

## Board of Finance

### Corrected Meeting Minutes

Monday, April 23, 2018

7:00pm Clifford B. Green Building

**Present:** Jeff Otto, Andrew Dionne, Heather Allen, Sandra Brodeur, Kim Conroy, Kenneth Dykstra, and April Lamothe; Recording Secretary

**Also Present:** Rick Ives, Joseph Voccio, Wayne Jolley, Patricia Buell, Aaron Kerouac, and Norwich Bulletin

- 1) **Call to Order and determination of a quorum:** Jeff Otto called the meeting to order at 7:03pm.
- 2) **Public Comment:** None
- 3) **Action on Minutes of 4/18/18 Meeting:** Sandra Brodeur made a motion to approve the minutes from April 18, 2018 as presented. Heather Allen seconded the motion. No discussion. Motion passed 6-0.
- 4) **Presentation, Discussion, and Action on Prospective '18-'19 Capital Expenditures as recommended by the Capital Committee:** Joseph Voccio reviewed the Capital Expenditure request items and the 5-Year Plans (see attached). He mentioned that the Town Hall Roof does not have a price associated with it because it is not known what repair is needed. He reviewed the priority ranking where the requests for Asbestos Remediation and the Health Department Walkway Entrance were not recommended for this fiscal year. The Asbestos Remediation was not recommended because it was said the tiles are in good condition and the Health Department Entrance was not recommended because there are other fixes. Joseph Voccio mentioned that the Prince Hill Playscape was not a request, but was included in the Parks and Recreation 5-Year Plan; but due to health and safety hazards, the current playscape is being removed and there was a concern of there not being a playscape. Joseph Voccio said that if all the requests were approved by the Board, the total cost would be \$744,040, without the Town Hall Roof.
  - **Discussion:**
    - **Tanker Truck - \$245,491:** Heather Allen asked about the tanker truck; Rick Ives replied that it is a mini pumper. She was concerned about purchasing a smaller truck; Jeff Otto responded that the pumper truck is replacing two trucks and the smaller truck works better in the area, especially since in East Brooklyn has more hydrants. Rick Ives said that it is a step towards each fire department not having one of everything.
    - **Leaf Shredder/Vacuum - \$12,000:** Jeff Otto asked about the request. Rick Ives said that the MS4 Permit Program is a State program that requires a house to house pick up of leaves which is why the shredder/vacuum is needed.
    - **Parking Lot Paving – BMS North Parking Lot - \$57,000:** Jeff Otto asked about drainage issues; Joseph Voccio replied that during the Middle School Gym Renovation, replacing the parking surface was looked into when the drains were being connected. Jeff Otto hoped the drainage issue is explored before the work is done.
    - **Town Hall Roof – TBD:** Jeff Otto asked about the request; Rick Ives had asked for it to be considered, but with no amount listed due to the lack of information.

- **Technology and Software Requests - \$167,000:** Jeff Otto asked for an explanation why this request is in Capital Expenditure and not the Board of Education budget. Joseph Voccio said that technology is put in Capital Expenditure because of the Minimum Expenditure Requirement in the schools' budget and the magnitude of the request was appropriate for Capital. There are also more plans for technology in the 5-Year Plan. Discussion ensued.
- **School Paving Projects:** Jeff Otto mentioned that if the Capital requests are too high, the Parking Lot Paving of the Rose Wing Area and the Front Parking Lot could be pushed until next year. He advised the Board to keep in mind that previous Capital requests still need to be paid for and affordable payments are need for future Capital requests. Discussion ensued about payments.
- **Prince Hill Playscape - \$75,000:** Sandra Brodeur said that there was a concern about there not being a playscape during the soccer season, but a new playscape would not be completed until after the soccer season. Rick Ives mentioned that summer is the best time for the construction because it is the least busy.
- **Community Center Roof - \$28,000:** Kenneth Dykstra asked if the roof included something to keep people off the roof. Rick Ives said that he is looking into very prickly bushes as a deterrent.
- **Ranking:** Rick Ives mentioned that Capital Expenditure created two levels of recommendations; they strongly recommend requests 1-5 (Tanker Truck, Technology and Software, Community Center Roof, Leaf Shredder/Vacuum, and Paving - North Lot) and recommend requests 7-10 (Town Hall Computers, Playscape, Paving - Rose Wing Area, and Paving - BMS Front Lot).

Sandra Brodeur would place the Town Hall Computers under strongly recommend. Kenneth Dykstra suggested expending the lower cost items, like the Leaf Shredder/Vacuum, instead of borrowing. Discussion ensued.

Sandra Brodeur made a motion to receive the report of the Capital Community as presented. Andrew Dionne seconded the motion. No discussion. Motion passed 6-0.

## 5) Questions and Discussion of Perspective-Prospective '18-'19 General Government Budget:

- **4206 Homeland Security** - Jeff Otto wanted to know about the \$1,000 for personal development. Rick Ives replied that DEMHS/Region 4 provides an admission fee and room for the National Emergency Conference for every town in its district; he would like the Town to be able to attend.
- **3219 Equipment and Uniforms for the Fire Marshal** - Jeff Otto wanted to know if the \$1,000 was for consumables. Rick Ives will check and see if it is an annual amount.
- **4303 Roads and Bridges Expenditures** – Jeff Otto questioned the increase from \$195,000 to \$225,000 in one year. Rick Ives said that this year it was agreed to give back \$50,000. He also said that he will be coming back with a road program after July 1<sup>st</sup>. Discussion ensued.
- **3313 Gasoline and Diesel** - Jeff Otto mentioned that the price is up \$3,500 from last year. Rick Ives said that diesel is not being bought wholesale anymore, but he will look at it again.
- **Other Questions:** Sandra Brodeur asked if there is a firm ECS amount; Rick Ives said that he believes it is, but it is not yet set.

- **Change:** Rick Ives would like to change Portal Patrol Services; last week they had taken overtime from six to one, but after thinking about what would happen, he would like to put it back to \$3,500.

**6) Discussion of '18-'19 Budget:**

- **Parks and Recreation Budget:** Andrew Dionne said that it is a reasonable request with good revenues. Discussion ensued about salaries during union negotiations.
- **Fire Commissioners:** Sandra Brodeur mentioned that they are still waiting on a report from East Brooklyn. Jeff Otto said that within a month they should receive the report; there are no requests for increased funding.
- **General Government:** Sandra Brodeur noted that the money that the Town gave to the School is still showing in the budget for this year as being there and is distorting figures. Rick Ives said there is an increase of little over 1%. Andrew Dionne asked how much money should be returned; Rick Ives said another \$120,000-\$125,000.
- **Board of Education:** Jeff Otto said that there is 3.9% increase in spending, but there were many reductions also. Andrew Dionne said that many of the increases were for staff that the public approved last year, but had to put off due to budget issues. Jeff Otto mentioned that high school tuition is more expensive, along with special education. He also spoke of the funds that are in the Town budget that were for the Town's contribution to the teachers' retirement that went to the Board of Education. Jeff Otto asked Patricia Buell how much of the funds can be returned since the requirement was eliminated. Patricia Buell said that they should know how much by May 1st. Discussion ensued.

Andrew Dionne suggested that any money returned should go back into reserves. Kenneth Dykstra agrees. Rick Ives mentioned that the \$486,000 is still in reserves. Jeff Otto said that the reserves need to be built back up.

- **Capital Expenditure:** Sandra Brodeur and Andrew Dionne support requests 1-5 and the Town Hall Computers. Kenneth Dykstra and Jeff Otto support all ten requests. Andrew Dionne felt that Parks and Recreation should appeal to public for donations for the playscape. Heather Allen asked how firm the proposals are for 2019-2020 on the 5-Year Plans; Rick Ives replied that most are likely to be pushed back. Joseph Voccio mentioned that the school's freezer might have to be accelerated. Sandra Brodeur mentioned that the exhaust vent system for the fire trucks is necessary for Mortlake Fire Department, but there was a grant a few years ago. She plans on looking to see if there is another grant. Heather Allen suggested doing all the schools' paving projects. Joseph Voccio would like a different traffic plan for the Front Lot. Kim Conroy supports all ten requests, but would like the budget numbers first. Jeff Otto would like the Board of Education to look into the paving projects for next month.

**7) Old Business:** May 1<sup>st</sup> and May 16<sup>th</sup> are the next scheduled meetings. The Board decided that May 22<sup>nd</sup> will be the Budget Hearing and June 6<sup>th</sup> will be the Budget Meeting.

- Sandra Brodeur asked when they will be receiving the finance reports; Rick Ives replied before the meeting.
- Kenneth Dykstra asked when the audit would be complete; Rick Ives said Wednesday. Jeff Otto said that it would be reviewed on May 1.

**8) New Business:**

- a) **Review Schedule of upcoming Meetings:** Covered under Old Business

**b) Other New Business:** None

**9) Public Comment:** Patricia Buell said that the Board of Education has reviewed installing solar panels on the schools and they have approved it to send to the Board of Selectmen. There is a timeline associated with the project because if it is approved before June 30, she would be able to submit to the State for reimbursing and it would be done the summer of 2019. She mentioned that there would be some expense to the Town, but by looking into power bills in five years it would be a savings to the taxpayers. May 16<sup>th</sup> is a possible date to meet with the solar panel company. Discussion ensued.

Patricia Buell reported that the key project is almost complete. She also said that work has started on the Energy Management System, but there were no responses with the first bid. They are currently working on the wording of the second bids. The System was a Capital Expenditure request in 2016 for \$205,000, but she believes that the project is going to cost more, even with reimbursements from Eversource. Joseph Voccio said that this is the danger of going out to bid on design bid proposals; it has been the preference to establish set specifications, which allows for more bidding and savings.

**10) Adjourn:** Sandra Brodeur made a motion to adjourn the meeting at 8:49pm. Andrew Dionne seconded the motion. No discussion. Motion passed 6-0.

Respectfully submitted,  
April Lamothe  
Recording Secretary