



TOWN OF ELLINGTON

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BOARD OF FINANCE

ROBERT J. CLEMENTS
Chairman

DOUGLAS B. HARDING
MARK A. JOYSE
BARRY C. PINTO
JOHN P. RACHEK
MICHAEL D. VARNEY

SPECIAL MEETING JANUARY 26, 2016 MINUTES

Board of Finance Members Present:

R. Clements-Chairman, D. Harding, M. Joyse, B. Pinto, J. Rachek

Board of Finance Members Absent:

M. Varney

Others Present:

N. DiCorleto-Finance Officer, L. Spielman-First Selectman, T. Webb-DPW Director, J. Prichard-Selectman

Call to Order

Chairman R. Clements called the meeting to order at 8:03 PM.

Citizens Forum

Lori Spielman brought to the attention of the Board of Finance the solar panel project that the Board of Education was planning for 4 of the school buildings. They would like to enter into a 20 year lease for the panels based on one quote. They have received approval from the Board of Selectmen and the Planning & Zoning Commission. The concern is that they have not solicited more than one quote and the Town Charter states that lease agreements are required to have a legal opinion from the Town Attorney. Town officials have a lot of unanswered questions regarding the project such as how it affects the snow load and any damages to the roofing. More importantly, they are questioning the process. They feel that there should be three bids solicited and reviewed by an independent consultant. The price for the project is \$1,248,000. The Finance Officer consulted bond counsel and was advised that the Town owns the grounds and the buildings and that the Town purchasing procedures should be followed. These procedures include soliciting bids, legal counsel, Board of Finance approval and town meeting approval. The question of the benefit to the schools came up and it was lower electrical costs. The Board of Education budget was discussed as relates to savings. Tim Webb stated that the roof mounted solar panels do not capture 100% and Nick stated that he understood that this project would result in a capturing of 40%. Mr. Joyse stated that a cost benefit analysis needs to be seen. He also asked where the money for the project was coming from. All agreed that the bidding process should be followed as well as the purchasing procedures. Nick DiCorleto will check with bond counsel again. Chairman Robert Clements will call the Superintendent of Schools to explain the Board's concerns.

Additional Appropriations
- Town Hall Addition & Renovation

Tim Webb told the Board that \$18,000 was approved for Phase I of the study last year which included the layout for the addition to the Town Hall. The Town received a STEAP grant in the amount of \$500,000 for the project. In Phase I, Fuss & O'Neill did a space needs study and several layout options which were pared down to one and revised several times. Tonight \$53,000 is being requested for appropriation to do the design and cost estimate for the addition. Fuss & O'Neill is the State bidder for design build. Tim's experience with them is that they get the job done on time and on budget. The result of this phase will be the construction plans and specifications based on the completed layout from Phase I. The last phase would be construction and final plans. Mr. Joyse asked if there was an hourly rate. The contract calls for a lump sum, and Mr. Webb will check for him on the hourly rate. Mr. Webb reviewed the latest building addition layout with the Board. The addition is separate from the old building and will be tied in through a walkway. The old building will be kept intact.

MOVED (RACHEK) SECONDED (PINTO) AND PASSED UNANIMOUSLY TO APPROVE AN ADDITIONAL APPROPRIATION IN THE AMOUNT OF \$53,000 FOR THE TOWN HALL ADDITION AND RENOVATION STUDY PHASE II FROM THE 2015-16 UNASSIGNED FUND BALANCE, PENDING TOWN MEETING APPROVAL.

LED Streetlights

Tim Webb told the Board that the Town is presently looking at LED streetlights but the Town must purchase the fixtures before that can be done. The payback is 4 years. The maintenance of the fixtures would not be the responsibility of the Town and therefore there is an additional cost for this. The Town is just starting to move forward with the process and the costs have to be considered. There are other costs in that Ellington will lose personal property tax from Eversource if the streetlight fixtures are purchased. The problem currently is the plotting of the locations of the fixtures. An audit will need to be done. The decorative fixtures on Main Street will be replaced with LED fixtures. Funds from a \$20,000 clean energy grant will be applied to this portion of the project. Mr. Joyse asked what the life of the bulbs were, and Mr. Webb stated that he would email him that information.

Crystal Lake Fire Dept. Tanker

First Selectman Lori Spielman presented this item. She stated that the Crystal Lake Fire Dept. needs the truck now as their front pump has been gone since August. Nick DiCorleto stated that the item is in the Capital Improvements budget as a 5 year lease/purchase. He was directed to go out to bid to get pricing before the funds were appropriated. The Crystal Lake Fire Dept. has been happy with their vendor, 4 Guys, and the truck they are purchasing is a 2017. Mr. Clements stated that the Crystal Lake Fire Dept. manages the funds they are given well and he is in favor of the purchase. Mr. Rachek agreed.

MOVED (HARDING) SECONDED (JOYSE) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICER TO ENTER INTO A FIVE YEAR LEASE AGREEMENT FOR THE PURCHASE OF A TANKER FOR THE CRYSTAL LAKE FIRE DEPARTMENT NOT TO EXCEED \$333,928 PENDING TOWN ATTORNEY REVIEW AND TOWN MEETING APPROVAL.

Financial Statements

Nick DiCorleto passed out the spread sheet for the Capital Improvements Budget that the Board of Selectmen approved last night.

He passed out the list of items that the Superintendent of Schools would like to fund with the contingency funds left from the Crystal Lake and Windermere School projects. Mr. Rachek who is the Board of Finance liaison for the Permanent Building Committee, stated that the projects are winding down and there is a sizable contingency fund balance. The Board of Education would like to fund some of the items that would normally be in their capital improvements and operating budgets. Nick stated that he would like to see the removal of the remaining asbestos from the Windermere School funded from the contingency. He will speak to his contact at the State to find out if the removal of the remaining asbestos in the Windermere School would be considered part of the project. He also told the Board of Finance that the Permanent Building Committee approved the funding of the fiber network for the Windermere School under the State bid. All schools facilities will be connected. The Board of Finance felt that the Permanent Building Committee should come to them regarding the funding of the remaining items.

Mr. DiCorleto told the Board that the budget tables were sent to the dept. heads and he is being very strict this year in that all departments must submit their budgets in the same format or they will be rejected.

New Business

- Board of Finance Budget 2016-17

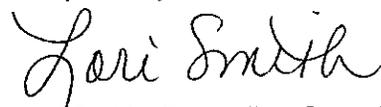
A review of last year's budget resulted in an additional \$500 in Contracted Services and \$2,500 in the Advertising Printing Forms. This will enable two mailings to be sent out to residents informing them of the upcoming budgets. It also adds some funds to the town report budget.

MOVED (JOYSE) SECONDED (PINTO) AND PASSED UNANIMOUSLY TO SET THE BOARD OF FINANCE BUDGET FOR 2016-17 FOR ACCOUNT 120 BOARD OF FINANCE AT \$9,950; ACCOUNT 121 AUDITORS AT \$45,000; ACCOUNT 122 AUDITORS SPECIAL PROJECTS AT \$100; ACCOUNT 1010 CONTINGENCY FUND AT \$200,000; ACCOUNT 1011 CAPITAL RESERVE FUND AT \$200,000; AND ACCOUNT 1045 GASB-OPED AT \$100,000.

Adjournment

MOVED (PINTO) SECONDED (HARDING) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:30 PM.

Respectfully submitted:



Lori Smith, Recording Secretary