

TOWN OF STONINGTON
BOARD OF FINANCE
Budget Deliberations
Stonington Police Department Meeting Room
Friday, March 29, 2019
4:00 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, Secretary Glenn Frishman, Lynn Young, Blunt White, Tim O'Brien and Michael Fauerbach.

Pledge of Allegiance

Continuing the Monday night, March 25th meeting, Chairwoman Strunk stated that this meeting would allow review of changes and discussion of any remaining CIP items in addition to hearing additional information that the Board had requested.

All Board of Finance members were in receipt of Version 7 of the FY19/20 Board of Finance Budget dated 3/28/19.

General Operations

Starting with General Operations, Chairwoman Strunk asks the Board if Line Items #1 - #10 on the CIP Schedule were agreeable to the members.

Director Jim Sullivan inquired to Chairwoman Strunk the amount for Line #5 – Town wide Computer System. The Chairwoman and the Board members are in agreement that Line #5 should be \$65,000.

Police Services

Line #16 – Fleet Upgrade was funded at \$120,000
Chairwoman Strunk noted that the Board will revisit this funding after the process is completed.

Line #17 Technology Upgrade was funded at \$1.00

Line #27 License Plate Reader was funded at \$1.00

Assessor's Department

No changes.

Public Works/Highway

Lines #34 – Lines #51. Line #35 Drainage Town Wide was funded at \$35,000.

Line #39 – Highway Equipment Purchase was funded at \$100,000. This amount covers \$30,000 for equipment purchases, and funds for the purchase of a 1-ton truck.

Line #42 – ADA Public Works Transition Plan was funded at \$25,000.

Line #49 – Town Hall Parking Lot Replacement was funded at \$1.00

Line #50 – HVAC Repairs for Human Services and Town Hall was funded at \$45,000.

First Selectman Simmons noting additional information had been received and asked Director's McKrell and Theodore to address the Board with the updated information.

Director McKrell states that since the last deliberation meeting New England Mechanical has provided a quote for the boiler replacement at the Human Services building. Noting that another vendor also reviewed the system, this vendor has suggested the boiler could be downsized, saving additional monies. Ms. McKrell will be obtaining the services of an HVAC engineer to verify the boiler size required. Once this is determined, an opportunity to bid will be posted. In addition to the boiler replacement, there are items that have been identified as needing repair and/or replacement such as the ductwork.

Director McKrell also provided the Board with an estimation of work required for the Town Hall HVAC system. This work would be for installing a building automation system in the Town Hall, allowing the system to run more efficiently, potentially saving money on management of the building.

Director McKrell estimates the total cost to complete all the repairs would be \$73,061 and has \$10,000 available from last year's request. Mr. O'Brien expresses concern with the need for the automation of the Town Hall, pointing out that it is not critical for the other parts of the system and would only allow remote management and not repair faulty operation.

Line #50 – HVAC Repairs for Human Services and Town Hall was funded at \$45,000.

Public Works/Engineering

Line #55 – North Stonington Road Bridge was funded at \$1.00 It was noted by Selectman Simmons that Groton has contacted the Selectman inquiring if Stonington would be putting money into the bridge fund as Groton has been receiving complaints from their citizens and the Old Mystic Fire Chief. Selectman Simmons responded by pointing out that Groton was the lead agency on the project and has not come forward with any funding and found it difficult to come before his Board of Finance to request funding when the lead agency has not done the same.

Line #59 – South Anguilla Road Bridge was funded at \$1.00

Chairwoman Strunk questioned Selectman Simmons if he knew if the bridge had failed, and Selectman Simmons stated that the bridge has not failed. Town Engineer Scot Deledda added that funding from prior years is still available and they will be completing the bridge study and advancing that project, just not from a construction phase.

Line #63 – Washington Street Drainage Improvements will be funded at \$40,000

Line #64 – Coogan Boulevard Culvert Rehabilitation will be funded at \$40,000

Line #67 -Lantern Hill Bridge Project will be funded at \$1.00

WPCA

Line #70 – I&I Identification and Removal will be funded at \$1.00

Line #71 – Mystic to Borough Transfer Project will be funded at \$1.00

Mr. Fauerbach pointed out that these items are currently funded at \$1.00 as they are intended to be bonded, but asks the Board to revisit all of the CIP items earmarked for bond for further discussion.

Solid Waste Department

No Changes.

Building Department

Line #83 – Vehicle for Assistant Building Inspector was reduced to zero (0).

Selectman Simmons suggested that the line item be deleted from the FY19/20 CIP schedule as it was his opinion that the Town needed to move expeditiously to replace the existing assistant building official's vehicle. Pointing out that the current vehicle has cost over \$6,000 in repairs over the last 2 years and currently confronted with an \$800 bill to fix the rear axle. It has been determined that a second hand 2019 Jeep Cherokee can be purchased for \$20,000.

In consultation with Director Sullivan the funds can be acquired through a line item transfer in this year's budget from one existing CIP account to another.

Planning Department

Line #89 – Community Meeting Room was funded at \$1.00

Line #91 – Comprehensive Plan Update was funded at \$1.00

Line #92 – Enterprise Technology Plan was funded at \$1.00

The Board has requested the IT Director Roger Kizer come back before the Board and present a proposal for the technology request.

Line #93 – Permit Tracking was funded at \$1.00

Line #94 – Coastal Resiliency Program was funded at \$10,000

Line #105 – Pawcatuck Streetscape – Route 1 was funded at \$120,000 Allocated at \$40,000 for the downtown area between the bridges and \$80,000 for the design of the sidewalks between the High School to the Pawcatuck Shopping Center. This design work will be in order to leverage the grants. Mr. Frishman would like to revisit the funding for the sidewalk project to see if there was any additional funding that could be applied once the numbers were all in. The Board concurred.

Line #106 – Pawcatuck Streetscape – Route 2 was funded at \$1.00

Line #109 – Pawcatuck Hurricane Barrier Study was funded at \$10,000

Line #112 – Stillman Mill Environmental Assessment was funded at \$1.00

Line #115 – Inspection Vehicle was funded at \$1.00

Line #116 – File Retention was funded at \$1.00

Line #117 – Office Security was funded at \$1.00

Line #118 – Circus Lot Acquisition and Plan was funded at \$1.00

Line #123 – Sidewalk Infill Rt 1 Stonington Road was funded at \$1.00

Line #124 - #126 were removed from the schedule

At this point the General Government capital improvement requests total \$1,492,020

Outside Agencies

Line #154 – Stonington Ambulance 1st Floor Remodel was funded for \$5,000

Line #157 – Stonington Ambulance Replacement was funded for \$30,000

Line #158 – Ocean Community YMCA Renovation was funded for \$20,000

Line #161 – Borough of Stonington – Railroad Footbridge was funded for \$1.00

Line #164 – Thames Valley Community Action (TVCCA) Meals on Wheels Delivery Vehicle.

Director of Human Services Leanne Theodore spoke on behalf of the TVCCA. Since the last deliberation meeting, Director Theodore had received information from the Executive Director of TVCCA that fifty (50) residents currently utilize the program resulting in 9400 meals annually. This vehicle also transports food to the Pawcatuck Neighborhood Center for the congregate meals served on site. The vehicle the TVCCA is requesting would be dedicated totally for the Stonington route and they hope to expand upon the current route if they have a vehicle to do so.

Mr. White, Mr. Frishman and Ms. Young discussed the fundraising abilities of the TVCCA and all agreed the TVCCA is a well thought of organization with many resources.

Director Theodore reported that the TVCCA is requesting a significant increase in their general operating budget from the Outside Agencies request under Human Services this year, and that Director Monahan from TVCCA did indicate that funding was more important to keep intact than the vehicle request. Normally the TVCCA is funded through Human Services at \$1,000 a year. This year the TVCCA has requested \$8,000.

Chairwoman Strunk was in favor of the \$15,000 for the delivery vehicle, namely for the benefits to Stonington residents in terms of meal delivery and wellness checks and additionally that it was a onetime ask from the agency.

Mr. Fauerbach inquired if there was another way to express the Town's support other than funding the vehicle. Concerned with designating the vehicle the Stonington vehicle and heading down a path of commitment on that vehicle, Mr. Fauerbach suggested increasing the TVCCA operating contribution this year allowing the agency to use the funds as best they saw fit. Mr. O'Brien concurred, adding as Director Theodore had mentioned, the TVCCA had expressed the operating budget was more crucial.

Ms. Chesebrough noted if the agency stated the operating budget is what is most crucial to what the TVCCA provides, she would want to be sure the Board took that into consideration and added the suggestion that the TVCCA could always come back before the Board.

Line #164 – Thames Valley Community (TVCCA) Meals on Wheels Delivery Vehicle was funded for \$1.00

Line #170 – Stonington Free Library – ADA Compliance was funded at \$50,000

Line #171 – Stonington Historical – Lighthouse Restoration was funded at \$20,000

Line #173 - Outside Agencies total is \$125,002.

Line #174 - General Government and Outside Agencies total is \$1,617,022.

Line #177 – Reappropriation of CIP Fund Balance from defunct projects is (\$79,886)

Line #181 – Total Other Revenue and Expenditure Offsets is (\$189,886)

Line #182 – Total Net Appropriation for General Gov't & Outside Agencies from General Fund is \$1,427,136.

Board of Education

Line #184 – BOE Computers and Peripherals – Purchases was funded for \$61,145.

This fund covers networks, servers and network appliances.

Line #185 – BOE Staff Laptop Computers – Purchases

Chairwoman Strunk acknowledged that the Board considers reducing the CIP request to \$35,000. Christopher Williston, Director of Technology spoke to the Board stating that the funds will be used for staff laptops and the upcoming purchase for these laptops is projected to be \$238,000. These laptops are replaced on a 5-year cycle. Mr. Williston's suggestion was to take advantage of a current offer from Apple for a zero percent (0%) financing for four (4) years. If the offer were to be taken advantage of now it would calculate to \$65,000 per year for four (4) years. The fifth (5th) year would be free and clear and the cycle would begin again after the fifth (5th) year.

Line #185 – BOE Staff Laptop Computers – Purchases will be funded at \$65,000 for four (4) years.

Line #186 – Computers One to One Purchase

This is for the Chromebooks purchased for the middle school for the one to one initiative and Google licensing. Five hundred (500) student Chromebooks and fifteen (15) placed in inventory will be purchased. As a note, in house repairs are being done on screens and keyboards and parents are charged for those repairs. These items are replaced in a 3-year cycle. A \$50,000 fund balance remains from last year.

Line #186 – Computers One to One Purchase was funded at \$98,172

Line #187 – District Phone System

This amount does not cover the phone system for the new schools but replacing older digital phones with new IP phones, and upgrading the infrastructure to support the phones as well.

Line #187 – District Phone System was funded at \$30,000

Line #188 – Install Security System & Cameras (District) will be funded at \$50,000

Line #190 – Pavement Crack Sealing and Coating – (District) was funded at \$10,000

Line #192 – Ductless A/C & Heating – (Middle School)

Mr. Peter Anderson, Director of Operations & Facilities addressed the Board with regards to the A/C & Heating system of the Stonington Middle School. A ductless system using Mitsubishi units at a cost of \$600,000 is being presented, and this will provide heating and cooling to all classrooms except the gymnasium.

Mr. Fauerbach inquired if there were a way to phase in the coverage, if one part of the school was in need more than another section. Mr. Gary Shettle responded that the entire school needed the coverage for working conditions, safety concerns and mold issues. More students present with autism and allergy issues and a climate-controlled environment is critical for these students.

Ms. Young expressed concern of the large dollar amount and adding it to a bond and asked if waiting a year was a possibility. Students that have air conditioning can be in a classroom that has window air conditioning, something that is being done now. Ms. Young is not comfortable putting the amount to bond as a renovation of the Middle School.

Chairwoman Strunk stated that with the consolidation of the schools, there are more students at the Middle School and in addition to the air conditioning, securing the entry and the parking lot concerns all need to be

addressed and could be in a bond.

Based on the estimate for an engineer to design and specify the project scope the Board of Finance will fund that expense with the Board of Education returning for further discussion once the details of the project are defined.

Line #192 – Ductless A/C & Heating – (Middle School) was funded for \$20,000

Line #195 – Entry Wall Security for Access to Office Only – (Middle School) was funded for \$209,000

Line #198 – Parking Plan/Permits & Construction – (Middle School)

Mr. Peter Anderson stated that currently at the Middle School there are 99 parking spots and 1 Handicapped parking spot. According to his calculations 89 parking spots are needed for staff leaving 10 spots for parents and visitors.

Mr. Anderson proposes a gravel area or graded process stone to fill into a section next to the parking lot and then around behind the school where the basketball hoops are. This may allow another 20 – 30 extra parking spots dependent on how far they are able to go back. Estimates for a new parking lot were in the \$2.5 - \$2.7 million range. That would incorporate putting in retention ponds and rain guards for drainage. By putting in a gravel or processed stone area they may be able to avoid that cost.

Mr. Anderson continued, that also included in the \$815,000 request is repair the parking lot to the side of the music department, which has been undermined and broken apart by water and severe icing has occurred during freezing weather. The department has kept the area sanded during the winter months, however, water that still pushes up through the cracked pavement freezes regardless of the sanding.

Line #198 – Parking Plan/Permits & Construction – (Middle School)
will be put to bond for \$815,000

Line #201 – Additional Baseboard Heat – Science Rooms – (Middle School) will be funded for \$1.00

Line #202 – Cafeteria Tables – (Middle School) will be funded for \$1.00

Line #203 – Interior paint and repairs – (Middle School) will be funded for \$1.00

Line #204 - Signage – Exterior and Interior – (Middle School) will be funded for \$7,000

Line #205 – Gymnasium Wall Padding – (Middle School) will be funded for \$1.00

Line #206 – Health Center – (Middle School) will be funded for \$12,000

Line #207 – Roof Repair-Design & New (Middle School) will be funded for \$1.00

Line #208 – Flooring Repair – (Middle School) will be funded for \$1.00

Line #209 – Upgraded Building Management System – (Middle School) will be funded for \$1.00

Line #210 – Ductless A/C & Heating Upgrade – (District Office) will be funded for \$1.00 This project refers to the new District Office.

Line #213 – Classroom Upgrades – (District Office) will be funded for \$250,000

Mr. Anderson reports to the Board that the classroom upgrades pertain to painting walls and replacing flooring, in addition to four (4) new security divider doors. There is painting that is required in the alternative learning section along with rugs that will need to be replaced. There are some walls that will need to be installed and electrical and plumbing work that will be required.

Ms. Young considers the project to be an unknown cost and should be fixed correctly through a bond. Acknowledging that the Alternative Education repairs should be completed, Ms. Young inquires if the District Office shouldn't delay moving for one (1) year, until the cost can be accurately determined. Mr. Frishman concurred.

Dr. Van Riley responds that with completing all of the work for the Alternative Education Center there would be no reason for the district office to stay. The Education department needs to vacate the building as keeping some staff behind and incurring the maintenance and utility costs would not be cost efficient. Dr. Riley also notes that they need to have the students in the building by September and do not have the ability to wait for a bond referendum.

This matter will be further discussed.

Line #216 – Signage – Exterior/Interior – (District Office) will be funded for \$7,000

Line #217 – Locks and Keys – (District Office) will be funded for \$15,000

Line #218 – Elevator Shaft Repair – (District Office) will be funded for \$6,000

Mr. Peter Anderson reports to the Board that elevator is a hydraulic shaft elevator that is subject to new testings by the State of Connecticut and more than likely will require all the seals and possibly the hydraulic shaft replaced. Funds allocated would be for load testing of the elevator.

Line #219 – Upgrade Building Management System – (District Office) will be funded for \$1.00

Line #222 – Athletic Field Repair – Baseball Turf Repair – (High School) will be funded for \$25,000

Line #223 – Tiling & Carpet – (District Office) will be funded for \$10,000

Line #224 – Major Equipment Purchase (Bobcat) (District Office) will be funded for \$1.00

Line #227 – Maintenance Plow Truck – (District Office) was removed from the Board of Ed CIP Schedule and reallocated to Public Works.

Line #231 – Ongoing Hazardous Testing/PCB's (District Office) was removed from the Board of Ed CIP Schedule and reallocated to the Board of Finance operating budget.

Line #232 – Bus Yard Relocation (District) was funded at \$60,001

This will allow the lease where the buses are currently kept to continue for the FY19/20 and \$1.00 placeholder for the bus yard relocation.

Line #240 – HVAC Repair & Replacement (High School) was funded at \$1.00

Mr. White questions why the amount was still in the CIP Schedule and not moved over to the Bond request.

Mr. Peter Anderson states there are nine (9) units remaining that need components replaced or repaired. All quoted parts are coated coils, meant for regions that have salt air.

Line #245 – Lockdown Buttons (All) was funded for \$10,000

Line #249 – Total Public-School CIP Expenditure Budget is \$944,158

Line #254 – Total Other Public-School Revenue and Expenditures Offsets without discussing the Middle School Roof is \$83,762

Line #255 – Total Net Appropriation for Public Schools CIP from General Fund is \$860,396

Line #256 – Total Net Appropriation for All CIP Projects from General Fund is \$2,287,532.

The Board broke for a 10-minute break at 6:05 p.m.

The Board reconvened at 6:15 p.m.

The Board reviewed the fund balance through a handout from Director Sullivan with the undesignated fund balance of \$4,184,544. Allowing for an emergency fund of \$1.8 million or \$2 million would allow up to \$2.1 million to allocate towards CIP.

Ms. Young suggests saving a minimum of \$2 million undesignated fund balance as there are many variables with the State right now such as the State taking the car taxes, and adding taxes to all property owners in the State. Ms. Young adds that any forthcoming funds over the next couple years are going to be down. Concerned with the defacto development moratorium in Mystic right now due to sewer concerns, Ms. Young advises the Board that reserving an additional million dollars in case the bond for the WPCA were not to gain approval would be even more prudent.

After discussion, the Board adjusted the average rate of collections to 98.75%. The new value of a mill is 2,758,119

Operating Budgets.

Mr. White asked the Board to review the revenue for Education Cost Sharing Grant (Line #23 pg 3) which shows \$956,340 which is the amount in the current proposed governor's budget and asked whether they should allow for a margin of safety. Chairwoman Strunk states that it is a good number and shouldn't have to be adjusted.

Mr. White also asked the Board to review the revenue from Solid Waste Disposal Fees, where Ms. Young inquired about the increase in the cost of yellow bags. Mr. John Phetteplace, Director of Solid Waste stated that the increase in yellow bags is being evaluated to calculate the correct increase amount.

Office of Selectman

Line #30, Mystic River Boat Pump out Service was reduced by \$5,000.

Selectman Simmons wished to point out Line #19, the SEAT funding and the calculation of an 152.92% increase based on an accounting procedure and not a total increase in the expense.

Line #56 – Commission to Study Needs and Use of Town Buildings – Clerical Services is a newly formed committee. \$2,400 was added to the line item to cover recording of the meetings and \$100 added for consumable supplies.

Line #48 – Consulting Services for the Economic Development Commission had an increase of \$9,500 and Mr. Frishman asked for detail on the increase. Ms. Chesebrough was able to discuss the services provided by the consultants and noted these services are not just for downtown Pawcatuck but also Stonington. These services involve conceptual design work to try and get some of the properties that have been dormant for a number of years presented in a better light to attract practical projects that can be developed.

Selectman Simmons weighed in, speaking with regards to the Campbell building, which the town is owed about \$70,000 reimbursement for the mandated silo removal. Encouraging the owner to work with the Town to visualize what could be on the property will help sell the property. These consulting services do just that, help envision what could be done.

Department of Administrative Services (Line #2 pg 11) Ms. Young inquired why the significant increase in cost and was informed that the additional funds would cover Sheryl Krynick to provide training services on an as needed basis.

Human Resources – Pension Plan – Defined Contribution (Line 47 pg 13) increased by \$5,000. Social Security increased by \$10,000

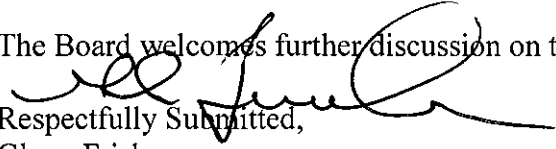
Mr. Roger Kizer and Director Marsha Standish came before the Board to discuss the integrated documentation management system. Speaking with Jason Vincent and working with Ms. Standish, Mr. Kizer reached out to several vendors for estimates for a study to get Town departments integrated. Ms. Standish stated that the Assessor's department had hired BlumShapiro to analyze the department work flow that utilizes other departmental information such as building and zoning. That report is still available if that is the direction chosen. Ms. Standish advises the Board how critical it is to centralize multiple department information.

Mr. Kizer states the objective of the consultant would be to come in and do a comprehensive overview and review not only what software each department uses, but the workflow of each department. Working with Department heads, the consultant will understand that the building department integrates with planning and zoning which integrates with the assessment department and the workflow of the departments will be apparent and a plan to go forward could be implemented. BlumShapiro came back with an estimate between \$28,000 to

\$42,000.

The Board unanimously agreed to fund the study and \$35,000 was placed in the CIP Schedule under General Operations, Line #8 – Integrated Document Management.

The Board welcomes further discussion on the issue.


Respectfully Submitted,
Glenn Frishman