

TOWN OF STONINGTON
BOARD OF FINANCE MEETING
Stonington Police Dept Meeting Room
Wednesday, January 2, 2019

A meeting of the Board of Finance was held on this date in the meeting room of the Stonington Police Department. Members present were Chairwoman June D. Strunk, Secretary Glenn Frishman, Lynn Young, Mike Fauerbach, Tim O'Brien, Blunt White, and Danielle Chesebrough. Also present were the Director of Finance, James Sullivan, Chief Darren Stewart, Captain Todd Olson and Alexa Garvey, Board of Education Chairperson.

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

Pledge of Allegiance

Comments from the Public - Chief Stewart took the opportunity and was pleased to provide the Board members with an update on the police radio system upgrade. It was reported that all of the equipment has been installed and they are ready to connect to the State system. The next purchase will be (50) portable Kenwood single band radios that will allow communication with Rhode Island, Groton town and the State of CT. This purchase request will go out for bid and the Chief estimates the cost for the (50) portables at \$160,000. The project is currently on budget and after this purchase money will remain for the purchase of additional radios. Kenwood is close to releasing the newest model of portable dual band radios and once they do, these dual band portables will be purchased. In the meantime, the State of CT will loan the department (20) portable dual band radios. The dual band allows talk on the State system, the old system, and the Fire Dept.

The police department will also be upgrading its existing radio system. This is not considered a major project but rather just an upgrade to the legacy system which is their current VHF system. The police department will issue an RFP in the next month or two to procure a vendor to perform these upgrades. With regards to the new radio system, the Chief expects the system to go live in April or May. Chief Stewart noted the support of three of the Police Commissioners who are in the audience this evening and their assistance throughout the project, meeting with the State, the vendors and determining the best way to proceed.

Mr. Fauerbach asked about the trade in possibilities of the single band radios with the manufacturer after the new dual bands are released, the Chief said that is a possibility and something they would look into.

Mr. White inquired about the funding and Chief Stewart confirmed that the money has already been allocated in the CIP budget.

Ms. Young inquired about battery cost and life. The Chief said batteries cost approximately \$120 each and last from 3-5 years.

Chief Stewart offered the members a chance to view the new equipment at any time and the Board thanked Chief Stewart and Captain Olson for the report.

Previous Minutes – Mr. Frishman motioned to approve the December 5th minutes, Ms. Chesebrough seconded. A few corrections and clarifications were brought to attention and noted. Based on these corrections and the minutes amended, the December 5th minutes will be approved. Voting was unanimous with Mr. Fauerbach abstaining.

Motion carried.

New business

Additional Appropriations:

- Mr. Frishman made a motion to approve a request from Chief Darren Stewart for an additional appropriation for a BDA (Bi-Directional Amplifier) for West Vine Street School. Ms. Young seconded. After a brief discussion, it was determined that the request should be a bid waiver. Mr. Sullivan pointed out that the cost had not been determined at the time the agenda was distributed and after discussing it with Chief Stewart they agreed the project could be funded with E911 funds and that the additional appropriation was no longer needed. The E911 Grant Program is a federal grant program that provides funding to support 911 emergency operations. The Police Commission contacted the K-12 Building Committee and indicated the Police department could pay for the project as its technology consultant, Richard LaSaracina, owner of Wireless Design Group, had come up with a solution for the spotty service inside the newly renovated sections of the school. Ms. Strunk did note that if this proposal does not work a full system would be required. Mr. Frishman made the motion to amend the agenda to reflect the request for a bid waiver for \$14,250.13 from Wireless Design for a BDA at West Vine Street School. Ms. Young seconded. **Motion carried.**

A review of year to date appropriations showed no changes from the prior month.

Bid Waivers:

- After Chief Stewart and Captain Olson discussed the Bi-Directional Amplifier project for West Vine Street School with the Board, Mr. Frishman made the motion to approve the request for a bid waiver for \$14,250.13 from Wireless Design for Bi-Directional Amplifiers for West vine Street School. Mr. White seconded. **Motion carried.**

Line Item Transfers:

- Mr. Frishman made a motion to transfer \$10,000 from "Town Technology" CIP account #4022019-88001 to "Roll Off Truck" CIP account #4022018-88019 to

repay \$10,000 borrowed from Roll Off Truck last year. Ms. Young seconded the motion. **Motion carried.**

- Mr. Frishman made a motion to transfer \$3,897.96 from First Selectman's "Town Wide" account #10101-80100 to "Town Hall Maintenance" account #10154-80294 for new counter system in the entryway of the Assessor's Office. Ms. Young seconded the motion. **Motion carried.**
- Mr. Frishman made a motion to transfer \$1,733 from "Professional Services" account #10136-80166 to "Accounting & Auditing" account #10136-80321 to account for COLA in audit contract. Ms. Young seconded the motion. **Motion carried.**

Discussion of BOE administrative and reporting requirements and requests:

The Board of Finance discussed the Board of Education (BOE) administrative and reporting requirements to the Board of Finance (BOF). Ms. Strunk pointed out that the BOE financial reporting can be found on the BOE website but going forward she would like the BOF minutes to refer to this. These BOE reports, plus others, are published on a monthly basis and all are publicly available from their BOE Agenda links at <https://www.stoningtonschools.org/board-of-ed/past-agendas>

The Board reviewed the BOE FY18/19 line item transfers from a handout from Mr. Sullivan. The handout showed the transactions for the month. The Board was in agreement that a more detailed report supporting the reasons for the transfers would be preferred. Alexa Garvey, Chair of the Board of Ed was in the audience and she was of the understanding that the Board of Finance wanted the Board of Ed to submit the line item transfers and she had discussed this with Gary Shettle. The Board referred to Mr. Blunt White's December 19th email detailing recommendations for the reporting requirements of the BOE to the BOF. The Board agreed that Mr. White's format will make it easier for the Board to decipher the context of the line item transfers. It was determined that Ms. Garvey had not received this December 19th email and Ms. Young forwarded it to her at this time. A hard copy was also provided to Ms. Garvey.

Mr. Sullivan had a question about the Global Report submitted along with Mr. White's email. He pointed out there were budget line items that were over budget and transfers weren't made to cover these items. Mr. Sullivan asked whether the BOE required transfers to cover those items. The Board has asked Ms. Garvey for the BOE to review the recommendations and return for further discussion and whether Gary Shettle could attend the next meeting to explain the variances on the Global Report to the Board.

Mr. White wanted to note the fact of the uneven reporting requirements between the BOE and the General Government in the Town's year end audited financial statements. While the BOE education expense is nearly 60% of total Town expenditures, it is reported as only one line item in the Schedule of Expenditures in the audit report, whereas the Town with the remaining 40% of the expenditures shows thirteen (13) pages of expenditure detail from ten (10) departments with four hundred fifty (450) line items of expenses. This is a huge mismatch between reporting. Mr. White asked if there could be more

transparency on the education side. Ms. Strunk inquired whether the Auditors could put that information in the Audit report if requested. Ms. Chesebrough asked about cost implications for this additional information and Mr. Sullivan said he would inquire about the potential cost.

The discussion regarding a possible future request for additional funding for the Town Dock underground fuel tank replacement was tabled.

The budget presentation calendar was set. Based on the memorandum dated December 17, 2018 the dates for the Departmental budget presentations were acceptable and as follows:

- February 13, 2019 Human Services, Outside Agencies Loc: TBD
- February 27, 2019 Police Dept., WPCA, Solid Waste Loc: TBD
- March 6, 2019 Public Works, Gen Govt, CIP Loc: SPD
- March 13, 2019 Board of Ed, BOE CIP Loc: TBD

Deliberation dates were changed to the following:

- March 27, 2019 Location: TBD
- March 28, 2019 Location: TBD:

Public Hearing will be held April 24, 2019 Location: TBD

All meetings will begin at 7:15 PM.

The Board then moved to Executive Session with Mr. Frishman making the motion to adjourn the regular meeting at 8:29 p.m. Mr. O'Brien seconded, **Motion carried.**

The Board came out of executive session and moved back into Open Session where correspondence was discussed. A thank you letter from the Stonington Como was written to Mr. Rob Simmons thanking for the town's recent funding for support of the Thrift Shop Door Replacement.

K-12 Liaison Reports – Ms. Strunk noted that everything was still on track for renovations to be completed by the end of March. The Building Committee has not yet approved the type of playground surface and the State has not yet approved the playgrounds for reimbursement.

The Library Sub-Committee next meeting is January 17th at 4:00 p.m.

CIP Liaison Report - Mr. White distributed a draft version of the CIP schedule that had been provided to him the previous month. Mr. Sullivan pointed out there were errors on

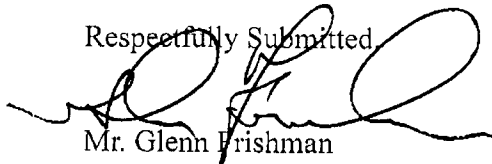
this draft and there is a more current version with corrections and includes the BOE CIP as well. Mr. Sullivan said he would forward the most recent version of the CIP schedule to the Board members and inform the Board when the Board of Selectmen will be meeting to review the CIP schedule. Mr. Sullivan also noted that he had moved existing capital lease debt service payment out of the CIP budget and added them to the debt service schedule in the General Fund budget.

WPCA Liaison Report - The key issue is the CIP request of \$1,920,000 over the next two (2) years. Jason Vincent (P&Z) will assist Doug Nettleton (WPCA) on the presentation, providing information on the added benefit from the project in terms of development coming on line and the cost of tax abatements. Ms. Chesebrough did ask whether each department is responsible for finding grants that may be available for projects such as these. Mr. Sullivan stated each department manages their own projects and are responsible for pursuing grant opportunities.

BOE Liaison Report - Mr. Frishman meet with BOE Chairperson Alexa Garvey and explained to her that the BOE concept of a special education center is going to have to be standalone item as a profit & loss center. During this meeting with Ms. Garvey, Mr. Frishman explained this was the consensus of the BOF. If they make money, they get to keep the money but should they lose money they will have to take it out of their budget. Mr. Fauerbach asked how adamant the BOE is about moving forward with this plan. Ms. Young stated her understanding, based on the people that she had spoken with, that this plan was going forward without hesitation.

With no further business to come before the Board, Ms. Young made a motion to adjourn, Mr. Frishman seconded and voting was unanimous. **Motion carried.** The meeting was adjourned at 9:31 p.m.

Respectfully Submitted



Mr. Glenn Frishman
Secretary

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