

# TOWN OF STONINGTON

## BOARD OF FINANCE

Stonington Police Department Meeting Room

Wednesday, December 4, 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 Glenn Frishman, Lynn Young, Tim O'Brien, Michael Fauerbach, Bob Statchen and Deborah Norman. Director Jim Sullivan and Selectwoman Danielle Chesebrough were in attendance. David Motherway Jr. was absent.

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

Pledge of Allegiance

Mr. Fauerbach nominated Mr. O'Brien for Chair of the Board of Finance; Mr. Frishman seconded. Ms. Young nominated Mr. Frishman for Secretary of the Board of Finance. Ms. Deborah Norman seconded. Hearing no other nominations, all were in favor. **Motion carried.**

Comments from the Public: None

Previous Minutes: On a motion by Mr. Frishman and seconded by Mr. Fauerbach, the minutes dated November 6, 2019 were approved after minor corrections were noted. Voting was unanimous with Mr. Statchen and Ms. Norman abstaining. **Motion carried.**

### New Business

Additional Appropriations: A review of year to date additional appropriations from fund balance for fiscal year 19/20 showed no changes from last meeting.

Line Item Transfers: First Selectwoman Danielle Chesebrough requests the transfer of \$40,008.25 from various prior years defunct CIP accounts to FY19/20 CIP sidewalk budget, account #4022020-88278. These funds are required for Route 1 sidewalk engineering study. Mr. Frishman motioned to approve the transfers, Ms. Young seconded. Voting was unanimous. **Motion carried.**

Mr. Fauerbach motioned to add two late additions to the agenda, both line item transfer requests. Ms. Young seconded. **Motion carried.**

Ms. Young motioned to approve a line item transfer request of \$1,500 from Town Wide additional funds to Admin Services - Tech & Professional account. Transfer is requested to fund Randi Frank Consulting Services for an employment search for the open Director of Planning position.

Ms. Young motioned to approve a line item transfer of \$17,000 from various repairs and maintenance line items to fund the Architect for West Broad St School roof and building exterior evaluation, and additional outside security lighting. Mr. Frishman seconded.

On both line item transfer requests, voting was unanimous. **Motion carried.**

BOE Monthly Line Item Transfer Review: Discussion regarding the global reporting of the Board of Education was tabled until a representative from the BOE is in attendance.

Permit Tracking System: Director of Assessment Marsha Standish, Building Official Larry Stannard and Interim Planning Director Keith Brynes were in attendance to discuss the needs of their departments and how tracking software could benefit each department. The goal would be to integrate all the records from those departments into one database. Two applications are being considered, Viewpoint and Muncicity.

Ms. Young inquired if the database would be able to identify inconsistencies in a property record and Mr. Stannard said properties with inaccurate or incomplete records would most likely be corrected as the database was created.

Mr. Stannard informed the Board that currently all inspection reports, applications, CO's and certificates are completed on paper that are individually scanned to create electronic files which are filed into a database. With a tracking software, the process would start by creating electronic documents which would be saved in the database to the property location. This process along with online building permit application capabilities would greatly reduce the amount of paperwork incurred by the administrative staff of the department. The software also has a feature that would enable the Building Inspector to complete inspection reports from a tablet where the report could instantaneously be forwarded to a distribution list.

Mr. Stannard stated that he is inquiring among his peers on preferences between using Viewpoint and Muncicity and will take those opinions into consideration when choosing the software.

Director Standish noted that Viewpoint provides a discount to CRCOG members and the more member towns/cities the greater probability of enhancements, customer support and lower costs.

There was a brief discussion regarding the funding of such a software package and the associated yearly subscription and maintenance costs associated with it. Mr. Stannard suggested that an increase in building permit fees would be one way of funding the recurring annual costs of such software. Mr. Stannard noted, that currently Stonington has the lowest building permit fee in New London county. He further noted that such an increase to the fee structure would have to be presented and approved by the Board of Selectman. Mr. Stannard stated he would bring his request to increase building permit fees to the Selectman's attention pending a positive response from the Board of Finance.

Chairman O'Brien expressed his support and Mr. Fauerbach added that as Liaison to the Town, he did attend the demo for the Viewpoint software and was impressed by its capabilities and noted that all the towns in Rhode Island have moved to this software database.

With the endorsement of all the members on the Board, Mr. Stannard will move forward and present a building permit fee increase to the Board of Selectmen for review and approval. Once a software has been chosen, those figures will be presented to the Board of Finance.

**Old Business:**

The Board discussed the possible increase to the threshold of items requiring bids and/or bid waivers from \$10,000 to \$20,000. Upon a request from the Board members at the last Board of Finance meeting, Finance Director James Sullivan reported on the number of bid waivers that came before the Board during the last 17 months. Numbers were as follows:

Number of bid waivers granted: 40  
Waiver requests between \$10-\$15,000: 9  
Waiver requests between \$15-\$20,000: 2  
Waiver requests over \$20,000: 29

Mr. Frishman stated that it was his opinion that the Town has earned its AAA rating by being cautious and by requiring bid waiver requests over \$10,000 to be presented to the Board of Finance allowing the Board to be in tune with the operations of the Town. Ms. Young agreed, adding that during her tenure as board member she has yet to see the board deny a request. Mr. Statchen suggested if the threshold was raised, a report for those bid waivers in the \$10-\$20,000 range could be provided to the Board, to still keep the Board informed. Ms. Young acknowledged by increasing the threshold, a department would not have to wait to present to the Board at the next meeting, which might help expedite projects. Mr. Frishman also noted that urgent requests can be held via phone.

Mr. Frishman made the motion that the Board of Finance raise the bid limit from 10,000 to 15,000, with the stipulation that the Director of Finance provides a quarterly report of all the waivers between \$10-\$15,000. Ms. Young seconded. All were in favor. **Motion carried.**

**Correspondence:** None

Mr. Frishman made a motion to add to the agenda the assignment liaison responsibilities by the Chair. Ms. Young seconded. Voting was unanimous. **Motion carried.**

Chairman O'Brien, speaking to the new members of the Board, explained to the new members, that in order to provide greater communication between different boards, commissions, and departments, members on the Board of Finance are assigned as liaisons to various boards, commissions, and departments. These assignments are especially helpful during budget season, and help keep communication channels open. A liaison can help explain department budgetary requests when the department representatives come before the board during annual budget presentations, and discuss any other matters that might arise which concern the Board.

Liaison Assignments were as follows:

K-12 - Chairman O'Brien stated the liaison for K-12 will be eliminated as the program has pretty much run to fruition and he has been assured by the Selectman and the Board of Education that should anything pop up in K-12 the Board of Finance will remotely be notified and at that time provide input.

WPCA - Member Young

Capital Improvement Committee - Member Young

Technology - Member Motherway

Board of Education - Secretary Frishman

Police Department - Secretary Frishman

General Government - Member Fauerbach

Personnel - Member Fauerbach

Highway - Member Young / Member Norman

Solid Waste - Member Statchen

Audit - Chairman O'Brien

Pension - Chairman O'Brien

Insurance - Chairman O'Brien

Non-Profits - Member Norman  
Revenue - Member Statchen  
Human Services - Member Norman  
Emergency Services - Member Motherway  
Boathouse Park - Chairman O'Brien

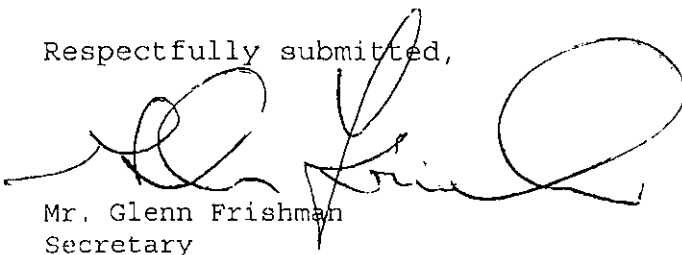
Liaison Reports:

Chairman O'Brien reported that at the bi-annual meeting of the Retirement Board for the Town of Stonington the pension discount rate was reviewed which was at 6.75% two years ago and is on target to reach a rate of 6.5%. This was completed in 1/8th percentage point increments over two years. The actuarial study presented by Hooker and Holcomb at the meeting indicated that the Actuarial Determined Employer Contribution (ADEC) for the 2020-2021 fiscal year is \$40-\$60,000 less than current year. The Chairman indicated that the Board may want to consider keeping the 2020-2021 pension contribution figure flat despite the decrease in the ADEC, and use the overage to increase the pension funding percentage above the current 89.9% funded status. The Chairman noted that the pension plan is closed to new employees. Chairman O'Brien also noted that the Committee is reviewing the 401a and 457 Plans.

Ms. Young reported on the WPCA and noted that the \$3 million capital improvement needs figure reported earlier by the WPCA Director is considered "light" in her opinion. She noted that given the age and condition of the WPCA infrastructure, it is urgent that the Board begin possible bonding discussions to fund the WPCA capital improvement needs. Ms. Young informed the Board and Selectwoman Chesebrough that CT DEEP is calling attention to having funding set aside and available for the diversion project, and may require the Town to proceed incrementally. Further discussion is needed to address the situation and create a plan to move forward.

With no further business Mr. Frishman made a motion to adjourn the meeting at 8:45 p.m, Mr. Fauerbach seconded. **Motion carried.**

Respectfully submitted,



Mr. Glenn Frishman  
Secretary