A meeting of the Board of Finance was held on this date at the Stonington Board of Education Conference Room. Members present were Chairman Tim O’Brien, Michael Fauerbach, Deborah Norman, Lynn Young, Bob Statchen, and Chris Johnson. David Motherway was not in attendance.

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

**Public Comments:** None.

**Previous Minutes:**

The Chairman called for a motion to approve the Wednesday May 4th, 2022, minutes. Michael Fauerbach made the motion, and Bob Statchen seconded. Mr. O’Brien asked if members had any corrections to the minutes; there were none. Mr. Johnson expressed that since he didn’t attend the May 4th meeting, he wished to abstain from voting to approve the minutes. Mr. O’Brien explained that technically, Mr. Johnson didn’t need to abstain, referring to a precedent that was set by other commissions and the Town Attorney. Mr. Johnson voted with the Board to approve the previous minutes, and the motion passed unanimously.

**Bid Waiver Requests:**

Bid Waiver Request from Board of Education IT Director (Public Address Systems for the SHS, SMS and District Office):

Chris Williston, the Board of Education IT Director, asked for a bid waiver to purchase public address systems for Stonington High School, Stonington Middle School and the District Office. He presented three quotes from Ockers Company in the total amount of $300,864.45. The Chairman called for a motion to approve the bid waiver request for the purchase, Lynn Young made the motion, Bob Statchen seconded. The Chairman called for discussion; Mr. Williston explained the project was initially planned for the end of 2019, pending approval of a Department of Justice grant, to fund the purchase. The grant was denied so the project was put on hold. Subsequently, Mr. Williston received an updated quote from Ockers in 2020 and reapplied for the DOJ grant, which was approved. The $300,864.45 cost reflects the 2020 quote from Ockers, which is 18 months old, and estimates that if it were bid today, the cost would likely increase by 10% over the 2020 quote.

Mr. Fauerbach asked if Mr. Williston was confident the current quote covers everything needed for the request. Mr. Williston confirmed it did. Ms. Young asked if there was better technology available, Mr. Williston responded that this equipment is state of the art. There was further discussion about the grant award/financial recording process. Mr. Statchen asked if Ockers was
a state approved contractor, and Mr. Williston confirmed that Ockers is a state contractor, but as it happens, not for this particular equipment.

Ms. Young requested clarification about bidding requirements and when a bid waiver can be requested. The Director of Finance explained the various bidding requirements and when they apply for Town, State, or federally funded purchases.

The Chairman called for a vote on the motion, and it unanimously carried.

**Bid Waiver Request from Town IT Manager (Centralized Door Access Control System):**

Roger Kizer, the Town IT Manager, presented a bid waiver request to purchase an updated centralized door access control system for the Town facilities. Mr. Kizer presented a quote from DEF Services Group Ltd. of $54,000.00 for the installation of the updated system. The Chairman called for a motion to approve the bid waiver request for the purchase; Lynn Young motioned, motion was seconded by Mike Fauerbach. Mr. Kizer explained this project will provide key fob access to all Town locations and will replace the outdated door hardware and software components currently in use. Mr. Kizer outlined several issues with the older systems, noting the new unified control system will provide a single fob for Stonington Police to access the Police Department, schools, and all Town facilities, while offering granular control access for Town employees to the buildings they are assigned to.

Ms. Young requested as to why DEF Services was chosen as the vendor. Mr. Kizer explained that DEF Services is a current vendor and installed access services to the schools and to Town facilities in the past, and this way the Police would have access to every Town building including all schools, with just one access card, and that the company is a trusted partner that performs excellent work. Mr. Fauerbach asked if this project is already budgeted for. Mr. Kizer explained it is not, and thus he will be requesting an additional appropriation of ARPA grant funding (to be addressed later in the meeting). Mr. Statchen asked if DEF was a state contractor, Mr. Kizer confirmed they are, and that they are based out of Griswold, CT. There were additional questions for Mr. Kizer from the Board regarding the installation of the door access system, which were addressed by Mr. Kizer.

The Chairman called for a vote on the motion, and it passed unanimously.

**Line-Item Transfers:**

- Mr. O'Brien called for a motion to approve the request from the BOE IT Director to transfer $10,000.00 from BOE CIP account #4022019-88168 Athletic Field Repair to BOE CIP account #4022022-88359 Audio Visual Equipment. Ms. Young motioned, with Mr. Statchen seconding the motion. Mr. Williston stated when the SHS auditorium A/V projector failed, he requested $10,000.00 of unneeded Field Repair funding from BOE Director of Operations Peter Anderson, to help cover the projector replacement. Chris noted the $10,000.00 transfer will be going into the BOE AV account. There were additional questions about the proposed A/V projects asked by the Board, which Mr. Williston addressed.

The Chairman called for a vote and the motion passed unanimously.
Additional Appropriations:

- James Sullivan, the Director of Finance, asked for an additional appropriation of $4,572.30 to be funded by a state grant through the DEMHS, to fund the purchase of new computers for the Emergency Operation Center, Emergency Mgt. line-item 10107-80147 “Equipment.” The Chairman called for a motion to consider the request, Mr. Fauberbach made the motion, which was seconded by Ms. Young. Mr. Sullivan stated the $4,572.30 grant is to replace five EOC computers in need of updated operating systems. The Finance Director said the grant is funded by the State nuclear safety commission, due to Stonington’s proximity to Millstone. There was discussion among the Board Members regarding the appropriation, and its relation to the state grant.

The Chairman called for a vote on the motion, and it was passed unanimously.

- Chris Williston, the BOE IT Director, requested an additional appropriation of $112,000.00 from CIP Fund, fund balance to CIP account #4022022-88359 “Audio Visual equipment” to partially fund the purchase of new public address systems for SHS, SMS, and the District Office. The Chairman called for a motion to consider the request; a motion was made by Ms. Norman and seconded by Ms. Young. Mr. Sullivan explained that Mr. Williston will be withdrawing his request, because after discussing the purchase and its funding by a federal grant with the BOE Director of Finance, it was determined that the purchase would be run through a BOE special revenue grant fund. The Chairman requested that the previous motion will need to be withdrawn due to this. There was additional discussion between Mr. Sullivan and the Board about the appropriation and BOE expenses.

The Chairman requested Ms. Norman withdraw her motion, and the motion was withdrawn.

- Mr. Willison requested an additional appropriation of $214,440.00, to be funded by a federal DOJ COPS grant, to CIP account #4022022-88359 “Audio Visual equipment” to partially fund purchase of new public address systems for SHS, SMS, and the District Office. The Chairman reiterated there is no action necessary for this appropriation, for the same reason as noted above.

- Review of year-to-date additional appropriations from General Fund, fund balance for fiscal 2021/2022. The Chairman noted these numbers are still correct since the last meeting, thus there is nothing to update.

ARPA Grant Funding Additional Appropriation/Transfer:

Roger Kizer, the Town IT Manager asked for an additional appropriation of $54,000.00 of ARPA grant funding, from ARPA contingency line-item to fund purchase of door access control as requested in the bid waiver above. The Chairman called for a motion to approve the appropriation; Ms. Young made the motion, which was seconded by Mr. Statchen. The
Chairman called for additional questions, to which Mr. Sullivan stated this was approved by the Board of Selectman via a special meeting yesterday. Mr. Kizer indicated the project should commence in June, according to the vendor.

The Chairman called for a vote on the motion, and it the motion passed unanimously.

**Correspondence:** No correspondence.

**Liaison Reports:**

**WPCA Liaison Report:**

Ms. Young noted that many of the Stonington Borough pumps were underwater during an overnight water surge, but fortunately there were no backups.

The Chairman requested a motion to adjourn; Mr. Fauerbach made the motion, with Ms. Norman seconding the motion. The motion passed unanimously at 7:44 pm.

Respectfully submitted,

[Signature]

Justin Eckert

Board of Finance Recording Secretary

5/25/22