

BOARD OF FINANCE  
**REGULAR MEETING**  
March 15, 2016 7:00 pm  
Town Hall  
**MINUTES**

**Members Present:** Chairman David Scata, Kevin Cwikla, Diane Malozzi, Elizabeth Charron, Michael Nintean (Alternate), Phillip Johnson, Stephen Salisbury (Alternate),

**Members Absent:** Meghan Bruce, and Vin Shea (Alternate)

**Also Present:** First Selectman Betsy Petrie, Selectmen John Bendoraitis, Selectmen Glen Coutu, Finance Director Veronica Calvert, Public Works Foreman Jay Tuttle, and Recording Secretary Laurie Bergeron

**A. Call to order** – D. Scata called the meeting to order at 7:00 pm.

**B. Correspondence**

1. BOE Expenditure Report – Board reviewed monthly expenditure report from the BOE
2. Email from Superintendent regarding projected surplus for BOE for FY 2015-2016 – R. Angeli reported that they are watching the current budget. Maybe some surplus in the Special Education portion of the budget. Some savings may be seen in the Health Insurance portion also. Expect to be able to return some money to the town at the end of the year. May also look to use some of the overage to take care of some capital items in need. Also, may use monies for technology needs.

**C. Minutes**

**February 16, 2016 Regular Meeting**

K. Cwikla MOVED to approve the February 16, 2016 meeting minutes as presented.  
L. Charron SECONDED. Motion passed with L. Charron abstaining.

**February 20, 2016 Special Meeting**

D. Malozzi MOVED to approve the February 20, 2016 meeting minutes as presented.  
K. Cwikla SECONDED. Motion passed with L. Charron abstaining

**February 27, 2016 Special Meeting**

K. Cwikla MOVED to approve the February 27, 2016 meeting minutes as presented.  
L. Charron SECONDED. Motion passed with M. Nintean abstaining.

**March 1, 2016 Special Meeting**

K. Cwikla MOVED to approve the March 1, 2016 meeting minutes as presented. D. Malozzi SECONDED. Motion passed with M. Nintean abstaining.

**March 8, 2016 Special Meeting**

K Cwikla MOVED to approve the March 8, 2016 meeting minutes as presented. D. Scata SECONDED. Motion passed

**D. Public Comments - None**

## E. New Business

### 1. Discuss FY 2016-2017 capital budgets for:

- a. **Board of Education** – R. Angeli presented the capital expense report. Health insurance premium increase has been reduced from 23% to 13%. Still working on a final number. Once hard numbers are finalized will look to call a special BOE meeting to approve their final budget request. Capital Projects – in the past we have received 150,000 for facility 90,000 for technology and 30,000 for athletics. The attached report explains the detail of these requests.

L. Charron asked if work is progressing well with projects from previous years? R. Angeli responded that yes – things are progressing along well. D. Scata inquired about the current balances for Athletics and Facilities. The plan is to use some of the surplus to pick at list of projects for next year. L. Charron inquired about tree removal. Is this anything that Public Works can take care of? Public Works contracts out for tree removal therefore so will BOE. D. Scata thanked the BOE for the list of projects that they will be looking to do in the future. They will need to look into taking care of some asbestos removal in some of the schools. Not a danger to anyone at this time, but will need to be addressed eventually. High school track is about 10 years old. This will definitely need to be resurfaced soon. Track will probably cost around \$125,000. Want to put air handlers at the elementary school in the 66 wing. This will need an engineer statement. This will be a costly endeavor. P. Johnson asked why they wouldn't take some of the surplus and use to take care of other capital projects such as asbestos removal. R. Angeli responded that if there is any one of the capital projects that can be taken care of with the surplus, they plan to do so. Not knowing what the final numbers are going to be, it's hard to speculate if they will be able to accomplish this. L. Charon responded to P. Johnson – Surplus has to be used by June 30<sup>th</sup>. It would be hard to spend surplus dollars towards asbestos prior to June 30<sup>th</sup>. It was noted that the BOF can put monies into contingency account for the BOE to take care of needs. P. Johnson inquired about the \$36,000 left in the Athletics line. Will this be spent this year? \$20,000 set aside for men's locker room. Total cost will be \$30,000. Will begin project this year and use some of next year's funds to finish up project. Also looking to replace padding on gym walls at high school. Also will complete work on gym bleachers.

D. Malozzi inquired on the sanitary tanks being pumped. Is this something that cycles thru every few years? Kevin French responded that this is something done every other year as a maintenance cycle.

- b. **Recreation Commission** – Sandy Tremblay and Enes Martineau – Sandy Tremblay presented the plans for expansion of the Aspinall field at the elementary school. These two fields will service children 3-14 – approximately 227 kids for soccer. Currently they use the baseball fields to play soccer. All but 6 are Lebanon residents. They come from towns that don't have a soccer program. L. Charron asked if it is possible to do one and then the other? Sandy responded that yes it can be in stages, but the overall costs will be higher. Would look to do field

#1 first if that is what the board would like to do. Discussion ensued as to costs and other variables. Storage of equipment, etc. P. Johnson asked why they can't continue to use ball fields to play soccer. Outfields get torn up by soccer cleats. Years of not having the proper maintenance have taken their toll on the fields.

Mr. Gentris feels the fields need to be dedicated to each sport. Nick Popitti mentioned that Sandy Tremblay talked about building #1 field first before going to do the back. Recommends doing field 2 first that way they do not have to go thru existing fields to complete. Field maintenance would definitely increase; mowing, seeding, fertilizer, etc. Enes Martineau would like to point out that there is a conflict now. Currently, we have spring and fall soccer and spring and fall baseball. There is a constant conflict with field time for each of these sports. Babe Ruth league has had to play out of town due to scheduling conflicts with soccer. Sports are big in this town. Jay Tuttle feels this is a long time coming. This has been needed for a long time. Please think about the benefits of doing both fields at the same time. Would definitely be less costly overall to do both at the same time.

M. Ninteau asked about the field not being used – Aspinall field #1 is being taken down for maintenance. Essentially volunteers were going to take care of this endeavor. Never happened. \$11,000 will be the costs to fix #1 – just labor not materials. Most of this cost is sod. Will need to be done. D. Malozzi asked if we receive revenue from out of town players. These are nonprofit organizations. They raise money to run their programs. P. Johnson asked have you considered charging a fee to clubs to offset electric and maintenance fee?

2. Discuss and act upon acceptance of a \$16,000 grant from the CT State Department of Agriculture to help fund the Farmers Market, property appraisals, and the town-wide newsletter.

Betsy explained the process to accept grants. Grant we have applied for and given this grant. K. Cwikla MOVED to accept \$16,000 grant from the CT State Department of Agriculture to help fund the Farmers Market, property appraisals, and the town-wide newsletter. P. Johnson SECONDED the motion. MOTION PASSED UNANIMOUSLY.

3. Discuss and act upon Board of Selectmen request for \$40,000 to support the environmental assessment of the current public works garage site in FY 2016.

Rob Cady reviewed the request for \$40,000. The committee has voted to not present to the town because all figures are not solid. There is not enough information to go forward yet. Committee will hold off until next year hoping to get the environmental plan at the existing site. Purpose of the \$40,000 is to take care of phase 2 site assessment – hazardous building material assessment that needs to be done before anything can be started. Part of the project is to redevelop that parcel. This calls for paving and construction of a salt shed. They have received information from Anchor Engineering. What they are expecting to find will not require us to report anything to the state. If ground water or well water in the area is affected, we will have to report. No estimated time frame for completion of remediation. Betsy spoke on funding – maybe applying for grant – there is a rating system – at this juncture we would have to appropriate monies

prior to applying for the grant. Board of Selectman feels very strongly that we need to attend to the problem just to identify what we may have. We have an obligation as a community to take care of this. Fact is we need to look at it and get some idea as to what we are up against. D. Scata agrees that we need to support. Has to be taken from contingency and could possibly be repaid from surplus from existing budget.

D. Scata **MOVED** to spend up to \$40,000 out of contingency. K. Cwikla **SECONDED**.

M. Nintean expressed concern that surplus is being spent just so that it is not given back to taxpayers. If we think it is contaminated, why do we have people working there. Do we know there is a definitely contamination. D. Scata replied that this is the third time it has been brought to our attention. Believes that the only reason why this wasn't approved the first time was that it was believed that it would be covered by the State. That will not happen. We as a Board would not approve monies being spent just to not give back to taxpayers. They have presented a viable plan. D. Malozzi is afraid that if they do find something drastic, this will lead to a lot more money to spend to take care of this. She is concerned for the potential money that will need to be spent. D. Scata commented that there is a possibility. S. Salisbury commented that if there is a potential problem, we would rather find out now instead of later. If there is something there and we don't do something, we are negligent. K. Cwikla commented that prior to committee asking for funds to take care of this we didn't know of potential risks, now we do know – we are negligent if we don't take care of this. P. Johnson this would be money well spent. Concern is if we do find something there, what happens to the people and equipment that is there? What is the plan? We won't know until we do the assessment. Rob Cady commented that Anchor Engineering doesn't feel there will be anything that will need to be addressed immediately. But we need to know exactly what we are dealing with before we can proceed. If it is life safety impacting we will need to take care of that immediately. Want to tear the building down. Need to know what is in it before we get to demolish. This whole process is to identify potential hidden costs.

**MOTION PASSED** with 4 in favor, 1 not in favor and D. Malozzi abstaining.

4. Discuss FY 2016-2017 capital budgets for:
  - a. **Board of Selectman** – Glenn Coutu presented capital budget for fiscal year for public works. D. Scata noted that there really is not a realistic way to support all of these needs. May need to assess needs. Jay Tuttle and Betsy Petrie went out to inspect culverts and catch basins – looking to take a better approach to roads and bridges to ultimately avoid large expenses.
  - b. Public Works Building Committee – Rob discussed the modified report submitted to the Board (attached)
5. Discuss and act upon transfer of funds within Fund 220 Capital Account.

The Finance Director presented a report that lists all the capital accounts that have a balance as of March 12, 2016. A \$22,000 surplus could possibly be moved to roads and bridges account. A deficit of \$1,900 truck body replacements needs to be covered – recommend move some of the surpluses into contingency to could cover any deficits. D. Scata commented that the more we can put into contingency the better. L. Charron commented that historically as part of the budget package we present to town, when we

reallocate numbers at end of projects and want to use monies used for upcoming projects, we show town where the money is going.

P. Johnson commented that we have about \$50,000 in surplus not counting possible \$38,000. He recommends that we take the surplus from here to support the testing that needs to be done with public works projects.

D. Malozzi feels that any surplus should stay in its line until project is complete.

Glenn Coutu feels that there was a time when we looked at monies collected as if they were to run and operate the town as a whole. He feels that the majority feeling of the townspeople is that tax dollars were collected to reduce capital expenses.

6. Financial Report: Town Monthly Reports for Fiscal Year 2015-2016 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance.

No changes to discuss

7. Discuss the FY 2016-2017 operating budget for finance and insurance; and the 2016-2017 town revenue budget. After discussion there will be an opportunity for public input.

The Finance Director presented a new roll up of the budget. The budget numbers were revised for Department 480 which covers medical, CIRMA. The budget numbers were revised for town pension and social security estimates. The Finance Director updated Department 403 Probate Court figures based upon receipt of their FY 2017 estimate. Funds were added to Department 405 Board of Finance budget for the recording secretary. Board asked the Finance Director to update the draft 2016-2017 budget report with changes discussed at the BOF meeting and present to Board at their next meeting.

The Finance Director presented revenue roll up for the 2016-2017 budget. D. Scata commented that it is looking like the state agencies are to cut by 5.25%. Should we as a town anticipate funding from state to be cut 5.25%? Board discussed variances from anticipated versus actual balances.

8. Review and discuss FY 2016-2017 budget.

D. Scata commented that we are not ready to truly discuss this topic. Still more final numbers needed. Not sure a .7 increase is what we want to ask for. With all the adjustments discussed this would change to a .5 increase. Still cautious as to what our funds will be from the state.

#### **F. Other**

L. Charron reported that the BOE has a strategic planning committee. L. Charron and M. Bruce are representing the Board of Finance on this committee. They are doing a very good job with their forward thinking. They are covering all the projected needs. Wanted to share the documents with board – want to make the schools attractive to bring in out of town students and to keep the students here in town and not look to go to magnet schools. When we get around to the BOE budget we need to note that some of these additions are to increase the enrollment of the schools.

The First Selectman and the Finance Director are working with the Superintendent and Business Manager to get the lowest increase possible for medical insurance for both the town and BOE.

**G. Adjourn**

D. Scata **MOVED** to adjourn. K. Cwikla **SECONDED** the motion. **UNANIMOUSLY PASSED**

Respectfully Submitted,  
Laurie J. Bergeron

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.