

# TOWN OF STONINGTON

## BOARD OF FINANCE

Stonington Police Department Meeting Room

Wednesday, August 7, 2019

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 Chairwoman June Strunk, Glenn Frishman, Lynn Young, Blunt White, Tim O'Brien, Michael Fauerbach and Danielle Chesebrough. Director Jim Sullivan was in attendance.

Chairwoman June Strunk called the meeting to order at 7:15 pm.

Pledge of Allegiance

### Comments from the Public:

Mr. Robert Marseglia, Chairman of the K-12 Building Committee addressed the Board. Mr. Marseglia advised the Board of Finance members that from the onset of the school project, the goal of the Building Committee was to focus on building a facility with a 50-year life span. Decisions were made to ensure the use of quality materials that would hold up to 50 years, with the intention that these projects would not need to be revisited for any structural or significant projects other than routine maintenance.

Mr. Marseglia noted that even with using quality materials and abating all the asbestos and PCB's that were found present in the building, the projects will still come in under budget, and the Town won't need to bond the entire anticipated amount. With regards to the West Vine Street School contingencies line items, it is projected that \$200,000 and \$650,000 will not need to be utilized from the owner's and the construction managers contingencies. For Dean's Mill School project, it is projected \$1.5 million and \$1 million will not need to be utilized from the owner's and construction managers contingency line items. Additionally, there is \$200,000 that was not spent on the Pawcatuck Middle School. These amounts in total represent approximately \$3.4 million of bonding capacity in the school project authorization that won't be bonded.

Mr. Marseglia noted these funds are a portion of what the voters authorized for the Deans Mill, West Vine and Pawcatuck Middle school projects and with that in mind, Mr. Marseglia feels that it is appropriate to use the \$3.4 million balance in bonding capacity to fund the improvements requested to the Stonington Middle School.

Mr. Marseglia suggested that updates to the Stonington Middle School should center around the roof, air conditioning and parking. Recognizing that the Town will have to go through the necessary steps to take the money not being used and apply the funds to these other projects, Mr. Marseglia suggested addressing this process now to be in a better position to utilize those funds in the immediate future and begin working with the State to receive reimbursement.

Ms. Young inquired about the final completion date on the school projects. Mr. Marseglia stated that West Vine had only 10 - 12 items on the punch list and that project numbers were relatively solid. Deans Mill School project has another 2 or 3 months and conservatively should be done in October or November.

Mr. Frishman asked if the Bi-Directional antenna for Dean's Mill School was operational. The antenna is not, but Mr. Marseglia states that the project is fully encumbered and expects it to be operational in 30 - 45 days. The goal is to have it operational when the school doors open.

Ms. Laura Graham spoke regarding the concern for sidewalks in Town. She addressed the Board to voice her concern of the lack of continuous sidewalks on Route 1 and other areas in Town and hoped that a sidewalk project would take place soon.

#### Previous Minutes:

Chairwoman Strunk pointed out that there is an attachment for the June 5<sup>th</sup> meeting regarding Mr. White's conversation with the Board with respect to improving the budget presentation. Although the conversation was not completed during the meeting, Chairwoman Strunk has asked that the memo dated 5/22/19 from Mr. White be included as an attachment to the June 5<sup>th</sup> minutes.

Mr. Frishman made a motion to approve the minutes dated July 3, 2019, Ms. Young seconded. Noting a few clerical errors and other corrections, the **Motion carried.**

#### New Business:

#### Bid Waiver Requests:

Lieutenant Bryan Schneider of the Stonington Police Department requested bid waivers for the acquisition of FY19/20 police car allotment, three (3) vehicles from MHQ for \$107,290.70 and one

(1) vehicle from Northwest Hills Automotive for \$37,628.68. Both vendors are on the State Bid List.

Mr. Fauerbach inquired of Lt. Schneider if the \$38,280.62 calculated to be remaining in the budget line item after the vehicle purchases would be sufficient for the upfitting of the vehicles. Lt. Schneider states there may need to be some adjustments with the type of equipment purchased, and some of the equipment from the previous vehicles may be reused, but considers the amount to be sufficient.

Ms. Young asked Lt. Schneider the reason for the trade-in allowance on the Tahoe being higher than the other trade-ins. Lt. Schneider noted that he had considered retaining the Tahoe for another year but the 2020 Tahoe will be a redesigned vehicle, eliminating the possibility of reusing existing equipment (i.e. light bars and lighting) and increasing the cost of upfitting. Trading the vehicle in now for the 2019 version will allow currently owned equipment to be reused towards the upfitting of the 2019 Tahoe.

Mr. Frishman motioned to approve the request; Mr. Fauerbach seconded. **Motion carried.**

The BOE Technology Director, Chris Williston, requested a bid waiver to purchase 250 Mac Air laptops at the current promotional leasing rate of 0% APR for 4 years from Apple Computer in the amount of \$199,750.00. Annual payments will be \$49,937. This is an Apple Sole Source agreement. Mr. Frishman motioned to approve the request; Ms. Young seconded. **Motion carried.**

Director Williston asked the Board to add to the agenda a bid waiver request for the purchase of 2 Pure Storage arrays from Total Communications. Ms. Young motioned to approve the request; Mr. Frishman seconded. **Motion carried.**

The Pure Storage vendor, Total Communications is on the State Bid List and the cost for 2 Pure Storage arrays totals \$99,704.52. CIP funds for this purchase are already allocated for the purchase. Mr. Williston provided 3 additional comparison quotes from other vendors. Ms. Young motioned to approve the request; Mr. Frishman seconded. **Motion carried.**

The K-12 Building Committee & BOE Technology Director Chris Williston request bid waivers to purchase audio visual equipment from CDW for the Deans Mill and West Vine St Schools for \$10,497.25 and \$10,256.75 respectively. Mr. Frishman motioned to approve the request; Mr. Fauerbach seconded. **Motion carried.**

The Town IT Manager, Roger Kizer, requested a bid waiver to

purchase an Uninterrupted Power Supply (UPS) for the Town Hall from SNS Electric for \$25,497.00 Ms. Young motioned to approve the request, Mr. O'Brien seconded. Motion carried.

Mr. Blunt White added that in the future he would like to see quotes such as this to have a breakdown of anticipated labor costs with the expected material cost provided in the quotation.

BOE Facilities Director Peter Anderson requested a bid waiver to award the Stonington Middle School parking lot drainage project to Downie's Excavation to construct a curtain drain for \$15,763.93. Mr. Fauerbach motioned to approve the request; Ms. Chesebrough seconded. Mr. Anderson informed the Board that test holes were dug and it was determined that ledge would not be a concern and hinder the project. Also, nearly 2200 gallons of water is currently being pumped out daily and diverted into a nearby catch basin located in the middle of the parking lot. This will eliminate the water from seeping up into the parking lot and will address most of the issues troubling the lot with ground water and winter icing problems. Mr. Anderson states this repair will be a substantial savings over previous cost estimates. Motion carried.

#### Line Item Transfer Requests

Director of Planning, Mr. Jason Vincent requests a line item transfer in the amount of \$2,250 to cover shortages in Professional Services line item. Mr. Glenn Frishman motioned to approve the request, Ms. Young seconded. Motion carried.

#### Additional Appropriations

There were no changes noted from prior month for FY18/19 and no YTD appropriations for FY19/20.

A review of the BOE monthly line item transfers for the month of May shows one item for \$378.47.

#### Discussion of Bond Issuance

Finance Director James Sullivan provided to the Board a Fund Balance Projection Analysis for the FY19/20 Budget. Of note on the report is a projected increase in the FY18/19 fund balance of approximately \$200,000 which Director Sullivan attributes to an increase in tax revenue, building permits and transfer fees. It was acknowledged that the \$200,000 surplus has not yet taken into account encumbrances, which are commitments for goods and services which have not yet been received, but which may yet be charged against the FY18/19 budget. Director Sullivan commented

that these encumbrances are still under review and may possibly decrease the thus far \$200,000 surplus to a \$600,000 deficit for the fiscal year once those potential costs are better known, and that he will advise the Board when he has more concrete figures. Chairwoman Strunk also noted that the Town has potentially \$1,189,000 of defunct CIP projects, who's funding will come back to the General Fund balance.

Mr. Fauerbach inquired about the \$145,000 to be returned to the Board of Ed against the Minimum Budget Requirement and whether the BOE could use that money to fund some of the anticipated projects on their agenda in lieu of bonding for those lesser cost projects. Members of the Board were in favor of this suggestion.

It was also noted that the \$60,000 Bus Yard lease payment would need to be entered back into the budget whereas it had been previously removed due to an anticipated new Bus Yard.

Director Peter Anderson addressed the Board presenting a list of school projects to be considered for bonding. The Stonington Middle School roof has reached its end of useful life, is leaking and deemed unrepairable. Director Anderson estimates the cost of replacement at \$1,170,550. It is anticipated the State will reimburse 32% of the cost for a net cost of approximately \$800,000. The new rubber roofs have a life expectancy of 30 years. There is \$500,000 available in CIP that has been previously allocated for the roof project.

The HVAC and air handling system is estimated to be about \$1,950,000. The existing heating system will be utilized, an AC option will be added. It would be advantageous to add the condensers or at minimum the tracking system for the condensers on the roof before the beginning the roof replacement to avoid completing the HVAC work after a new roof was installed.

Director Anderson informed the Board that if they were able to start planning the project now, they could go out to bid in March and have the roof installed over the summer, in time for next year's classes. Mr. Frishman and Mr. O'Brien noted that getting the project moving, starting the engineering, and the installation of the curbing/tracking now, with funds that are currently available, would be the most expeditious way to get started and then discussion regarding the funding of the roof top compressors could take place at a later date.

After discussion with the Board, it was agreed that Director Anderson should make the necessary arrangements to move forward on the SMS roof replacement project.

First Selectman Rob Simmons spoke to the Board to discuss the issue with the sidewalks and the challenges involved. Mr. Simmons stated that in his opinion, the sidewalks should be the responsibility of the State and not the Town. Over the years, Stonington has applied for State and Federal funds but to date has not received any funding. The Town has implemented a rule that new developments are required to provide sidewalks. However, this is a slow and piecemeal approach. Selectman Simmons hoped that the Board would consider the recommendations proposed by Director Vincent this evening.

Director of Planning Jason Vincent provided an updated handout to the Board regarding the Sidewalk Infill Project Definition and Conceptual Prioritization that provides a prioritization and scoring mechanism regarding each section of needed sidewalk. Director Vincent informed the Board of the updates and changes since the last meeting and acknowledged that the Board of Selectmen and the Planning & Zoning Commission have given their support to the project. Director Vincent would like to see the project 30% designed and then present that to the public for feedback. Last fiscal year \$80,000 was set aside for engineering and design purposes and Director Vincent states those funds should be satisfactory to get to a 30% design status which can better illustrate the scope of the project contemplated and serve as a narrative on the project readiness and Town commitment to the sidewalk project on grant applications.

Board of Finance members spoke of their concerns and suggestions to Director Vincent but all members are very committed to completing the study and design work to keep the sidewalk project moving forward. However, members did acknowledge the unknown variables of the sidewalk installation, such as utility pole and hydrant relocation and cautioned about requesting bonded money without an exact known project cost.

The Board thanked Director Vincent for his diligence and his informative presentation on the project and stated that they are in full support of advancing the project and are willing to move forward on the detail and design.

With the financial ability to begin both the school roofing project and the design work of the sidewalk project, the Board communicated that it is not in favor of bonding for those projects at this time, until more solid figures are obtained.

Town Attorney on agenda presentation:

Director Sullivan had inquired to Town Attorney Jeffrey Londregan regarding putting the phrase "possible action item" after a listed item on an agenda and whether that language is or is not

required. Chairwoman Strunk informed the members of Board that Attorney Londregan wrote that during a regular meeting, because the Board can add items to its agenda that were not previously on the agenda, including the language "possible action item", is not needed (because the Board can vote to add the item to the agenda). During a special meeting however, it makes sense to add that language just in case there is a vote on it that night.

#### School Bus Parking options:

Chairwoman Strunk confirmed that the school buses will remain in the leased lot on Extrusion Drive. Additional fuel costs for the buses being relocated to the other side of town instead of centrally located was a deciding factor as well as space limitations.

#### School Field Lighting Financing Options:

Director Peter Anderson is exploring lighting and financing options for the project.

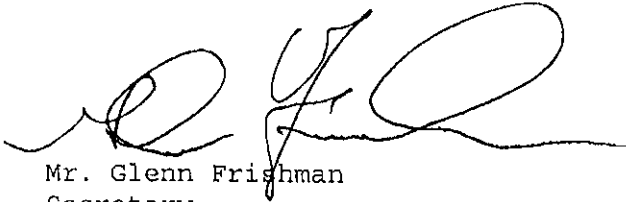
#### Liaison Reports:

Chairwoman Strunk noted the dates of the ribbon cutting for the school projects. West Vine Street School will hold their ribbon cutting on Saturday, September 21, at 10 o'clock. Dean's Mill School will be Saturday, September 28th, at 10 o'clock. Attendees will be able to tour each of the schools.

Chairwoman Strunk informed the Board that BOE Director of Finance Gary Shettle, Town Director of Finance Jim Sullivan and Director of Administrative Services Vin Pacileo are working on ironing out a revised Memorandum of Understanding (MOU) governing the funding of the health insurance fund shared by the Town and BOE. A joint meeting with the Board of Finance, the Board of Selectmen and the Board of Ed will occur in the near future to present final draft MOU and give interested parties the opportunity to further discuss the MOU prior to it being voted on.

With no further business Mr. Fauerbach made a motion to adjourn the meeting at 9:40 p.m, Mr. Frishman seconded. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'G. Frishman', written over the typed name and title.

Mr. Glenn Frishman  
Secretary