



TOWN OF OLD SAYBROOK
Board of Finance

302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE MEETING MINUTES
May 7, 2019 7:00 P.M.
FIRST FLOOR CONFERENCE ROOM

BOF Attendant Members

David LaMay, Chairman
Carol Rzasa, V. Chairwoman
Tom Stevenson
Barry O'Neill
Paul Carver
John O'Brien

Absent Members

Donna Nucci

In Attendance

Carl Fortuna, First Selectman
Carol Conklin, Selectwoman
Bob Fish, Treasurer
Lee Ann Palladino, Director of Finance
Julie Pendleton, Director of Finance & Operations BOE
Jan Perruccio, Superintendent of Schools
Gerri Lewis, Clerk

1. Call to order:

Chairman LaMay called the meeting to order at 7:00 P.M.

2. Pledge of Allegiance:

Chairman LaMay led the pledge.

3. Roll Call: Donna Nucci absent.

4. Minutes

A motion to approve the minutes of April 2, 2019, was made by Ms. Rsaza, seconded by Mr. Carver and motion passed 4-0-2.

5. BOARD OF EDUCATION BUDGET PRESENTATION & PROCESS DISCUSSION

Ms. Perruccio, in an attempt to better communicate with the board of finance, with regard to the BOE budget, noted that she was requesting feedback from the board.

Ms. Perruccio presented the board with several questions/options for discussion, so that the BOE could present a better fit to the board of finance during budget season. She noted that the questions would give the BOE a better understanding of the board of finance needs.

A lengthy discussion ensued. Several board members expressed what they would be interested in seeing.

Chairman LaMay thanked Ms. Perruccio and Ms. Pendleton.

At this time, Ms. Rzasa made a motion to take the agenda item “sidewalks” out of order, seconded by Mr. O’Neill and motion was so voted unanimously.

6. REQUEST FOR SIDEWALK APPROPRIATION

Selectman Fortuna requested that the Board of Finance appropriate \$200,000 for the purpose of constructing sidewalks and other sidewalk improvements. Further, that the Town continues to utilize the firm of William Laydon, which was hired through a competitive process last year to perform the first set of sidewalk construction. The bid documents contained a provision that the contractor could be utilized in the 2019 construction season conditional upon no price increase for labor or materials, which Laydon agreed to. The funds will be placed in the existing sidewalk construction off budget fund.

The proposed sidewalk construction will take place on Main Street and College Street, and Route 1 starting on the south side of Route 1 and continuing west towards Dairy Queen. The timely completion of the sidewalk project will not only lead to safe walkways but also complement the work that has already taken place on Old Boston Post Road, North Main Street and Main Street Park and continue to improve the walkability of our Downtown area.

Should the construction be approved and funds appropriated, William Laydon will be prepared to do the construction during the summer season at the Direction of the Public Works director and the First Selectman.

A motion by Mr. Carver, seconded by Ms. Rzasa to approve the hiring of William Laydon to replace and improve sidewalks at specific locations in

Old Saybrook; and, to appropriate the \$200,000 to budget line item 490000 Capital Outlay, which will be transferred to an off budget Fund called “sidewalk construction”. Further, to move this appropriation to Town meeting. Motion passed unanimously.

7. YOUTH AND FAMILY SERVICES – REQUEST TO APPROPRIATE FUNDS TO PURCHASE AND INSTALL A HVAC UNIT AT Y&FS BUILDING LOCATED AT 322 MAIN STREET

The board of finance received a memorandum from Selectman Fortuna for the purpose of recommending that the Board of Finance appropriate funds in the amount of \$33,200 for the purchase and installation of a Heating and Air Conditioning (HVAC) unit at the Youth and Family Services (“Y&FS”) building located at 322 Main Street.

A Request for Proposal (“RFP”) was issued for an experienced contractor to purchase and install a new air conditioning system for the YFS building. A pre-bid meeting was held on April 23, 2019 and two contractors attended. The final submissions were received on April 30, 2019 and four bids were received. The specs for this project included ordering and installing two new 3-ton American Standard, 16 SEER air conditioning systems. One system must support five flexible branches and three returns in the basement area of the first floor to feed upper offices. The second system would be located in the attic to feed the offices and hallways below. Given the age of the building, contractors were encouraged to attend the pre-bid meeting to understand the complexities of the installation. Detailed specs that outline the systems and installation are in the RFP.

The low bidder was Foremost Mechanical Services, LLC, located in East Windsor Connecticut. This firm is an experienced firm certified and licensed by the State of Connecticut to install air conditioning units and related equipment.

The grand total of funds requested is \$33,200, which includes \$27,463 for the purchase and installation of the system, \$3,000 for the electrical, control panel, and duct smoke detector installation, and \$2,737 for a contingency of approximately 10%.

It is further recommended that the funds be taken from the capital non-recurring account. This recommendation for funds in the amount of \$33,200 thousand, will lower the capital non-recurring balance to \$505,316 thousand.

A motion by Ms. Rzasa, seconded by Chairman LaMay to appropriate funds in the amount of \$33,200 from the Capital Non-Recurring Account to purchase and install a HVAC unit at the Youth and Family Services (“Y&FS”) building located at 322 Main Street. The funds will be moved to a new off budget account entitled, “YFS HVAC Installation”, and further to move this recommendation to Town meeting for a vote. Motion passed unanimously.

Chairman LaMay thanked Selectman Fortuna.

8. Treasurer Report

Treasurer Fish went over his report which was handed out to the board. He noted that we were through 83% of the year and doing very well with revenues and expenditures. He went through a few of the general fund revenues such as the State Board of Education ECS and Town Aid Road receipts. All in all he noted that we are doing very well.

Chairman LaMay thanked Treasurer Fish.

9. Finance Report

Ms. Palladino reported as follows:

Budget for Fiscal Year 2019

Budget Fiscal Year 2019

The general government budget for Fiscal Year (“FY”) 2019 presently stands at \$16,339,829, along with the Town’s Debt Service budget of \$3,455,429, total General Government Expense equate to \$19,795,258. The Board of Education budget of \$25,809,822 brings the Town-wide budget to \$45,605,080, all of which was approved at the May 2018 budget referendum.

Budget Appropriations -

Unassigned Surplus Fund Appropriations - During FY19 no appropriations against the unassigned surplus fund have been made.

Municipal Reserve Fund Appropriations - During FY19 the following appropriations against the municipal reserve fund (“MRF”) have been made.

- During the July 17, 2018 Board of Finance meeting, \$45,000 was appropriated from the capital non-recurring account for the purpose of building Pickle Ball Courts. Further, these funds will be moved to the Main Street Connection Park Fund (2842). This was approved at a Town meeting held on August 13, 2018.
- During the September 18, 2018 Board of Finance meeting (and as updated at the December 4th meeting), it was approved to use funds from the Public Works/Transfer Station reserve Fund (account 3353) for the purpose of purchasing two vehicles and a plow. The first vehicle at 2018 CAT Backhoe, the second vehicle a 2018 Ford F450 4x4 cab and chase with a flatbed dump and tool boxes, and a snow plow. The aggregate cost not to exceed \$186 thousand.
- During the December 4, 2018 Board of Finance meeting, \$20,000 was appropriated from the capital non-recurring account for the purpose of purchasing a time and attendance software system. Further these fund will be moved to a new fund called “Time and Attendance”. The appropriation was moved to Town meeting.
- During the March 19, 2019 Board of Finance meeting, \$126,000 was appropriated from the capital non-recurring account for repairs and reconstruction of the KHCAC pedestal and pillars. This appropriation was approved at a Town meeting held on March 26, 2019.

Budgeted Capital Outlays FY19

The Municipal Reserve Fund, which includes capital non-recurring, fire apparatus, public work/transfer station, and Board of Education sinking funds, totals \$1,619,775 as of April 30, 2019. During FY19, transfers in the amount of \$728,068 were made to various capital and reserve fund projects.

Municipal Reserve Fund	FY18	FY 2019 Transfers	Balance 4/30/2019
Capital Non- Recurring Budget 3350		\$227,390	\$412,996
Fire Apparatus -3351		163,068	637,268
Public Works – 3353			69,511
Board of Education – 3354		75,000	500,000
Catastrophic Illness – 7219		70,000	121,950
Post-employment Payout – 7220		40,000	153,533
Revaluation – 7222		50,000	29,578
Contingency – 7224		30,000	31,475
Roof Repair - 411140		25,000	2,370
P&R Flooring - 450330		16,610	\$0
Heat Pumps (library) 450128		16,000	\$0

Municipal Reserve Fund	FY18	FY 2019 Transfers	Balance 4/30/2019
Wayfinding Signage (2884)		10,000	\$8,075
EDC benches (2883)		5,000	\$1,712
Sidewalk reconstruction 430330	250,000		106,300
Fort Saybrook Decking (FY18) 450527	13,500		0
Pavilion Stone Work (FY18) 450528	5,000		0
Total	268,500	728,068	\$2,074,764

Capital Expenditures FY 2019 budgeted amount as noted below. To date, 41.4% has been utilized.

Department	Amount Budgeted/Transferred	Amount Used
Fire Department (4203)	\$60,318	\$0
Police Department (4201)	\$99,804	\$89,804
IT – Town (4143)	\$25,000	\$11,316
Highway & Streets (4303)	\$375,000	\$133,807
Land Use (415101)	\$ 7,000	\$0
Total	\$567,122	\$234,927

Authorized Transfers – None

Fiscal Year 19 Budget Performance

Through April 30, 2019, ten months or 83.3% of the general government budget equates to \$13,615,980. Actual expenditures of \$11,877,588 are \$1.7 million below budget expectations. Capital transfers, quarterly payment, and other one-time annual payments were made near the start of the fiscal year. The budget lines that are running ahead of budget are attached, there are no unusual or unexpected expenses at this time.

Fiscal Year 2019 vs. Fiscal Year 2018

The general government budget for FY18 was \$16,264,737, or \$75,092 less than FY19. The Town's General Government budget was 72.7% expended vs. 76.2% compared to the same this period last year.

Chairman LaMay thanked Ms. Palladino

10. Selectman Report

Selectman Fortuna touched on and discussed the following:

- Retirements and Pension Payroll Status Report; talked about what transpired at the April Pension Benefits Board Meeting;
- Increase in sales tax on meals and beverages Bill;
- Minimum Wage Bill;
- Family Medical Leave Bill;

Chairman LaMay thanked Selectman Fortuna.

11. Liaison Reports

There were no reports.

12. Comments from the Chair

Chairman LaMay reminded the board to vote on Tuesday next.

13. Public Comment:

None.

Adjournment: A motion to adjourn at 8:29 p.m. by Ms. Rzasa, seconded by Mr. Stevenson was so voted unanimously.

This meeting was video-taped and can be viewed on Town Website YouTube.

Submitted: Gerri Lewis, Clerk