

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. The new contract reduces the disposal cost to SCRRRA (Southeastern Connecticut Regional Resource Recovery Authority) by \$17.15/ton. This savings will be used to offset tipping fees in the future.

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 6th, the Town is taking the lead to provide residents with curbside textile collection. Five area towns also intend on implementing the new program.

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