town's ADA compliance, bringing the total requested amount to \$100,000.

Road Pavement maintenance and capital repairs were decreased from the previous year as funds were still available for use from last years budgeted amount.

Director McKrell requested \$25,000 for Pawcatuck Pumphouse repairs. Pursuant to discussions with the Army Corp of Engineers, Director McKrell informed the Board that a certain safety rating is required at the building in order to qualify for a grant reimbursement program in the event the dike is damaged during a storm event. The funds will be used to work towards the items identified by the Army Corp that require repair.

Director McKrell discussed HVAC CIP requests for the Town Hall and Human Services buildings. Asking for \$10,650 and \$181,000 respectively, Director McKrell stated the funds will be used to address the repairs required.

#### NEW BUSINESS

##### Line Item Transfers:

The Department of Public Works requests approval of a line item transfer in the amount of \$44,533.70 from various accounts to fund Former West Broad St School general maintenance, Sidewalk repairs, Street Signs, Unleaded gasoline, Bituminous Concrete and Drainage materials. Ms. Lynn Young motioned to approve the request, Ms. Norman seconded. Voting was unanimous. **Motion carried.**

John Phetteplace, Director of Solid Waste, requests a line item transfer of \$20,000 from SCRRRA Disposal Fees to Parts and Labor

to ensure enough funds in the account to cover expenses thru June 2020. The fund is running short due to unexpected equipment repairs. Ms. Lynn Young motioned to approve the request; Ms. Norman seconded. Voting was unanimous. **Motion carried.**

There were no additional appropriations requested from fund balance for FY19/20.

A brief discussion of the Board of Ed monthly line item transfers and global budget report resulted in no questions for the BOE.

Correspondence: None

Liaison Reports: None

With no further business, Ms. Lynn Young motioned to adjourn the meeting at 10:05 p.m. Mr. Mike Fauerbach seconded. Voting was unanimous. **Motion carried.**

Respectfully submitted,

Jill A Senior  
Board of Finance Recording Secretary

**TOWN OF STONINGTON**  
**BOARD OF FINANCE SPECIAL MEETING**  
**District Office Meeting Room**  
**Tuesday, March 10, 2020**  
**7:15 PM**

A meeting of the Board of Finance was held on this date at the District Office Meeting Room. Members present were Chairman Tim O'Brien, Glenn Frishman, Lynn Young, Michael Fauerbach, Deborah Norman, Bob Statchen and David Motherway Jr. Director Jim Sullivan was in attendance.

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

Pledge of Allegiance

New Business

Board of Education Budget Presentation

Alexa Garvey, Board of Education Chair, presented the FY20/21 budget of the Board of Education this evening to the Board of Finance members.

Noting a 2.88% increase over last year, Ms. Garvey outlined some of the highlights of the department over the last year. For the first time the district earned a higher score than East Lyme and Waterford on the Connecticut accountability report card and Stonington High School SAP scores were higher than those towns as well.

Stonington Middle School was accepted to present its Encore Class Programming at the New England League of Middle School Conference. Deans Mill School earned the title of School of Distinction from the State for the second year in a row. Ms. Alicia Sweet Dawe was recognized as Connecticut Elementary School Principal of the Year and a student from West Vine Street School earned a spot on the Kid Governor Cabinet 2020 in Hartford.

Chairwoman Garvey acknowledged the recent Board of Finance questions on enrollment and administrators. Noting salaries for administration and staffing carries an increase of \$674,000, Chairwoman Garvey stated the increases are contractual obligations which are on the median, however, the administration and faculty are at the bottom of the pay scale when compared to common districts similar to Stonington.

The school district is decreasing by one administrator position at Stonington Middle School and one teaching position at the High School. Chairwoman Garvey noted an increase in the number of paraprofessionals directly related to the special education program.

Chairwoman Garvey stated that the Stonington High School is offering a greater variety of programming to meet the needs of the college work bound students and special needs population ages 18 to 21.



Enrollment for the 20/21 school year is anticipated to decrease by approximately 40 students and continue downward. Chairwoman Garvey indicated that this Fall, the administration will be presenting to the Board of Education a plan for this decrease in enrollment.

Chairwoman Garvey remarked that with the recent reconfiguration of three schools within the district and merging two schools into one, the Middle School has experienced the largest impact. The changing of grades and staffing has had a large impact on climate and culture. Middle School teachers are requesting assistance and training support to address an increase in serious disruptive behaviors.

Noting that the Stonington High School has decreased five teaching positions over the past five years, Chairwoman Garvey said any further cuts in teaching staff will affect programming.

Noting other increases in the proposed budget, Chairwoman Garvey noted a \$71,000 increase in transportation, \$212,000 increase in outside tuition, and a \$47,000 increase in Professional Technical Services. The offering of space to the recreation department, Human Services and other town committees for meetings and programs adds approximately \$130,000 to the school budget.

Recognizing that the Board of Finance had questions and concerns on the administrative staffing levels in the schools, Dr. Van Riley, Stonington School Superintendent spoke to the Board to address those concerns. Stating that previously due to the school consolidation, there were five administrators between two schools, each school having one assistant principal, one dean and a shared principal. After the consolidation, one dean position was reduced, and it is the intention to reduce another dean position next year.

In support of the administrative positions, Dr. Riley stated the administrators work with the teachers so they can spend more time on instruction in the classroom. The counselors, social workers and administrators are an entire staffing support system supporting the teachers with providing top quality programs and support.

Dr. Riley also stated that in the fall, the school board will assess the number of district wide teachers and support staff in anticipation of a decline in enrollment numbers and work towards maintaining a permanent staffing level appropriate for the student population.

Chairwoman Garvey and Dr. Riley inquired to the Board of Finance if there were any questions or concerns the Board may have on the budget as presented.

Mr. Statchen inquired to the Board of Ed members what they felt was the most innovative part of the budget, the most forward thinking or a new program that may be coming in. Dr. Van Riley noted innovative programs at every level in the elementary school using differentiated instruction. While in the past one teacher taught a grade, now individual specialists teach math, science, language arts, within that grade. Dr. Riley stated this was unique and they have seen the student achievement go up in the Middle School. In addition, Encore classes which involve a teacher teaching something they've always wanted to teach, for instance they may be a math teacher but have always excelled in rocketry have been an

innovative approach the school is taking. Dr. Riley also mentioned the elective classes for the High School, involving manufacturing and Electric Boat.

Mr. Statchen asked about International Baccalaureate programs and whether the Board of Ed was thinking about those programs and do they play into their planning for the future. Dr. Riley stated that at the High School they are looking at more CTE programs, technology and related programs, mentioned the amazing performing arts program at the school and the huge success of the recent Mary Poppins performance. Dr. Riley indicated that they look at the needs of the community and what the students want and colleges are looking for and blend programs to meet those needs. The STEM and manufacturing programs allow students to have technical and manufacturing skills.

When Mr. Statchen inquired to Dr. Riley if he could have anything he wanted as far as new programs, something exciting and innovative that would put Stonington on the map what would that be? Dr. Riley responded it would be support for the Encore programs.

Mr. Fauerbach asked for clarification of a \$26,772 increase in Line #133 - Added Teacher/Stipend Positions. Mr. Gary Shettle, Director of Finance, Board of Education, stated that the increase was capturing the expenses incurred through extracurricular activities. Coaches and club instructors are paid through this account. Mr. Shettle stated there will be 5 or 6 new clubs this year with an associated cost of approximately \$600 per club in addition to changing the dynamics of current clubs and added teacher curriculum.

Mr. Fauerbach asked if there should be any concern with the Line #250 - Retirement not having being funded for this year but also acknowledging that the commentary from the Board of Ed states the account has remaining positive funding from the FY18/19 budget year. Director Shettle explained that any surplus funds at the end of the fiscal year can be deposited to this account. Questioned on who would make the decision to deposit the surplus funds or repurpose them into another account, Director Shettle said the Board of Ed and administrators make the suggestion to the Superintendent who will make the decision with the Director of Finance.

Mr. Fauerbach asked if a 4% increase in Line #510 - Regular Transportation was a yearly contractual increase. Director Shettle stated the contract is in the first year of a five year contract and the increase is due to inflation and additional volume.

Ms. Young inquired if it was known how much of this years budget increase could be attributable to programs mandated by the State for special education. Dr. Riley said he did not have that figure at hand but it could be calculated.

Mr. Frishman mentioned funding provided in last years school budget for renovations to the District Office building to include an annex for special education students. Mr. Frishman asked if those students were in the District Office building and were those expenses easily tracked. Chairman Garvey asked Director of Special Services Allison Van Etten to speak to the Board of Finance. Ms. Van Etten stated there is one classroom established, in the District Office building, with nine upper Middle School and High School students. Tuition for each student is approximately \$65,000 with an additional \$10,000 for transportation. The program is run by a Special Education teacher and a STEM

tutor. Ms. Van Etten is looking into expanding the program for next year.

Mr. Frishman inquired to the 11.3% (\$46,921) increase to Line#319 - Professional/Tech Services. Mr. Peter Anderson, Director of Operations and Facilities addressed the Board of Finance, stating the increase was due to anticipated increased costs for the HVAC equipment at the High School and a service contract for a building management system for all facilities in the district.

Capital Improvement Program:

Discussion took place on the following Board of Education Capital Improvement requests:

- District Wide Security System and Cameras \$50,000  
Director of Technology Chris Williston provided supporting documentation to the Board of Finance members. The cameras would be additional security for the District Office building.
- District Phone System \$30,000  
Director Williston noted that the District Office is 50% complete and the funds would be used for updated the phone system at the Middle and High Schools.
- BOE Computers - One to One Purchase \$145,000  
Part of the Chromebook program, the goal is to refresh one school every year.
- BOE Computers and Peripherals - Purchase \$410,000  
Equipment consists of network service equipment, uninterruptable power supplies and switches.
- BOE Staff Laptops - Purchase \$65,000  
A lease program, this funds staff laptops.
- District Office Paint, Walls, Flooring \$350,000  
Director Peter Anderson noted that this funding will be used over a four-year period to address new paint, walls and flooring in the most in need classrooms in the Middle School and High School. The work is completed in house and contracted.
- Kitchen Equipment Upgrade SMS & SHS \$52,000  
Director Anderson reports that there are several pieces of kitchen equipment at both the Middle School and the High School that are beyond repair. Currently two freezers used for food distribution at the Middle School are inoperable.
- Kubota Tractor Replacement \$45,825  
Per Director Anderson, this line item can be removed from the CIP request due to the Town taking over Field Maintenance operations.

- Upgraded Building Management System      \$179,460  
 Director Anderson notes that this is part of the hardware solution to upgrade the building management system. These funds will be used to replace the valving and computer controls that need to be upgraded as well. The service contract is \$22,260 annually and could be taken out of the school operating budget.
- Classroom Furniture (District)      \$20,000  
 A general upgrade of furniture throughout the district with the exception of the two new schools. Director Anderson pointed out that new stools at the High School and new desks for the science rooms are priority.
- Flooring Repair      \$20,000  
 Director Anderson advised that the funds would be used for general flooring and carpeting anywhere throughout the district with the first target being the High School Library carpet replacement. It was Director Anderson's opinion that the entire amount would likely go towards the library carpet.
- Roof Ladders & Cables (SHS)      \$101,000  
 Director Anderson stated a section of the academic wing of the High School has a pitch stainless steel roof with ten HVAC units that have not been serviced due to inaccessibility. Without proper roof ladders, cables or harnessing, contractors are unwilling to work on the units.
- High School Generator Upgrade      \$45,000  
 The current 500,000 kilowatt generator is not operating at full extent due to the limitations of a 600 amp switchboard. Upgrading the electrical panels would allow enough electrical feed in the building to operate the generator at full capacity.
- High School Gym Upgrade      \$96,500  
 Director Anderson noted that the High School gym has multiple coats of finish on the floor that needs to be removed in order for proper care and maintenance of the floor to continue. The floor requires to be sanded to bare wood and refinished. Gym matting, the scoreboard and divider curtains all require replacement. The gym is also used by the Rec Department, Human Services and others.
- High School Roof Top Unit Rebuild/Gym A/C      \$599,000  
 Director Anderson spoke about his presentation last year regarding the corroding coils in the roof top units. Currently running at 50% efficiency in cooling mode, the funds would be used for an internal replacement and not an actual roof top unit replacement.
- Sports/Maintenance Utility Vehicle      \$12,000  
 Director Anderson noted there is no ability to remove an injured student from the playing field without damage to the field.
- Tennis Court Resurfacing  
 Moved to the Human Service CIP request

- Ductless A/C & Heating Upgrade (SMS) \$2,000,000  
Director Anderson state this project may be eligible for an energy rebate from Eversource.
- Middle School Science Room Upgrades \$30,000  
The Science room is a 25-year-old dated room that is in need of safety equipment upgrades, new sinks, tables and equipment.
- Replace maintenance truck \$17,000  
Director Anderson states the money would be used to start a savings fund for the purchase of a new truck. Currently the two trucks the department has are almost to the point of becoming unsafe and in need of major repairs. The trucks are used for plowing and deliveries.
- Locks and Keys District Offices \$20,000  
Director Anderson states that 35% of the locks have been changed. Currently there are 5 different keys for different door locks.

With no further business Ms. Young made a motion to adjourn the meeting at 9:50 p.m, Mr. Fauerbach seconded. **Motion carried.**

Respectfully submitted,

Jill A Senior  
Recording Secretary Board of Finance

**TOWN OF STONINGTON**  
**SPECIAL BOARD OF FINANCE MEETING**  
**Stonington Town Hall Conference Room**  
**Virtual Meeting**  
**Thursday, April 9, 2020**  
**4:00 PM**

A special meeting of the Board of Finance was held on this date in the Stonington Town Hall Conference Room. Due to Covid-19 concerns, the meeting was streamed live on the Town of Stonington's Facebook page. A dial in number was provided for audible access to the meeting for those without internet access.

Chairman Tim O'Brien called the meeting to order at 4:05 pm.

With all Board of Finance members connecting remotely, Chairman O'Brien performed a roll call of the Board of Finance members.

Mr. Glenn Frishman - connected remotely  
Mr. Mike Fauerbach - connected remotely  
Ms. Lynn Young - connected remotely  
Ms. Deb Norman - connected remotely  
Mr. Bob Statchen - connected remotely  
Mr. Dave Motherway - connected remotely

Also connecting remotely, Mr. James Sullivan, Director of Finance.

First Selectman Danielle Chesebrough was in attendance.

Chairman O'Brien read the following statement:

This is a completely unprecedented time for Stonington and the US as a whole. We're all trying to be responsible and maintain proper social distancing to keep the number of COVID-19 cases in Stonington, Connecticut to a minimum, this is at a huge impact on many households and businesses. These impacts and changes create a huge uncertainty, and we will try to develop a fiscally prudent budget for the coming year. While none of us know when life may return to normal, we are all working to protect and support all of Stonington residents as best we can.

Reading about how \$349 billion dollars recently released for the Payroll Protection Program is being consumed faster than the government anticipated and how the government is trying to work out adding another \$250 billion dollars for this program is unsettling. That's a very harsh indicator of how small businesses in the US are struggling. This also reflects what we hear and see locally as townspeople have struggling businesses and jobs and bills that still must be paid.

The Connecticut Department of Labor is currently running a five week backlog to process all of the unemployment claims, casinos are closed for the first time ever, and just yesterday Mystic Seaport announced that they're delaying construction a year due to the economy and market uncertainty. This is a backdrop we have while developing this budget.

I do think that the town is working hard to be fiscally responsible to the taxpayers. The budget as presented requires hard cuts to be made across the board, and ones which reflect the uncertain economy that we are facing. Under the leadership of the First Selectwoman, Danielle Cheesebrough, the town is suggesting even more cuts to the proposed budget to try and help residents get through these evolving times. The Board of Education has agreed to zero percent increase in operational budget year over year. This continues to be one of the most difficult budgeting processes to manage as there is so much that isn't known going forward. We need to consider that any funding the town gets from the State may not come due to the State's fiscal reality. And if that happens, the burden on the town's taxpayers will be considerable.

I am happy that everyone in town government is mindful of the economic uncertainties and is trying to do their part. At the end of the day, it is the taxpayers who fund all this and who are facing that same uncertainty personally. These are challenging times, no doubt we look forward to the future when we're able to safely return to our traditional routines. We're all in this together and we will persevere.

This meeting is the public hearing and is the opportunity for the public to have their voices heard in support or opposition to the proposed budget. To the situation this year, it's virtual. We have asked that people either submit written comments or requests for time to speak. After the deadline passed for submissions or requests, we've received 15 letters and no requests to speak verbally. I will start identifying who wrote the letter, their address, and then read the letters as received. Letters will be entered into the record as received and copies have already been given to all of the board of finance members for their reading.

Chairman O'Brien moved on to the correspondence that was received. The first set of letters that were received were related to Human Services and Outside Agencies.

Mark Bancroft, 81 Mary Hill Road, Pawcatuck, CT wrote on behalf of the Stanton Davis Homestead Museum requesting the \$5,000, and recommended by the First Selectman to be reinstated as the money is critical for a dollar to dollar matching grant and to the continued improvements being made at the museum.

David Snedeker, no address given, wrote in support of funding for the three libraries under the Department of Human Services Outside Agencies.

Roberta Donahue, 11 Washington Street, Mystic writes in support of funding for the three libraries for the proposed FY20/21 budget.

Bruce Carpenter, 108 Cove Road, Stonington writes urging the Board of Finance to support the three libraries as they provide essential health education information, recreational materials, and programs for Stonington citizens of all ages, at no cost to the user.

Phillip Kemper, 186 Jerry Brown Road, Mystic writes concerning funding for the libraries, in particular the Mystic-Noank library, where even in this age of internet the library has a host of patrons, and now with COVID-19 concerns, the library has become even more vital virtually for people who are shut-in.

Peggy Brissette, 192 Farmholme Road, Stonington writes in support of funding for the three libraries. Though currently closed as buildings they are all open as a virtual space to reach as many people as possible, providing links to reputable sources of information, ebooks, audio books, video streaming and tech tutorials.

Belinda DeKay, Executive Director and Micayla Hall, Assistant Director of the Stonington Free Library write to thank the Board of Finance and Selectmen for the funding particularly now when the effects of COVID-19 create an enormous financial burden for nonprofits, businesses and municipalities. Libraries have never been more vitally important than at this moment by offering safe online perspective and provide access to reliable information on health, safety, public services, educational resources and so much more. Once the immediate effects of COVID-19 pass, reliance on the programs and services will increase in the months ahead and they aim to be available to provide the community with resources they will need to get back on our feet.

Sally Salancy, President, Friends of Mystic-Noank Library writes the library offers free access to a large collection of books, magazines, newspapers, CDs, DVDs, puzzles and online programs for adults and children. When the library is closed, patrons with internet access can check out books in the overdrive collection and enjoy films in canopy. For all that Mystic-Noank Library offers, especially in these difficult times it needs an increase for its funding.

Sara Lathrop, 7 Osprey Lane, Mystic writes in support of funding the Mystic-Noank Library. The Library's operating budget for FY2021 is projected at \$790,000. Stonington's portion would be 15% of the total. We are also requesting \$152,000 from Groton. The combined requests are 1/3 of the funds required to maintain the Library. Although closed to the public during the COVID-19 quarantine, the librarians are still at work providing services to the community through innovative programs. The brand new Library YouTube Channel offers tech tutorials, children's storytimes, crafting projects and more. Canopy, a free video streaming service, digital audiobooks online and remote tech support are some of the ways the Library is reaching out to support the community and support of the Library's vital services is crucial.

Marilyn Creighton, 14 Denison Ave, Mystic writes there is an urgent need for an air conditioned animal control vehicle and to remind there remains \$17,000 in the LS Zimbro fund for the animals managed by the Police Dept. The use of these funds plus potential trade value could reduce the cost of a new vehicle by more than 40%. I am looking into other avenues to further decrease the cost to the town for a new vehicle and please let me know if this idea can be presented at an upcoming Police Commissioners meeting. Thank you and the entire Police Dept for your great service to the Town of Stonington.



A letter strongly urging the Stonington Finance Committee to restore funding to repair the North Stonington road bridge was submitted by

Marcel Dufresne  
Beth Dufresne  
Trish LaPointe  
Joel Bergeron  
Leslie Dwyer  
Michael Spellmon  
Joan Cohen

The residents write that they have delivered to Stonington 160 signatures from residents of Old Mystic, more than half from the Stonington side, urging officials from both towns to finally get this project done. By now interested parties are very familiar with the various concerns caused by the bridge closing, especially public safety issues. We are well aware of the financial uncertainties facing both towns this year. And while we would prefer that the funds be restored this year, we are especially concerned that Stonington has included \$15,000 in a budget to "close" the bridge. Unclear of what closing this bridge means, the group urged the town not to take steps that would preclude the bridge from being repaired and reopened in the future when finances are more stable and the two towns can work together.

Mr. Ken Richards, Old Mystic Fire District Chief, writes to the members of the Board of Finance, first and foremost thank you for supporting the funding of the North Stonington road bridge over the last nine years. Understanding the projects facing the town with limited budget, Mr. Richards expressed his frustration regarding how the entire project has been handled. As Fire Chief, Mr. Richards first responsibility is always the safety of the community and the members of the Old Mystic Fire District. The delay in replacing the bridge over the past 10 years has put both the community and the members of the fire district at risk for saving an amount that is less than 1% of the overall budget in both towns. Mr. Richards wrote he was gravely concerned about anyone experiencing a major life changing incident because the bridge is out of service and the urgency of once again restoring funding to replace the bridge in this year's budget.

Michelle and Ken Peters, 1170 River Road, Mystic wrote asking the Town of Stonington to fund the repair of the North Stonington Road Bridge in the town's FY20/21 budget. Legal counsel for the Old Mystic Fire District has written a letter to the Town Manager of Groton, other Town of Groton officials and Stonington First Selectman Danielle Chesebrough stating quote "the continued delay and replacement of the bridge perpetuates a potentially life threatening hazard to the citizens of the Town of Groton". The authors felt that this letter provides notice that the loss of life or a home due to the lack of response time by the Old Mystic Fire Department as a result of the North Stonington Road bridge not being operable puts both Town's of Stonington and Groton in a tenuous position legally. They ask that the funds to repair North Stonington Road bridge be in this year's Stonington budget to protect citizens in their homes.

Mr. Rick Newton, Climate Change Task Force Chair, wrote, thanking the board for their service to the community. Acknowledging that this budget cycle is especially difficult with the unknowns due to the current pandemic, Mr. Newton writes he does not expect the Board of Finance to be restoring additional funding to the 2021 budget so he wanted to share his comments more for a general nature for future budget cycles, writing that Stonington needs to think far beyond a typical five-year time horizon with regards to climate change. Southeastern CT and Southern RI have already exceeded the 2 degree temperature change needed to keep sea level rise in check and every month the statistics are worse. Roads and bridges are going to need to be raised significantly, town infrastructure is going to have to be waterproofed, raised or relocated and residents are going to have to relocate. Studies have shown that for every \$1 spent now on coastal resilience, \$6 in future expenditures will be avoided.

This concluded the letters received as public comment. Chairman O'Brien noted as in past years, it is a public comment and not meant as a dialogue with the public. The letters will be entered for the record.

Being that there is no other feedback that was received from online or from the letters, Chairman O'Brien adjourned the public hearing at 4:34pm.

Respectfully submitted,

Jill A Senior  
Recording Secretary Board of Finance

**TOWN OF STONINGTON**  
**BOARD OF FINANCE SPECIAL MEETING**  
**Budget Deliberations**  
**Stonington Town Hall Conference Room**  
**Virtual Meeting**  
**Wednesday, April 29, 2020**  
**4:00 PM**

A special meeting of the Board of Finance was held on this date in the Stonington Town Hall Conference Room. Due to Covid-19 concerns, the meeting was streamed live on the Town of Stonington's Facebook page. A dial in number was provided for audible access to the meeting for those without internet access.

Chairman Tim O'Brien called the meeting to order at 5:05 pm.

With all Board of Finance members connecting remotely, Chairman O'Brien performed a roll call of the Board of Finance members.

Mr. Glenn Frishman - connected remotely  
Mr. Mike Fauerbach - connected remotely  
Ms. Lynn Young - connected remotely  
Ms. Deb Norman - connected remotely  
Mr. Bob Statchen - connected remotely  
Mr. Dave Motherway - connected remotely

Also connecting remotely, Mr. James Sullivan, Director of Finance and First Selectman Danielle Chesebrough.

New Business:

Ms. Linda Camelio, Stonington Tax Collector had provided the Board members with the Suspense List for 2020. The Suspense List is uncollected taxes determined to be uncollectible by the usual methods of collection. The Tax Collector submitted the following uncollected taxes for transfer to the suspense tax book.

- Personal Property - \$14,177.19
- Motor Vehicle Supplement - \$5,942.08
- Motor Vehicle - \$27,100.02
- Real Estate - \$44,882.98
- Total - \$92,102.27

Ms. Lynn Young made a motion to approve the suspense listing, Mr. Glenn Frishman seconded. All members in favor. **Motion carried.**

Board of Education Finance Director Gary Shettle submitted a request to purchase a fuel contract for FY20/21 and FY21/22. Finance Director Jim Sullivan relayed to the Board of Finance that two bidders, East River Energy and Dime Oil had just submitted bids as follows.

East River Energy was low bidder for FY20/21 for

- #2 Heating Oil \$1.13 gallon
- Diesel Fuel \$1.15 gallon
- Unleaded Gasoline \$1.11 gallon

Dime Oil Company was low bidder for FY21/22 for

- #2 Heating Oil \$1.67 gallon
- Diesel Fuel \$1.63 gallon

East River Energy was low bidder for FY21/22 for

- Unleaded Gasoline \$1.62 gallon

Mr. Mike Fauerbach motioned to approve a bid waiver to select East River Energy to be the #2 Heating Oil and Diesel fuel supplier for FY20/21 based on their low bid, and Dime Oil to be the supplier for FY21/22 for #2 Heating Oil and Diesel fuel for their low bid and East River Energy to be the supplier for Unleaded Gasoline for FY20/21 and FY21/22. Ms. Deb Norman seconded. All in favor. Motion carried.

#### BUDGET DELIBERATIONS:

Chairman O'Brien opened the floor to any Board of Finance member who wished to make any comments before the deliberations.

Mr. Glenn Frishman suggested that in light of the unprecedented situation, the Board should strongly consider that all spending that can be frozen at current level for both the Board of Ed and General Government be done and looking at next year realize a serious reduction in the Board of Ed budget. Mr. Frishman stated it is his opinion that neither the State of CT nor the Federal Government will be in the position to help the Town of Stonington. Mr. Frishman also noted that the State had already stated they will diminish the Education Cost Sharing (ECS) for the Town over the next 10 years and feels that will now be on an accelerated schedule.

Mr. Mike Fauerbach thanked the members of the public that submitted comments to the Board during the previous meeting, stating the comments were tremendously helpful giving direct input and additional perspectives. Mr. Fauerbach noted the difficult, challenging times and the limitations and impacts placed on the budget.

Mr. Bob Statchen agreed that these are difficult times and noted that the Town and Board of Ed have been working collaboratively and heading in the right direction as part of these discussions. Mr. Statchen stated he feels Stonington is an example of people working together and collaborating through a difficult time and looked forward to continuing that work.

Mr. Dave Motherway noted that the area major employers are being impacted very hard which in turn will impact the Town and the Town's ability to financially support even the current budget. Mr. Motherway agreed with Mr. Frishman's assessment that freezing spending at current levels was necessary and warranted.

The Board made the following changes to the proposed budget:

#### First Selectman's Budget

- Line #35 - Pawcatuck River Harbor Mgmt Clerical Services reduced by \$990 bringing the total to zero.

- Line #52 - Committee to Study Needs and Use of Town Buildings reduced by \$1,400 bringing the total to \$1,000

#### Department of Public Works

- Line #3 - Regular Salaries reduced by \$91,478, the amount calculated for two new laborers bringing the total to \$1,275,670. Finance Director Jim Sullivan notes that this will also reduce the FICA and 401a requirements.
- Line #44 - Annual Fertilization Program reduced by \$22,000 bringing the total to \$20,000
- Line #45 - Seasonal Help reduced by \$700 bringing the total to \$36,000
- Line #46 - Materials, Equipment reduced by \$35,100 bringing the total to \$42,000
- Line #47 - Field Work reduced by \$20,600 bringing the total to \$15,000

#### Department of Administrative Services

- Line #46 - Human Resources-Pension Plan Defined Contribution 401A reduced by \$4,574 due to Public Works salary reduction bringing the total to \$130,436.
- Line #47 - Social Security - reduced by \$6,998 due to Public Works salary reduction bringing the total to 561,002.

#### Department of Police Services

- Line #5 - Salary of Regular Offices reduced by \$50,000 due to an officer's deployment, bringing the total to \$2,344,320

#### Department of Human Services

- Line #17 - General Assistance was increased by \$20,000 bringing the total to \$50,000. Human Services Director Leanne Theodore, connecting remotely, spoke about the needs of the community during these unprecedented times and feels that the amount proposed in addition to working collaboratively with non-profits that also provide financial assistance is a safe start.

#### Capital Improvement:

##### Public Works Highway

- Line #24 - Highway Equipment - Purchases reduced by \$82,000, the amount calculated for new mower and van, bringing the total to \$57,000
- Line #39 - Pawcatuck Pumphouse Repair reduced to \$1.00
- Line #36 - North Stonington Road Bridge reduced to \$1.00

##### Human Services

- Line #77 - Tennis Court Rebuild - Increase by \$65,000 bringing the total to \$215,000.

##### Police Services

- Line #17 - Animal Control Vehicle increase to \$35,000

##### Outside Services

- Line #64 - First Selectman Chesebrough requested the Stanton Davis Homestead allocation at \$3,000 enabling a \$1 for \$1 match to be realized for the non-profit. Mr. Frishman and Ms. Young mentioned concerns with funding the request.

## Board of Education

- Line #158 - District Wide Security Cameras was reduced to \$1.00
- Line #181 - District Floor Repair was reduced to \$1.00
- Line #191 - High School Gym Upgrade was reduced to \$1.00
- Line #195 - Middle School Science Room Upgrade was reduced to \$1.00
- Line #188 - Kitchen Equipment Upgrade was funded at \$52,000

Mr. Fauerbach inquired if the Board would like to open a discussion regarding the Board of Ed budget Education Cost Sharing. Ms. Young concurred and noted that in the past the Board of Finance has created line items as protection against anticipated shortcomings. Mr. Statchen asked for clarification. Chairman O'Brien informed the newer board members that previously the Board had used funds from the designated fund balance, at a time when the fund balance level was much higher, and created a line item placeholder in case the ECS payment was not received from the State. The reserved funds could be used to help mitigate the shortfall. When the ECS was restored, the reserve funds were returned to the undesignated fund balance. It was Chairman O'Brien's opinion that the Town does not have the luxury of using undesignated fund balance this year as the Town is in the middle of an emergency that the full financial impact has not been realized.

Ms. Young asked Board of Ed members to make their own assessment of what the State's ability to pay the ECS will be, and budget accordingly and save as much money as possible this year, adding funds could be set into a different line item to assist the Board of Ed next year should the ECS not be funded.

Board of Ed Chairwoman Alexa Garvey, connecting remotely, informed the Board of Finance members that a guaranteed \$350,000 would be returned this fiscal year to the Town to assist with cash flow and they are looking at giving back more.

Ms. Young commented that the intention is not to just cut funds from the Board of Ed budget, but to take those funds and offset any catastrophic budget adjustments coming out of Hartford next year or the year after. As a suggestion, the funds could be put into a new line item and designated as COVID-19.

Ms. Young stated she would like to create the new line item for \$500,000 funded by the reductions in the Board of Ed budget. If the schools do not receive the anticipated ECS funding, and there's no other unforeseen catastrophes in Town that could actually be worse than not funding education, the funds would be available to protect cash flow to make payments to teachers, administrators, and everyone else. Ms. Young added she hoped for a situation where it becomes financially stable enough to return the funds to the Board of Ed.

Chairwoman Garvey acknowledged that the \$350,000 the Board of Ed guaranteed to be returned to the Town could help the Town with cash flow, but disagreed with any further cuts to the BOE budget, noting that if a situation during the year changes, the BOE will make cuts and adjustments to address those changes.

Mr. Statchen inquired to Ms. Young if she was suggesting writing off the \$1 million of the ECS funding and not budgeting for it. Ms. Young noted the Board of Finance has control of only the total amount in the Board of Ed budget. Mr. Statchen further inquired should the \$350,000 be reduced from the BOE budget, would the Town in fact lose the ECS funding, adding from a cash flow planning predictability, it seemed counterintuitive. Mr. Fauerbach commented on Mr. Statchen's statements, which was suggesting that the proposal was not following rules set by the State and thus putting any ECS funding in jeopardy.

Ms. Young stated that everyone would have to decide for themselves what their risk tolerance was, noting that a minor amount of adjustment to a substantial school budget relative to the entire Town budget, for the school's benefit, would lower the risks involved with an ECS cut. If the ECS is cut the Board of Ed will have to make that loss of funds up and this proposal would assist in smoothing the cash flow.

Chairman O'Brien added that in the past conversation coming out of Hartford implied there would be a change in the ECS number that Stonington received. The problem is that figure is unknown until well after the budget is set. It was the Chairman's opinion that nothing on the table being discussed would jeopardize any funding as no one knows what the state is going to do with the ECS. With the shortfalls the State currently has, Chairman O'Brien said this proposal is looking at risk and accounting for that risk and budgeting around it. Mr. Frishman concurred.

Mr. Fauerbach mentioned that last year, while working through this process, there were no options, the First Selectman received a letter of intent and that was it. However, Mr. Fauerbach questioned if that held for this year as well or had the First Selectman already been notified of a \$115,000 reduction in ECS funding?

Chairman O'Brien noted the \$115,000 in discussion is based on the ECS reduction formula the State provided last year in the Governor's Proposed Budget. Noting that the house has not been in chambers as COVID-19 concerns have taken priority, the Town has received no information whether the \$115,000 is an accurate figure or will it be more.

Ms. Young added that it was the State of CT's intention to reduce the Educational Cost Sharing to Stonington from \$1 million to \$250,000 over the course of 10 years and that was prior to the current circumstances involving COVID-19.

Mr. Statchen stated the estimate payment to Stonington, based on the State budget, is \$1.073 million for next fiscal year. Acknowledging things could surely change, Mr. Statchen noted it is the budgeted amount under the State budget.

Chairman O'Brien said the proposal on the table is more for what if the State comes back and says we know we were going to reduce the ECS funding over 10 years but we have to accelerate that as the State does not have the money.

Mr. Statchen asked for clarification from Ms. Young on what her assessment and recommendation was with regards to a figure. Ms. Young noted that she would like to see \$500,000 put aside and should the Board of Ed not receive the ECS funding they can come back to the Board of Finance and request a line item transfer for the funds.

Mr. Statchen questioned whether this proposed newly funded line item would be in the Board of Ed operating budget and it was answered it would not, it would be in the Board of Finance budget.

Mr. Frishman stated his support of the proposal, noting he felt it was very prudent to take \$500,000 out of the proposed Board of Ed operating and simultaneously set up a COVID-19 contingency and add in the return from the current operating budget. This fund could be drawn upon when needed. Mr. Frishman feels the State is in tough times and reminded the Board members that previously the reduction in ECS funding was suggested to take place over 4 years which ultimately turned into 10 years but that was pre-COVID.

Mr. Motherway in support of Ms. Young's proposal stated the proposal made fiscal sense, and inquired if there were other parts of the budget where this sort of insurance could apply. Mr. Motherway was in favor of setting unused funds aside as a contingency.

Chairman O'Brien noted that the Board of Ed budget is unique as the Board of Finance has no line item transfer control of the BOE budget, whereas the Board of Finance can control line item transfers for all of the Town budget. Once the budget is provided to the Board of Ed, the bottom line cannot be changed.

Mr. Fauerbach inquired to Ms. Young if her proposal of the new COVID-19 line item is funded at \$500,000 and for discussion sake the ECS is fully funded at the same level as the current fiscal year, would the full \$500,000 be restored to the Board of Ed? Ms. Young stated that was her intention, without a guarantee, because if no one has a job and the Town isn't collecting tax receipts, the burden will have to be shared by all. Ms. Young clarified it is not her intent to hurt the Board of Ed but help them in case this happens.

Mr. Frishman, noting that a lot of comments were heard regarding the proposal, asked Chairman O'Brien to poll the Board members to get a sense of where the proposal stands. The Chairman agreed and asked each member for their comment.

Mr. Frishman stated it was his opinion that the Board should create a COVID-19 contingency and that line to be funded out of the returns of the Board of Ed, from their current fiscal year and reduce the budget of the coming year for \$500,000. Noting he feels the State is in a dire financial state, Mr. Frishman stated that prudence should carry the day.

Mr. Fauerbach expressed his concern on what guidance the Board of Finance was giving the Board of Ed asking them to take out another half a million dollars from their budget. Stating there were certainly implications assumingly from a planning perspective that made him uneasy, Mr. Fauerbach questioned what this would mean in terms of programming next year and asked Ms. Young what guidance would actually be given to the Board of Ed?

Ms. Young responded that she was trying to incentivize behavior and mitigate a potential problem and look into the future. She would like to make this line item for \$500,000 by reducing the Board of Ed budget, which will help keep the mill rate flat, and keep it in the budget as an even swap. Ms. Young added should the Board of Ed not get the ECS funding by that amount, and there's no other unforeseen catastrophes in the Town that could be worse than not funding



education at \$38 million, then the Town has the ability going forward to have funds to protect cash flow. It is Ms. Young's hope that things are good enough to give the funds back, but she cautioned that the Board of Ed should plan for the fact they may not get the ECS. Noting that just because in the last budget, Pre-Corona, the Governor stated they were only taking \$115,000 you just can't plan that is a certainty.

Mr. Fauerbach inquired if a Board of Ed representative was connected remotely and if they could weigh in on the discussion.

Board of Ed Chairman Alexa Garvey joined the conversation by noting that the Board of Ed is giving \$350,000 to help the Town with cash flow, and asking for an additional cut of \$500,000 is significant and will result in cuts in staffing. Ms. Garvey suggested the \$350,000 and any additional funds able to be returned can be put in a fund to be used for the Town but keep the Board of Ed budget as is. Ms. Garvey proposed the possibility of \$400,000 being returned and should the ECS funding be cut, that the Board of Ed will find the cuts and adjustments as needed.

Ms. Young stated that cuts in staffing wouldn't happen on day one and should things go alright the funds would be returned and there would be no talks of cuts. Should the ECS funding not occur and no funding set aside for that scenario, the Board of Ed would be looking at cutting teachers six months into the school year.

Ms. Norman asked for clarification whether Chairman Garvey stated the Board of Ed was anticipating not receiving the ECS funding and would have funding available to cover the shortfall. Chairman Garvey stated that was not the case.

Chairman O'Brien summarized the options, take the funds out now and have a self funded insurance program in effect or let it ride and see what the state comes back with, all knowing that a shortfall will not be funded by the Town as the Town does not have the undesignated fund balance the way the it has in the past.

Ms. Norman inquired as to last years timeframe for receiving the ECS. Chairman O'Brien commented that he felt it was July of last year, but two years ago it wasn't until very late in the year.

Chairman O'Brien continued polling the Board members on their position of the proposal.

Mr. Fauerbach stated it was his choice to flatline the BOE budget minus the last known communication of \$115,000. His suggestion is \$37,901,100 minus the \$115,000 acknowledging his concern on the impact on programming next year.

Ms. Young, added that the \$350,000 already offered by Chairman Garvey would be returned to the Town and stay with the Town.

Ms. Norman expressed her concern that the ECS funding will not be coming.

Mr. Statchen noted that the concerns of the ECS should be contemplated by the Board of Ed and their budgeting process and was in agreement with Mr. Fauerbach's suggestion. Mr. Statchen has concerns with asking the Board of Ed to reduce their budget by \$500,000 and pointed out that this year is a unique budgeting process with the budget going to the Board of Selectmen who will be making the decision

rather than the voters so to go in and make this cut at this point in the budgeting process, he is more comfortable with the approach of a zero mill rate increase.

Mr. Motherway suggested that since the Board of Ed would be returning \$350,000 to the Town, then a zero-based budget should be looked at for next year and the budget next year should be reduced by \$350,000. Mr. Motherway supported Member Young's proposed suggestion of reducing their budget by \$500,000 and putting those funds into a line item as she described.

Ms. Norman asked Chairwoman Garvey if there were funds in addition to the \$350,000 that could be returned to the Town and Chairwoman Garvey said there will be, that there were negotiations taking place for additional monies being returned to the Town to assist the Town with cash flow during the summer months. Chairwoman Garvey explained that they could guarantee the \$350,000 but were certainly looking at more savings due to the schools being on unoccupied mode and negotiations with First Student. Ms. Norman said she supported Member Young's proposal, perhaps not at the full \$500,000, suggesting that the Board of Ed come up with a more concise figure of money being returned to the Town. Adding, but to be clear, the monies being returned by a budget cut are not coming back directly to the Town but placed in a savings for the school or another COVID line, and the Board of Finance is not taking the money, they are putting it away for bad times to come of which she supports.

Chairman O'Brien stated that in news that just came out, in two months, the State has gotten over 350,000 unemployment claims, the equivalent to two years worth of claims in normal times, but these were abnormal times. The Chairman noted that the thinking needs to be that the State isn't going to come with anything but pushing more things down onto the Town that the Town will have to come up with monies for. He concurs with Ms. Young proposal to take \$500,000 from the Board of Ed operating budget as a type of self-insurance and try to move things in a positive direction, to mitigate as much as what the State uncertainty is going to have, adding he would like nothing better than to come back and move that money back into the Board of Education.

Mr. Statchen inquired if this procedure ever been used in the past and Chairman O'Brien stated it had, the only difference being that the procedure used before used undesignated fund balance.

Chairman O'Brien reiterated that the Board of Ed is finding \$350,000 to return to the Town and that number could grow and he hoped it would. That being said, if the ECS gets cut, the Board of Ed will lose people no matter what, that's the reality. However, if the Boards are able to budget around the worst times, and see how this plays out, along with more clarity from the State, it will be easier to do that than it is to try and figure out where the Board of Ed will cut a half million dollars mid-year and he supports Ms. Young's proposal.

Mr. Statchen asked if the \$500,000 were to be moved from the Board of Ed budget and placed in the new line item, the Board has not dealt with the issue of the \$59,000 to bring to a zero mill increase. If that number remains the same it is still at the .02% increase in the mill rate. Chairman O'Brien agreed and the proposal of reducing Line #77 in the Capital Improvement schedule for tennis court rebuild be reduced by the amount needed to get to a zero mill increase was

presented. Members were in agreement to reducing Line #77 to get to a flat mill rate.

Chairman O'Brien asked the members if any further discussion was needed to base their final decisions on the budget, hearing the need for none, Chairman O'Brien asked for a motion to approve a budget

\$23,625,749	General Government
\$37,401,100	Education
\$ 8,082,815	Debt Service
\$ 2,438,631	Capital Improvement
\$71,548,295	Total Budget

Mill Rate 23.36

Ms. Young made the motion to approve, Ms. Norman seconded.

Chairman O'Brien - In favor

Mr. Frishman - In favor

Mr. Motherway - In favor

Ms. Norman - In favor

Ms. Young - In favor

Mr. Fauerbach - Against

Mr. Statchen - Against

All were not in favor, Motion carried.

With no further business Mr. Fauerbach made a motion to adjourn the meeting at 6:35 p.m., Ms. Norman seconded. All members were in favor. Motion carried.

Respectfully submitted,

Jill A Senior  
Recording Secretary Board of Finance

**TOWN OF STONINGTON**  
**BOARD OF FINANCE SPECIAL MEETING**  
**Stonington Town Hall Conference Room**  
**Virtual Meeting**  
**Wednesday, May 6, 2020**  
**4:00 PM**

A special meeting of the Board of Finance was held on this date in the Stonington Town Hall Conference Room. Due to Covid-19 concerns, the meeting was streamed live on the Town of Stonington's Facebook page. A dial in number was provided for audible access to the meeting for those without internet access.

Chairman Tim O'Brien called the meeting to order at 4:05 pm.

With all Board of Finance members connecting remotely, Chairman O'Brien performed a roll call of the Board of Finance members.

Mr. Glenn Frishman - connected remotely  
Mr. Mike Fauerbach - connected remotely  
Ms. Lynn Young - connected remotely  
Ms. Deb Norman - connected remotely  
Mr. Bob Statchen - connected remotely  
Mr. Dave Motherway - connected remotely

Also connecting remotely, Mr. James Sullivan, Director of Finance.

Comments from the public: None

Previous Minutes: The board reviewed the minutes of March 4th, 10th, 18th, 19th and April 1<sup>st</sup>, 2020.

Mr. Glen Frishman motioned to approve the minutes as presented, Mr. Mike Fauerbach seconded.

After a brief discussion, Mr. Frishman motioned to amend the motion to approve the minutes as presented and motioned to table the March 4<sup>th</sup> and March 10<sup>th</sup> minutes for further review, Mr. Fauerbach seconded. All in favor. Motion carried.

Ms. Young motioned to approve the minutes of March 18<sup>th</sup>, 19<sup>th</sup> and April 1<sup>st</sup>, with March 19<sup>th</sup> noting one correction. Mr. Frishman seconded. All in favor. Motion carried.

New Business:

Discussion regarding the appointment of Auditor for the FY19/20 year end and approval of Auditor engagement letter for FY19/20 audit. Director Sullivan provided members with a letter dated March 16, 2020 from PKF O'Connor Davies outlining the terms and objectives of the engagement and the nature and scope of the services to be provided to the Town of Stonington. Noting that this is the 4<sup>th</sup> year of a minimum 4 year contract with O'Connor Davies, Director Sullivan noted the fees for these services will be \$69,500 a 1.75% increase from previous year but added this is less than the 2.5% increase agreed to at beginning of contract.

Director Sullivan remarked that he felt O'Connor Davies has done a great job noting they send the same knowledgeable crew out every year who understand the Town and its processes. Mr. Statchen made the motion to approve the appointment of PKF O'Connor Davies as the auditor for the FY19/20. Ms. Norman seconded. All were in favor. Motion carried.

Line Item Transfers:

Administrative Services requested a line item transfer of \$550 to cover an account with deficit. Ms. Young motioned to approve the request, Mr. Frishman seconded. All were in favor. Motion carried.

Additional Appropriations:

Director Sullivan notes no change since the last appropriation approved on January 8<sup>th</sup> but acknowledged a \$5,000 appropriation in April not in this calculation as it was funded from another source and not coming out of fund balance. Chairman O'Brien asked Director Sullivan to review the threshold calculation which Director Sullivan notes year to date additional appropriations of \$77,592. This leaves an amount remaining of \$290,652 that the Board of Finance would be able to appropriate without going to Town meeting. The annual limit is \$368,244 which is .5% of the annual budget. Director Sullivan anticipates line item transfers in June and July but does not see any need for additional appropriations at this time.

Mr. Frishman inquired to Director Sullivan the status of the tank at the Town Dock and how that was proceeding. Director Sullivan indicated he hadn't heard any updates and would check with Public Works Director Barbara McKrell.

Review of possible bonding for WPCA projects: Director Sullivan noted no new additional information. Ms. Young acknowledged the need for the bonding, and more importantly the timing of it. Noting from a macroeconomic perspective, the municipal bond market has stabilized but that may not hold for the future. Mr. Fauerbach concurred with Ms. Young, adding it would be beneficial to have formal time scheduled with Doug Nettleton, WPCA Director, to have him present what he believes is the true need. Appreciating that it's virtually impossible to predict the full cost until the project is detailed, Mr. Fauerbach suggests the discussion would provide a better understanding of the potential need.

Chairman O'Brien agreed with Mr. Fauerbach and Ms. Young and proposed a virtual special meeting with Director Nettleton where this would be the only topic of conversation, sometime before the June meeting. Should Director Nettleton require additional time to gather the supporting documentation for discussion the meeting could be in June, but as the Chairman notes, sooner is best.

Ms. Young stated she would like it to be a joint virtual meeting of the WPCA and the Board of Finance if it could be arranged. Ms. Young will speak with Director Nettleton about setting that up.

Chairman O'Brien stated he had just received a message from the First Selectwoman that the Town got advice that it would have to go to a Town meeting for a bond, therefore it will have to be pushed back until Town meetings are allowed but the Chairman agreed that getting the discussion started would be beneficial.

Mr. Statchen notes that part of the state executive order #7S references the authorization of anticipation notes and municipal general obligation bonds and although he hadn't read the order in its entire, the order does seem to provide some authorization and the board may want to look closer at the order. Ms. Young expressed caution of usurping the public's input as it would be a large bond, however, the possible delays due to the suspension of public meetings and not taking advantage of the current market situation would not be acceptable either and the board should get a solid understanding of the order before any further discussion.

Mr. Motherway inquired about the bonding details, noting that in previous meeting the tennis courts and several other items pertaining to the schools were mentioned to be bondable. Mr. Motherway questioned whether the board would look at the WPCA first and then go back and readdress the other items discussed during budget deliberations. Chairman O'Brien said that was exactly the intent, to separate the WPCA needs out as has been done in the past. Subsequently, the rest of the items, that would be more of a maintenance type item could be bundled in a package.

Correspondence: Chairman O'Brien notes he had emails forwarded from Stacey Haskell, Executive Assistant to the First Selectman, in support of the budget.

Mr. Motherway, asking from a procedural standpoint as far as correspondences are concerned, asked the Chairman if a board member is supposed to share emails received from the public. The Chairman noted that generally speaking, correspondence should be addressed to the Board of Finance directly and not to an individual. Letters or emails written asking for a review or modification of a policy or procedure should be shared with the board while correspondence on a more individual, you're doing a great job, nature is not correspondence per se. Mr. Motherway thanked the Chairman for the clarification.

Liaison Reports: None

Ms. Young brought to the Board's attention that the Library Subcommittee was created for a specific purpose, to determine the funding ratio of the three libraries and since that has been determined, as a committee, there is no further agenda and asked whether the committee should be disbanded. Chairman O'Brien agreed, noting should the need arise, the Board would immediately reconstitute it. Ms. Deb Norman offered, as Liaison to the Libraries, to notify them of the disbanding of the Subcommittee, and encourage them to keep in touch should they have any questions or concerns.

With no further business Mr. Frishman made a motion to adjourn the meeting at 4:38 p.m., Mr. Fauerbach seconded. All members were in favor. Motion carried.

Respectfully submitted,

Jill A Senior  
Recording Secretary Board of Finance

*12/20*

## Quotation

**MHQ, Inc**  
 401 Elm Street  
 Marlborough, MA 01752

Quote Date: 5/28/2020  
 Sales Contact: Marc Sheehan  
 Contact Info: P: 860-788-6816  
 Email: [msheehan@mqinc.com](mailto:msheehan@mqinc.com)

Ford Utility Interceptor 2020 CT Contract Pricing  
 CT Contract 12PSX0194

Customer: Stonnington PD  
 Customer Contact: Bryan Scheider  
 Address:  
 Phone:  
 Email:

Order	Code #	Description of Ford Options	Unit Price	
	K8A	2020 Ford Utility Police Interceptor Base (K8A + 99W) with 3.3L V6 DI	\$35,409.00	
X		2020 Ford Utility Police Interceptor Base (K8A+ 99B) with 3.3L V6 DI E	\$32,090.80	\$32,090.80
		2020 Ford Utility Police Interceptor Base (K8A + 99C ) with 3.0L V6 Eco	\$36,151.60	
X	Ext Colo	Sterling Gray		Std
X	Int	9W - Front Cloth, Rear Vinyl		Std
X	153	License Plate Bracket		NC
X	549	Heated Mirrors	\$56.40	\$56.40
X	593	Perimter Anti Theft Alarm	\$112.80	\$112.80
	942	Daytime Running Lamps	\$42.30	
	16C	1st & 2nd Row Carpet Floor	\$117.50	
X	16D	Badge Delete		NC
	17A	Aux A/C	\$573.40	
X	17T	Dome Light	\$47.00	\$47.00
	18D	Global Lock/Unlock feature (Eliminates overhead liftgate switch)	\$0.00	
	18X	100 Watt Siren / Speaker	\$296.10	
	19K	H8 AGM Battery	\$103.40	
X	19V	Rear Camera on Demand	\$216.20	\$216.20
	21L	Front Warning Aux Light (Driver - Red, Pass - Blue) Req 60A	\$517.00	
	41H	Engine Block Heater	\$84.60	
X	43D	Dark Car Feature (Chime and Interior lights)	\$23.50	\$23.50
X	47A	Police Engine Idle Feature	\$244.40	\$244.40
	51P	Spot Lamp Prep Kit, Driver Side	\$131.60	
	51R	Driver Only LED Spot Lamp	\$371.30	
	51S	Spot Light - Dual (Driver & Pass) (LED Bulb)	\$582.80	
	51T	Spot Light - Driver Only (Whelen LED Bulb)	\$394.80	
	51V	Spot Light - Dual (Driver & Pass) (Whelen LED Bulb)	\$625.10	
	51W	Spot Lamp Prep Kit, Dual Side	\$263.20	
	52P	Hidden Door Lock Plunger & Rear Door Handle INOP	\$150.40	
	52P	Hidden Door Lock Plunger	\$150.40	
X	52T	Class III Trailer Tow Lighting Connection Package	\$75.20	\$75.20
X	55B/54Z	BLIS - Blind Spot Monitoring (includes Heated Mirrors)	\$512.30	\$512.30
X	55F	Remote Keyless Entry Key Fob	\$323.00	\$323.00
	59B	Keyed Alike - 1284X	\$47.00	
	59C	Keyed Alike - 1294X	\$47.00	
	59D	Keyed Alike - 0135X	\$47.00	
	59E	Keyed Alike - 1435X	\$47.00	
	59F	Keyed Alike - 0576X	\$47.00	
	59G	Keyed Alike - 0151X	\$47.00	
	59J	Keyed Alike - 1111X	\$47.00	
	60A	Pre-wiring for Grille, Speaker & Siren	\$47.00	
X	60R	Noise Suppression Bonds	\$94.00	\$94.00
	63B	Side Maker Lights (aka Mirror Beams) Req. 60A	\$272.60	
	63L	Rear Quarter Glass Side Marker Lights	\$540.50	
X	63V	Cargo Storage Vault	\$230.30	\$230.30

**MHQ, Inc**  
 401 Elm Street  
 Marlborough, MA 01752

## Quotation

Quote Date: 5/28/2020  
 Sales Contact: Marc Sheehan  
 Contact Info: P: 860-788-6816  
 Email: msheehan@mq.com

X	64E	18 in Painted Aluminum Wheels	\$446.50	\$446.50
	65L	Wheel Covers (18In. Full Wheel Covers)	\$56.40	
X	65U	Admin Upgrade	\$366.60	\$366.60
	66A	Front Headlight Lighting Solution	\$841.30	
	66B	Tail Lamp Lighting Solution	\$404.20	
	66C	Rear Lighting Solution	\$427.70	
	67H	Ready for the road Package	\$3,379.30	
	67U	Ultimate Wiring Package	\$526.40	
	67V	Police Wire Connector Kit Front & Rear	\$173.90	
	68B	Police Perimeter Alert	\$634.50	
	68G	Rear-Door Handles Controls Inoperable / Locks Inoperable	\$70.50	
	76D	Deflector Plate	\$314.90	
	76P	Pre-Collision Assist with Pedestrian Detection	\$136.30	
X	76R	Reverse Sensing	\$258.50	\$258.50
	85D	Front Console Plate Delete option	\$0	
	85R	Rear Console Plate	\$42.30	
	85S	Rear Center Seat Delete	\$0.00	
	86T	Tail Lamp/Police Interceptor Housing	\$56.40	
	87P	Power Passenger Seat (6-way)	305.5	
	87R	Rear View Camera in Rear View Mirror	N/C	
	88F	2nd Row Cloth Seats	\$56.40	
	90D	Ballistic Door Panels - Drivers Front Door Only	\$1,489.90	
	90E	Ballistic Door Panels - Drivers & PaxFront Door Only	\$2,979.80	
	90F	Ballistic Door Panels (LVL IV+) – Driver Front Door Only	\$2,270.10	
	90G	Ballistic Door Panels (LVL IV+) – Driver & Pass Front Doors	\$4,540.20	
	92G	2nd & 3rd Row Solar Tint	\$112.80	
	92R	2nd Row ONLY Solar Tint	\$79.90	
	96T	Rear Spoiler Traffic Warning Lights	\$1,405.30	
	96W	Front Interior Windshield Warning Lights (Red/Blue w TD)	\$1,076.30	
		<b>Total Per Vehicle</b>		<b>\$35,097.50</b>
		<b>Number of Vehicles</b>	<b>1</b>	<b>\$35,097.50</b>



5/28/20

**MHQ, Inc**  
 401 Elm Street  
 Marlborough, MA 01752

**Quotation**

Quote Date: 5/28/2020  
 Sales Contact: Marc Sheehan  
 Contact Info: P: 860-788-6816  
 Email: msheehan@mhq.com

Ford Utility Interceptor 2020 CT Contract Pricing  
 CT Contract 12PSX0194

Customer: Stonnington PD  
 Customer Contact: Bryan Schneider  
 Address:  
 Phone:  
 Email:

Order	Code #	Description of Ford Options	Unit Price	
	K8A	2020 Ford Utility Police Interceptor Base (K8A + 99W) with 3.3L V6 DI	\$35,409.00	
X		2020 Ford Utility Police Interceptor Base (K8A+ 99B) with 3.3L V6 DI E	\$32,090.80	\$32,090.80
		2020 Ford Utility Police Interceptor Base (K8A + 99C ) with 3.0L V6 Eco	\$36,151.60	
X	Ext Colo	UM - Agate Black	Std	
	Int	9W - Front Cloth, Rear Vinyl	Std	
X	153	License Plate Bracket	NC	
X	549	Heated Mirrors	\$56.40	\$56.40
	593	Perimter Anti Theft Alarm	\$112.80	
	942	Daytime Running Lamps	\$42.30	
	16C	1st & 2nd Row Carpet Floor	\$117.50	
	16D	Badge Delete	NC	
	17A	Aux A/C	\$573.40	
X	17T	Dome Light	\$47.00	\$47.00
X	18D	Global Lock/Unlock feature (Eliminates overhead liftgate switch)	\$0.00	
	18X	100 Watt Siren / Speaker	\$296.10	
	19K	H8 AGM Battery	\$103.40	
	19V	Rear Camera on Demand	\$216.20	
	21L	Front Warning Aux Light (Driver - Red, Pass - Blue) Req 60A	\$517.00	
	41H	Engine Block Heater	\$84.60	
X	43D	Dark Car Feature (Chime and Interior lights)	\$23.50	\$23.50
X	47A	Police Engine Idle Feature	\$244.40	\$244.40
	51P	Spot Lamp Prep Kit, Driver Side	\$131.60	
X	51R	Driver Only LED Spot Lamp	\$371.30	\$371.30
	51S	Spot Light - Dual (Driver & Pass) (LED Bulb)	\$582.80	
	51T	Spot Light - Driver Only (Whelen LED Bulb)	\$394.80	
	51V	Spot Light - Dual (Driver & Pass) (Whelen LED Bulb)	\$625.10	
	51W	Spot Lamp Prep Kit, Dual Side	\$263.20	
X	52P	Hidden Door Lock Plunger & Rear Door Handle INOP	\$150.40	\$150.40
	52P	Hidden Door Lock Plunger	\$150.40	
	52T	Class III Trailer Tow Lighting Connection Package	\$75.20	
	55B/54Z	BLIS - Blind Spot Monitoring (includes Heated Mirrors)	\$512.30	
	55F	Remote Keyless Entry Key Fob	\$323.00	
	59B	Keyed Alike - 1284X	\$47.00	
	59C	Keyed Alike - 1294X	\$47.00	
X	59D	Keyed Alike - 0135X	\$47.00	\$47.00
	59E	Keyed Alike - 1435X	\$47.00	
	59F	Keyed Alike - 0576X	\$47.00	
	59G	Keyed Alike - 0151X	\$47.00	
	59J	Keyed Alike - 1111X	\$47.00	
X	60A	Pre-wiring for Grille, Speaker & Siren	\$47.00	\$47.00
X	60R	Noise Suppression Bonds	\$94.00	\$94.00
X	63B	Side Maker Lights (aka Mirror Beams) Req. 60A	\$272.60	\$272.60
	63L	Rear Quarter Glass Side Marker Lights	\$540.50	
	63V	Cargo Storage Vault	\$230.30	

**MHQ, Inc**  
 401 Elm Street  
 Marlborough, MA 01752

## Quotation

Quote Date: 5/28/2020  
 Sales Contact: Marc Sheehan  
 Contact Info: P: 860-788-6816  
 Email: [msneenan@mhq.com](mailto:msneenan@mhq.com)

	64E	18 in Painted Aluminum Wheels	\$446.50	
	65L	Wheel Covers (18In. Full Wheel Covers)	\$56.40	
	65U	Admin Upgrade	\$366.60	
	66A	Front Headlight Lighting Solution	\$841.30	
	66B	Tail Lamp Lighting Solution	\$404.20	
	66C	Rear Lighting Solution	\$427.70	
	67H	Ready for the road Package	\$3,379.30	
	67U	Ultimate Wiring Package	\$526.40	
	67V	Police Wire Connector Kit Front & Rear	\$173.90	
X	68B	Police Perimeter Alert	\$634.50	\$634.50
	68G	Rear-Door Handles Controls Inoperable / Locks Inoperable	\$70.50	
X	76D	Deflector Plate	\$314.90	\$314.90
X	76P	Pre-Collision Assist with Pedestrian Detection	\$136.30	\$136.30
X	76R	Reverse Sensing	\$258.50	\$258.50
	85D	Front Console Plate Delete option	\$0	
	85R	Rear Console Plate	\$42.30	
	85S	Rear Center Seat Delete	\$0.00	
	86T	Tail Lamp/Police Interceptor Housing	\$56.40	
	87P	Power Passenger Seat (6-way)	305.5	
	87R	Rear View Camera in Rear View Mirror	N/C	
	88F	2nd Row Cloth Seats	\$56.40	
	90D	Ballistic Door Panels - Drivers Front Door Only	\$1,489.90	
	90E	Ballistic Door Panels - Drivers & PaxFront Door Only	\$2,979.80	
	90F	Ballistic Door Panels (LVL IV+) – Driver Front Door Only	\$2,270.10	
	90G	Ballistic Door Panels (LVL IV+) – Driver & Pass Front Doors	\$4,540.20	
	92G	2nd & 3rd Row Solar Tint	\$112.80	
	92R	2nd Row ONLY Solar Tint	\$79.90	
	96T	Rear Spoiler Traffic Warning Lights	\$1,405.30	
	96W	Front Interior Windshield Warning Lights (Red/Blue w TD)	\$1,076.30	
X	MHQ	Paint - Four Doors & Graphics	\$1,590.00	\$1,590.00
		<b>Total Per Vehicle</b>		<b>\$36,378.60</b>
		<b>Number of Vehicles</b>	<b>3</b>	<b>\$109,135.80</b>

7/20/20

5/1/20

**MHQ, Inc**  
401 Elm Street  
Marlborough, MA 01752

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X	153	License Plate Bracket		NC
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X	68B	Police Perimeter Alert	\$634.50	\$634.50
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	96T	Rear Spoiler Traffic Warning Lights	\$1,405.30	
	96W	Front Interior Windshield Warning Lights (Red/Blue w TD)	\$1,076.30	
X	MHQ	Paint - Four Doors & Graphics	\$1,590.00	\$1,590.00
		<b>Total Per Vehicle</b>		<b>\$36,242.30</b>
		<b>Number of Vehicles</b>	<b>1</b>	<b>\$36,242.30</b>



# TOWN OF STONINGTON

## BUDGET TRANSFER REQUEST

ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (DEBIT)	FROM (CREDIT)	COMMENTS
10103-80190	Miscellaneous	\$ 75.00		
10103-80142	Consumable Supplies		\$ 75.00	
		75.00	75.00	columns must equal

### JUSTIFICATION

Extensive mailings and meetings with regard to UST at Town Dock, Stonington Village improvement and Stonington Small Boat Association. Copy paper, envelopes and general meeting supplies expended.

Requested by:

Debbie Parker

Secretary

Jandy Simon

Chairman

5-12-2020

Date

[Signature]

Director of Finance Approval

Following to be completed by Finance Department:

Approved

X Danielle Chesebrough

Danielle Chesebrough

5-26-20

Date

Approved

Board of Finance

6/3/20

Meeting Date

RECEIVED BY FINANCE:

JOURNAL ENTRY NUMBER







# TOWN OF STONINGTON

## BUDGET TRANSFER REQUEST

ACCOUNT NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (INCREASE)	FROM (DECREASE)	COMMENTS
10152-80260	SCRRRA DISPOSAL FEES		\$ 10,000.00	
10152-80262	COMMERCIAL COLLECTION	\$ 10,000.00		
		\$ 10,000.00	\$ 10,000.00	columns must equal

**JUSTIFICATION**

THIS IS A LINE ITEM CONTROLLED BY CUSTOMER USE AND IT APPEARS WE ARE VERY CLOSE. WE MAY NOT NEED IT BUT WANTED TO MOVE THE AMOUNT TO ENSURE THERE IS ENOUGH TO COVER TO BE SAFE

**Requested by:**

Name: John Phetteplace Date: 5/21/2020

Department Head: *[Signature]* Director of Finance Approval: *[Signature]* 5/23/20

Following to be completed by Finance Department:

Approved: *[Signature]* Date: 5-26-20

Approved: Board of Finance Meeting Date: 6/3/20

RECEIVED BY FINANCE: \_\_\_\_\_

JOURNAL ENTRY NUMBER: \_\_\_\_\_





TOWN OF STONINGTON

BUDGET LINE ITEM TRANSFER REQUEST

NUMBER (ORG-OBJECT)	ACCOUNT NAME	TO (INCREASE)	FROM (DECREASE)	COMMENTS
10121-80089	Longevity	600.00		
10121-80141	Advertising	<del>11,000</del> 7,000.00		
10123-80355	Life Insurance	40.00		
10123-80101	Admin Svcs - Technical and Professional		7,640.00	
			11,000	
		7,640.00	7,640.00	columns must equal

JUSTIFICATION

To move funds to cover accounts with deficit balances

Requested by:

Mary McCrea
Name
Admin Services
Department Head

5/28/2020

Date

Director of Finance Approval

Following to be completed by Finance Department:

Approved

Danielle Chesebrough, First Selectwoman

5-26-20

Date

Approved

Board of Finance

6/3/2020

Meeting Date

RECEIVED BY FINANCE:

JOURNAL ENTRY NUMBER

