

**TOWN OF STONINGTON**  
**BOARD OF FINANCE SPECIAL MEETING**  
**Stonington Town Hall Conference Room**  
**Virtual Meeting**  
**Wednesday, March 18, 2020**  
**5:00 PM**

A special meeting of the Board of Finance was held on this date in the Stonington Town Hall Conference Room. This meeting was the Board of Finance's opportunity to deliberate on the budget. There are no public comments during this meeting outside of questions Board members may directly ask of the First Selectman, specific department heads, or representatives from the school.

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 5:03 pm.

Chairman O'Brien thanked all members for being accommodating to the situation that the United States is in right now with the Covid-19 virus spread. The Chairman noted that interactions need to be limited which is the reason for the virtual meeting. He thanked Roger Kizer, Director of Technology, and Stacey Haskell, Executive Administrative Assistant to the First Selectman, for facilitating the virtual meeting on such short notice.

With most Board of Finance members connecting remotely, Chairman O'Brien stated that each member will be asked if there are any concerns, comments, cuts or changes for each item discussed.

Changes to be made will be noted to the Director of Finance, James Sullivan, connecting remotely, to make the change in the budget worksheet and report back to the members the amount of the change to verify accuracy.

Chairman O'Brien again thanked everyone involved and everyone's cooperation. Noting that as the Board begins the budget deliberations, it could be subject to change at a moment's notice, as we are in uncharted waters facing an epidemic that none of us have ever seen nor do we know what the total ramifications are going to be. The Chairman acknowledged that it will take a lot of effort from everyone to keep the town operating while being responsible stewards for the town and meeting all the state required statutes.

Chairman O'Brien performed a roll call of the Board of Finance members.

Mr. Glenn Frishman - connected remotely

Mr. Mike Fauerbach - in attendance

Ms. Lynn Young - connected remotely

Ms. Deb Norman - in attendance

Mr. Bob Statchen - connected remotely

Mr. Dave Motherway - not in attendance for roll call, did join the meeting by

5:30 p.m.

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

Chairman O'Brien advised that the deliberations will begin with the operating budget as presented in the FY20/21 budget to Board of Finance. The Board will review each department's operating budget. Chairman O'Brien will state the corresponding page number and ask if any board members would like to discuss or offer changes on that page. If so, the Chairman will ask for the line item number and a discussion will take place on the requested change.

### First Selectman's Proposed Budget

#### Office of the Selectman

- Page 15 - Lines 1 thru 28
  - No Changes
- Page 16 - Lines 29 thru 51
  - Mr. Glenn Frishman suggested reducing Line #44 Economic Development Commission Consulting Services (\$17,00) by \$2,500. First Selectman Chesebrough accepted the request. All members were in favor. Line item #44 was reduced by \$2,500 to \$14,500.
- Page 17 - Lines 52 thru 78
  - No Changes
- Page 18 - Lines 79 thru 97
  - No Changes
- Page 19 - Lines 98 thru 118
  - No Changes

#### Department of Administrative Services

- Page 22 - Lines 1 thru 22
  - No Changes
- Page 23 - Lines 23 thru 41
  - No Changes
- Page 24 - Lines 42 thru 63
  - No Changes
- Page 25 - Lines 64 thru 81
  - No Changes

#### Department of Assessment

- Page 31 - Lines 1 thru 22
  - No Changes

#### Department of Finance / Risk Management

- Page 37 - Lines 1 thru 23
  - Line #2. Due to questions and concerns the Board had regarding the department's request for a new Deputy Director of Finance position funded at \$100,056 the Board asked that the request be tabled for further discussion.
  - Line #3. Mr. Glenn Frishman requested the salary request noted for the Senior Accountant position also be tabled as the salary had been reduced by \$7,647 in anticipation the position would be a new hire when the current Senior Account assumed the new Deputy Director position.
- Page 38 - Lines 24 - 40
  - No Changes
- Page 39 - Lines 41 thru 68
  - No Changes
- Page 43 - Lines 1 thru 34
  - Chairman O'Brien noted that the Debt Service pages are informational and changes are not permissible.
- Page 44 - Lines 35 thru 71
  - Chairman O'Brien noted changes to Debt Service calculations are not permissible.
  - Ms. Lynn Young asked if going forward a pie chart could be included in the budget book reflecting the Board of Education, WPCA, and Municipality debt service calculations.

Department of Planning

- Page 49 - Lines 1 thru 22
  - No Changes
- Page 50 - Lines 23 thru 47
  - No changes

Department of Public Works - Highway

- Page 53 - Lines 1 thru 30
  - Line #3 -Ms. Lynn Young inquired about Regular Salaries and the proposed increase of \$135,554 noting that other than contractual obligations the increase is impacted by Director of Public Works Barbara McKrell requesting two new laborer positions be filled. Director McKrell, connected to the meeting remotely, was able to discuss the request with the Board, stating by filling these two new positions, she anticipated a \$170,000 savings in drainage expenses by not having to sub-contract out the work. The new employees would be hired at entry level rate per the current contract.

- Page 54 - Lines 31 thru 53
  - Line #44 - Mr. David Motherway inquired to Director McKrell if the anticipated increases in Annual Fertilization Program (an increase of \$22,000 for a total of \$42,000) and Line #47 - Field Work (an increase of \$20,600 for a total of \$35,600) was due to the MOU with the Board of Education and picking up the field maintenance requirements of the schools. Director McKrell confirmed it is directly related to that anticipated increase. Ms. Young asked if Director McKrell had a dollar amount assigned to the projected increases. First Selectman Chesebrough brought to the Board's attention that the MOU has not yet been signed, but there is an outline and hopefully an agreement shortly. Once the agreement is signed, the additional expenses will need to be funded.

### Solid Waste Department

- Page 59 - Lines 1 thru 33
  - No Changes

### Engineering Services Department

- Page 63 - Lines 1 thru 13
  - Line #1 - Mr. Glenn Frishman inquired to the proposed annual salary of \$90,983 and whether this amount is sufficient to generate a successful applicant pool, given the position is empty. First Selectman Chesebrough informed Mr. Frishman and the Board that a salary survey was completed and the Town does pay on the lower to mid side of other municipalities. At this time, the First Selectman would like the Board to consider raising the salary request and additional \$2,017, bringing the annual salary to \$93,000. All Board members were in agreement. Line #1 - Town Engineer annual salary changed to \$93,000.
- Page 66 - Lines 14 thru 46
  - Line #15 - Mr. Glenn Frishman proposes the new request for a \$10,000 stipend for a Town Facilities Manager be reduced to \$5,000. First Selectman Chesebrough noted by not having a dedicated Facilities Manager a huge cost savings is realized by the Town and strongly supports the \$10,000 stipend request. After a brief discussion, the Board members supported the \$10,000 stipend and the line item will remain as proposed.
- Page 67 - Lines 47 thru 72
  - Line #69 - Former West Broad Street School (54,000). Mr. Mike Fauerbach stated it was his understanding that during the budget presentations the \$54,000 was reduced to \$25,000 and asked for verification of the amount requested. Director Barbara McKrell confirmed that the amount could be reduced to \$25,000.

### Building Official

- Page 70 - Lines 1 thru 19
  - o No Changes

#### Water Pollution Control Authority (WPCA)

- Page 74 - Lines 1 thru 13
  - o Line #12 - Operations (Town Share - \$250,000) Mr. Mike Fauerbach briefly spoke of the history of the Town Share funding noting previously the fund was supplemented at \$300,000 annually. This past fiscal year, the amount was reduced by \$50,000 and it was Mr. Fauerbach's understanding that there was intention to continue to reduce the funding to zero. Mr. Fauerbach noted that the Town will be supplementing the WPCA on the capital side substantially and asking the townspeople to contribute as well, but as for the day to day operating expenses, they should be the responsibility of those who utilize those services. Mr. Fauerbach proposes reducing the amount \$100,000 to \$150,000.

Ms. Lynn Young addressed the Board, stating under normal circumstances she would agree. However, under the current situation with Covid-19 concerns, restaurants and hotels have shuttered for an undetermined amount of time, impacting and reducing the flow and users, meanwhile the contract operation costs do not reduce. Ms. Young urged caution moving forward with any decisions.

Mr. Glenn Frishman concurred with Ms. Young, adding in light of the current situation which is of indeterminate duration, it is his opinion that it would not be useful at this time to reduce the line item.

Chairman O'Brien noted that further discussion is warranted and the discussion was tabled.

#### DEPARTMENT OF POLICE SERVICES

- Page 78 - Lines 1 thru 32
  - o Line #9 - Communications Specialist - Salaries (\$440,226). Mr. Mike Fauerbach stated it was his understanding that the \$21,940 increase from previous year was due to not applying the State reimbursement which has historically been received by the Town annually. Mr. Fauerbach suggested level funding from the previous year in the amount of \$418,286. Chief Darren Stewart, connecting remotely, accepted the proposal and agreed to the change.

- Page 79 - Lines 33 thru 60
  - Line #48 - Retirement Fund (\$847,000) Director Jim Sullivan, connecting remotely, informed the Board that he had received notice that the Police Pension Contribution has increased, impacting the line item by an additional \$10,000. The Retirement Fund will now be funded at \$857,000.
- Page 80 - Lines 61 thru 72
  - No Changes

DEPARTMENT OF HUMAN SERVICES

- Page 84 - Lines 1 thru 26
  - No Changes
- Page 85 - Lines 27 thru 45
  - Line #29 - Recreation Program Coordinators (\$73,728) Ms. Lynn Young asked for confirmation that the \$36,627 increase from last year was due to the request of an additional program coordinator, and this additional cost would be offset by program revenue. Director Leanne Theodore, connecting remotely, confirmed that the department anticipates an increase in programs and would benefit from an additional position in the Recreation Department.
- Page 86 - Lines 46 thru 73
  - Line #64 - Stanton Davis Homestead (\$5,000) Mr. Mike Fauerbach suggested that the request be reduced to zero. Mr. Fauerbach noted it was not clear when the facility would be available for public use and sought more clarity on fundraising efforts still to come. Members of the Board agreed and the line item was reduced to zero.

Noting the end of the Town Budget deliberations, Mr. Glenn Frishman suggested to the Board that the deliberations move to the Schedule C - Capital Improvement Program discussion while Department heads were remotely on the line. The Board of Education budget and CIP discussion will follow. All members were in agreement.

SCHEDULE OF CAPITAL IMPROVEMENT

General Operations:

- Townwide Computer Upgrade - \$65,000
  - No Changes
- Orthophotography/Planimetric Updates - \$15,000
  - No Changes
- Video Safety System - \$97,600
  - Mr. Glenn Frishman proposed reducing the line item to \$1.00. All Board members agreed. Line item #3 was reduced to \$1.00. First Selectman Chesebrough did inquire to the Chairman that by leaving \$1.00 in the line item would allow further discussion and a possible request to fund the request in the future. Chairman O'Brien concurred.
- Large Format Copier, Scanner, Printer \$25,500

- o Mr. Glenn Frishman proposed reducing the line item to \$1.00. All Board members agreed. Line item #4 was reduced to \$1.00

Police Services:

- Fleet Upgrade - \$180,000
  - o No Changes
- Technology Upgrade - \$20,000
  - o No Changes
- Surveillance Cameras Program - \$60,000
  - o Mr. David Motherway Jr. proposed reducing the line item to \$1.00. Discussion on the placement of additional security cameras and software requirements lead the Board to propose funding the line at \$10,000. All Board members agreed. Line #14 was reduced to \$10,000.
- License Plate Reader - \$15,000
  - o Mr. David Motherway Jr. proposed reducing the line item to \$1.00. All Board members agreed. Line #16 was reduced to \$1.00.
- Animal Control Vehicle - \$50,000
  - o Mr. David Motherway Jr. proposed reducing the line item to \$1.00. All Board members agreed. Line #17 was reduced to \$1.00

Assessor's Department:

- Town Revaluation = \$70,000
  - o No Changes

Public Works - Highway:

- Drainage Town Wide - \$1.00
  - o No Changes
- Equipment - Purchase - \$357,000
  - o Director Barbara McKrell suggested that due to current situations and the economy, the requested amount for Highway equipment purchases could be reduced by \$218,000, reflective of her request for a new dump truck and facilities van. All Board members agreed. Line item #24 was reduced to \$139,000.
- ADA Public Works Transition Plan - \$75,000
  - o Mr. Glenn Frishman proposes to level fund from previous year, reducing the amount to \$25,000. All Board members agree. Line item #26 was reduced to \$25,000.
- Road Pavement - Major Maintenance \$95,000
  - o No Changes
- Road Pavement - Capital \$200,000
  - o No Changes
- DPW Radio Replacement - \$85,000
  - o Ms. Lynn Young proposes reducing the line item to \$6,000. All Board members agree. Line item #31 reduced to \$6,000.

Public Works - Engineering:

- North Stonington Bridge - \$15,000
  - o No Changes

- Pawcatuck Pumphouse Repairs - \$25,000
  - No Changes
- South Anguilla Road Bridge - \$50,000
  - Mr. Glenn Frishman asked if the amount could be amortized over several years. After a brief discussion with Director Barbara McKrell, it was decided to reduce the line item to \$1.00. All Board members agree. Line item #42 reduced to \$1.00
- Stillman Avenue Bridge - \$1.00
  - No Changes
- Washington Street Drainage Improvements - \$50,000
  - No Changes
- Town Hall Parking Lot Replacement - \$1.00
  - No Changes
- Town Hall HVAC Improvements - \$10,650
  - Line #48 was reduced to zero. All Board members agree.
- Human Services HVAC Replacement - \$181,000
  - After discussion between the Board members, Director McKrell and Director Theodore, it was decided that the two HVAC projects would be deferred in order to take more time to discuss the projects strategically and lay out a long term plan that would be preferential given the fiscal challenges anticipated. All Board members agree. Line #49 was reduced to \$1.00.
- Pawcatuck Pumphouse Fire Suppression - \$50,000
  - Ms. Lynn Young inquired if the requested amount could be allocated over a two year period. Director McKrell and all Board members agreed. Line #50 was reduced to \$25,000 and the remaining \$25,000 was allocated to FY21/22.
- Coogan Blvd - Culvert Rehabilitation \$50,000
  - Director McKrell informed the Board members this request could be reduced to \$25,000. All Board members agreed. Line #51 was reduced to \$25,000.
- Lantern Hill Bridge - \$377,500
  - First Selectman Chesebrough stated that Ledyard Mayor Fred Allyn III and his team have been very gracious and understanding about the sewer capacity investments the Town of Stonington will be requiring in the immediate future and essentially gave the okay to dismiss the legally binding MOU. Director McKrell suggested funding at \$10,000. All Board members agree. Line item #52 was reduced to \$10,000.
- Willow Street Drainage - \$130,000
  - After discussion between the Board and Director McKrell, it was proposed the fund be reduced to \$25,000. All members agreed. Line #55 was reduced to \$25,000.
- West Broad Street School Repairs - \$200,000
  - The Board members agreed that previous discussions had resulted in the amount being decreased by \$60,000. Line item #56 was reduced to \$140,000
- Engineering/Construction New Sidewalks \$1,500,000
  - David Motherway Jr. proposed the sidewalks be reduced to \$1.00 based on the sidewalk study not completed at this time and the number of agencies that need to coordinate with the study. First Selectman Chesebrough will work with the consultants to obtain a better defined cost, before the public hearing date, that could keep certain projects



moving forward. If that figure is obtained discussion will pursue on that amount, if an estimate is not obtained the fund will remain at \$1.00. All Board members agreed. Line #57 was reduced to \$1.00

#### WPCA

- Pump Station Rehabilitation - \$641,000
- Treatment Facility - \$498,000
  - Mr. Mike Fauerbach addressed the Board. Noting the possibility of bonding to address the sewer issues facing the Town, Mr. Fauerbach did not suggest to change or remove the line items at the moment, but suggested calculating the expenditure growth with and without these items factored in to be transparent to the citizens of the Town when the mill rate is affected. All Board members agreed. Line Items #62 and #63 remain unchanged.

#### Solid Waste

- Foam Filled Tires - \$5,000
  - Selectman Chesebrough addressed the Board noting that Director Phetteplace has suggested he could delay reserving funds for the anticipated tire purchase. All Board members agreed. Line #68 was reduced to \$1.00.
- Roll Off Truck - \$34,000
  - Mr. Mike Fauerbach stated that due to Director Phetteplace's budget presentation, the amount previously requested could be reduced. It was Director Phetteplace's opinion that the trade in value of the current truck was notable and would help in reducing the cost of the new vehicle. All members agreed. Line #69 was reduced to \$29,000.

#### Human Services

- Tennis Court Repairs - \$25,000
  - In discussion with Director Theodore, this line item was reduced to zero. All members agreed. Line Item #76 was reduced to zero.
- Crouse Tennis Court Rebuild - \$150,000
  - Continuing the court discussion with Director Theodore, the rebuild was to be a shared cost with the Board of Ed. Director Theodore suggests the amount could be funded through the Human Services/ Recreational Department and grants. All members were in agreement. Line item remains at \$150,000.

#### Planning Department

- Community Wayfinding Signs - \$30,000
  - Mr. Glenn Frishman proposed reducing the line item to \$1.00. All Board members agreed. Line #83 was reduced to \$1.00

- Comprehensive Plan Update Zoning Regs - \$100,000
  - Mr. Glenn Frishman and Ms. Lynn Young proposed reducing the line item to \$1.00 stating it is not critical at this time. All Board members agreed. Line #84 was reduced to \$1.00
- Enterprise Technology Fund - \$1.00
  - No Changes
- Permit Tracking - \$50,000
  - No Changes
- Climate Change Adaptation Program - \$100,000
  - Mr. David Motherway Jr. proposed reducing the line item to \$10,000 given the fiscal challenges ahead. Line item #87 was reduced to \$10,000.
- Pawcatuck River Greenway - \$150,000
  - Ms. Lynn Young proposed reducing the line item to \$10,000 citing community interest albeit with controversy, but shows the Town is willing to invest in the community. The funds could be used to obtain engineering studies to start the project. All Board members agreed. Line #100 was reduced to \$10,000.
- Pawcatuck Hurricane Barrier Study - \$1.00
  - No changes
- Stillman Mill Environmental Assessment - \$25,000
  - First Selectman Chesebrough informed the Board that the Town is working with the Town attorney and in the immediate future, an environmental attorney to help navigate the situation and protect the Town from any liability. The First Selectman stated she does anticipate EPA or DEEP grants to cover assessment costs and proposed that the request could be reduced to \$1.00. All Board members agreed. Line #103 was reduced to \$1.00.
- Inspection Vehicle - \$6,000
  - All Board members agreed to zero out the request. Line #105 was reduced to \$1.00.
- Circus Lot Acquisition and Master Plan - \$60,500
  - All Board members agreed to reduce the request to \$1.00. Line item #108 was reduced to \$1.00
- Contribution to Open Space Fund - \$50,000

- o All Board members agreed to reduce the request to \$1.00 based on funds available in the fund should an opportunity arise or monies are needed to pursue matched funding. Line item #119 was reduced to \$1.00.
- Downtown Mystic Parking & Traffic Study - \$10,000
  - o No changes

### Outside Agencies

Stonington Ambulance Corp - PowerLoad & Stretcher Replacement - \$35,589

- The Board members agreed to reduce the request to \$24,000 based on the presentation delivered during the budget process. Line #126 was reduced to \$24,000.

Stonington Ambulance Corp - 1<sup>st</sup> Floor Remodel - \$15,000

- o No Changes

Ocean Community YMCA - Renovation/Expansion/Parking - \$20,000

- o No Changes

Pawcatuck Neighborhood Center - New Pantry and Pantry Foyer Floor - \$23,002

- All Board members agreed that the repair of the pantry floor due to safety concerns was necessary. The remainder of the project will be placed on hold for now. Line #138 was reduced to \$12,000.

Stonington Historical - Lighthouse Restoration - \$50,000

- All Board members agreed to level fund the project as previous years. Line #142 was reduced to \$20,000.

# BOARD OF EDUCATION

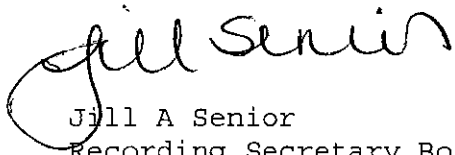
## Capital Improvement Requests:

- BOE Computers and Peripherals \$410,000
  - The Board members agreed that based on the significant increase in the request from the previous year, a decline in student enrollment and the financial issues facing the town, the request would be reduced. Line #154 was reduced to \$200,000.
- BOE Staff Laptop Computers \$65,000
  - Finance Director Jim Sullivan points out that a portion of the computer purchase is accounted for in debt service and recommends the line item reflect as such. Line item #155 was reduced to \$15,063.
- BOE Computers One to One \$145,000
  - No Changes
- District Phone System \$30,000
  - Line item #157 was reduced to \$1.00
- Security System & Cameras \$50,000
  -
- PCB Air Monitoring - Elem \$30,000
  - The line item request was removed from the BOE CIP as it has been accounted for in Finance Department.
- Roof Ladders & Cables \$101,000
  - Line item #161 was reduced to \$1.00
- Ductless AC & Wifi Heating \$2,000,000
  - Due to the financial constraints the Town is facing all Board members were in agreement to reduce Line item#162 to \$1.00
- Interior Paint and Repairs \$20,000
  - Line item #167 was reduced to \$1.00
- Upgrade Building Mgmnt System \$179,460
  - Line item #173 was reduced to \$1.00
- Classroom Upgrades \$350,000
  - Line item #175 was reduced to \$1.00 based on available funding from last year.
- New Locks and Keys \$20,000
  - Line item #177 was reduced to \$1.00
- Flooring Repair \$20,000
  - No changes
- New Maintenance Truck \$17,000
  - Line item #183 was reduced to \$1.00 pending a discussion with the Director of Public Works and the possibility of repurposing the maintenance staff truck.
- New Classroom Furniture \$20,000
  - Based on this year's needs and the constraints on the budget, Line item#186 was reduced to \$10,000
- Kitchen Equipment Upgrade \$52,000
  - No Changes
- Kubota Tractor Replacement \$45,825

- o This item was removed from the request
- SHS Generator Upgrade \$45,000
  - o Based on this year's needs and the constraints on the budget, Line item #190 was reduced to \$1.00
- SHS Gym Upgrade \$96,500
  - o Board members agreed the gym flooring is in need of replacement. Line item #191 was reduced to \$45,000
- SHS Roof Top Unit Rebuild \$599,000
  - o Basing the rebuilding of two units, the Board members agreed to reduce Line item#192 to \$200,000
- Sport Field Utility Vehicle \$12,000
  - o Board members agreed to reduce Line item #193 to \$1.00
- Tennis Court Resurfacing \$150,000
  - o This item was removed from the BOE request and moved to Human Services budget.
- SMS Science Room Upgrades \$30,000
  - o Based on this year's needs and the constraints on the budget, Line item #195 was reduced to \$20,000.

Chairman O'brien inquired to the members if they wished to adjourn the meeting and reconvene the following evening for further discussion. All were in favor, and the meeting was adjourned at 10:35p.m.

Respectfully submitted,



Jill A Senior  
Recording Secretary Board of Finance