

TOWN OF SOMERS
BOARD OF FINANCE
REGULAR MEETING MINUTES
MONDAY, SEPTEMBER 26, 2011
Town Hall Lower Level Conference Room - 7:00 P.M.

I. CALL TO ORDER:

George Warner called the regular meeting of the Board of Finance to order at 7:00 p.m. Members Michael Parker, Steven Krasinski, and Marilyn Pronovost and were present and constituted a quorum. Also present First Selectman Lisa Pellegrini, Selectmen Kathy Devlin and Bud Knorr, Town CFO, Kim Marcotte, Tim Potrikus and Bill Boutwell from the Board of Education. Tom Mazzolli joined the meeting in progress.

II. BOARD OF EDUCATION UPDATE:

Tim Petrikus gave the following updates:

The long range plan report which was done in November 2010 was distributed. The BOE is on track to have updated plan by late November 2011. A compliance review by the Office of Civil Rights Review was performed in late spring, 2011. The purpose of the review was to determine whether the schools were in compliance with Civil Rights Codes; such as access to the athletic fields, strobe lights on the fire extinguishers, fire alarms, things that take into account people with physical disabilities that might be challenged. Mr. Potrikus indicated that BOE was compiling a list of things that could be done now with the maintenance staff. Other pressing issues/elements that might need to be done this year would be capital in nature.

The question was asked whether the BOE was expecting any retirements? Mr. Boutwell explained that a couple of retirements came in that hadn't been expected and were not a part of the budget. There may be some salary offsets on those lines. Dr. Suffredini and Mr. Boutwell will be analyzing the budget to determine whether funds are available to pay for some of the items that need to be done this year.

Mr. Krasinski asked if there was a timeline for the Civil Rights Code findings to be addressed or if there was a penalty. This question will be directed to Dr. Suffredini. The question was asked if the Fire Marshall would be the individual to do these inspections? Mr. Krasinski suggested that the Fire Marshall may not inspect to that specific level because this would be specifically for Americans with Disabilities, he's not sure what the Fire Marshall's scope of inspection could be.

Mr. Parker brought to the Board's attention that the CIP process has been revised. The Type-A capital request needs to be submitted with support; explaining the basis for the recurring nature of the request. A new school, for example, would be considered a Type-C request. Type-B requests would be for new programs. From Mr. Parker's point of view, the BOF will try to fund the Type-D CIP requests which will give some discretionary control to the BOE and Town. The goal of the new process and classifications is to move away from emergency funding process currently in place to making decisions that could be planned. Mr. Potrikus indicated that the current plan is accurate but will be updated for November 2011 through 2017 with what's on the horizon. Any new requests will be part of the CIP budget; so that there won't have to be emergency requests. Projects may drop off the CIP list should their funding requirements be met through other means. For instance, at tonight's BOE meeting, we are accepting a generous donation of a 'compressor' for the Tech Ed. Program which replaces a 35 year old compressor. This allows the BOE to take remove that item from the CIP list.

III. SELECTMAN'S UPDATE

Solar Panel project – roof membrane:

The roof membrane is in place and the racking system for the solar panels will be delivered and installed by next week. There are 2 sections of the Somers Elementary School roof, over the Media Center and Gymnasium, that will need to be addressed as they were not re-roofed as part of the solar panel project. It is believed that the roof can make it through 2011-12 and will be in the CIP requests for 2012-13. There were no other questions for the Board of Education.

Phone System:

The Board of Selectman has contracted with US Communications with support from Whalley Computers and Cox Communications. The plan is to start at the Police Dept. then continue to the Fire Dept. and Town Hall buildings. The Senior Center and the DPW will be the last due to some wiring issues.

Grant Updates:

FEMA:

Expenses incurred during the Hurricane Irene will be submitted and the process is ongoing. The Town had generator failures during Hurricane Irene. The Town is investigating grants to replace the whole system and whether FEMA would cover all or part of the expenses.

STEAP Grants:

Field Road Recreation grant is in the process of being closed. The final part of the grant is the bathroom painting which is almost complete and will close that Grant.

Battle Street sidewalks and Senior Center: The contract for the Battle Street sidewalk has been signed. The sidewalk will run from Main Street past the Senior Center and Woodcrest Housing to the Cemetery. The sidewalk section of the grant is \$120,000. The bid was awarded to Hinkley Construction at \$114,000 and the project will start in the next few weeks. The \$6,000 savings from this part of the project will be used for further improvements. The Senior Center Expansion and parking lot resurfacing will start in the spring. The Town has until December 2012 to complete the project.

In the past, Town's have been notified of which STEAP grants are approved before it went to the State Bonding Commission to approve the money. However, Gov. Malloy is going to the Bonding Commission before releasing the information to the Towns. Gov. Malloy has indicated that the grants are to help economic development, jobs and housing and priority will go to those projects that are 'shovel ready'. The 2 grants that the Town has applied for are: a sidewalk on Route 83 that would go from Main Street and connect over to the sidewalk at Geisslers. Completing this link would benefit economic development, create a walkable community and aid with the 'heart healthy' community focus. The other grant that the Town has applied for would be for the Town Hall parking lot. The parking lot requires improvements to address drainage issues and needs to be resurfaced. As this is the Town's only polling location, where town business is conducted and public meetings are held this is a project that is both necessary and 'shovel ready'.

Somersville Streetscape: The siding on the Old Legion Hall Building has been completed. The balance of the funding available through this grant needs to be used by June 30, 2012. The Town is working on additional projects under this grant.

CIP Purchases:

The Town did purchase a mini-loader and a mini-excavator using the \$60,000 of funding that was approved last month. The purchases were delivered right before the Hurricane and have been well utilized. We are waiting for the bids to come in for the plow truck and will let the BOF know when that occurs. A Town meeting was held

last Thursday, 9/22/11, regarding the Bus Barn Demolition. The monies were approved and the demolition will be scheduled.

The appropriate hazard mitigation for the building requires a supplemental appropriation of \$8,000 which will come up later in the meeting for approval. This is also approved by the state for the use of LOCIP funds. If approved the paperwork to be completed after the meeting tonight.

Ms. Pellegrini requested a Special Meeting of the Board of Finance with the Board of Education and Board of Selectmen to be held in November, 2011 as a preliminary 2012/2013 budget meeting. Lengthy discussion followed as to the need and what resources may be needed to entertain a meeting in November as opposed to January, 2012 when there would be more substantive information to share. No decision was made on holding a meeting of the three boards.

IV. ANNUAL REPORT – discussion of content, format and production

Ms. Marcotte led the discussion by congratulating George Warner on the many years of service of publishing and producing the Town's Annual Report. She mentioned the fact that since George Warner is not running for re-election the Board of Finance needed to appoint someone to take over the production of the Town's Annual Report. Ms. Marcotte has asked department heads for input as to how the product was used and could it be improved/changed to meet the needs of Somers residents. Ms. Marcotte has also presented samples of annual reports from other Towns and their type of format. The other issue was the distribution of the product. The availability of the annual report on the Town's website or hard copy placed at select locations; i.e. Town Hall, Library and finally the total numbers produced could be decreased. In 2010 – 400 copies were printed and there are at least 2 boxes left. Other suggestions made to reduce costs would be decreasing 'font, changing covers to black/white instead of color.

After much discussion, George Warner volunteered to continue to produce the Annual Report for this year if the format were to remain the same and thanked everyone for their suggestions. The Board of Finance accepted Mr. Warner's generous offer.

V. CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL

Ms. Marcotte explained that the Town's submittal of its Annual Report to the Government Finance Officer's Association for Panel Review and Consideration and proudly notes that the Town of Somers had received the *Certificate of Achievement for Excellence in Financial Reporting for 2010*. It was noted that the awarding of this Certificate should be recognized and placed in the newspapers.

VI. MINUTES APPROVAL

The Minutes of the August 3, 2011 Special Meeting were discussed. Changes to the minutes of August 3, 2011 are as follows: Section - Minutes Approval of June 27, 2011 discussion - date reads 3/28/11 should read 6/27/11. Section – Transfers and Appropriations – the To and From accounts in transfers #23 through #27 are reversed. These should read: Transfer #23 From Police DUI enforcement -To Police Outside Service; Transfer #24 From Various accounts – To Various Fire Marshall accounts; Transfer #25 From Various accounts – To Various Police accounts; Transfer #26 From Various accounts – To Various Fire Dept accounts; Transfer #27 From Road Maintenance to Civil Preparedness.

A motion was made by Mr. Krasinski to approve the Minutes of August 3, 2011 with the corrections as noted; seconded by Mr. Parker, and unanimously voted as approved.

A corrected copy of the minutes will be distributed to the BOF members at their October meeting.

VII. TRANSFERS AND APPROPRIATIONS -

Transfer/ Appropriation	Department	To Account	From Account	Amount	Description
1. Approp.	Fire	New Equipment	Other Rev	\$ 1,000	Volunteer FF donation

A motion was made by Mr. Krasinski to approve the supplemental appropriation; seconded by Mr. Parker and unanimously voted as approved.

2. Transfer	Transfer Station	Maintenance/ Operations MSW	Tipping Fees	\$ 14,836	Tires for Transfer Station Loader
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Mr. Krasinski questioned the timing of the purchase and why it was not contained in the current fiscal year's budget. There was further discussion as to why being only two months into the new fiscal year transfers are necessary. Ms. Devlin noted that the Town has been on a waiting list for these tires from last year and they are now available.

A motion was made by Mr. Krasinski to approve transfer; seconded by Mr. Parker, and unanimously voted as approved.

3. Approp.	Selectmen	CIP-Bus Barn Demolition	LOCIP	\$ 8,000	Hazard mitigation
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Mr. Krasinski questioned whether the Town has the money in its account? Ms. Marcotte explained that the money is appropriated by the State and is specifically designated for the Town of Somers. The State holds the money until the Town completes a project that has been approved by the State and submits for reimbursement. The grant accounting ensures that the expenditures match the revenue even if the project spans fiscal years.

A motion was made by Mr. Krasinski to approve the supplemental appropriation; seconded by Mr. Parker and unanimously voted as approved.

VII. CORRESPONDENCE – None**IX. OTHER**

Mr. Krasinski requested that the agenda for the next BOF meeting include an update from the WPCA on the loans that had been made from the Town to the WPCA and their repayment.

X. ADJOURNMENT

A motion was made by Mr. Krasinski to adjourn the September 26, 2011, Board of Finance Regular Meeting at 8:26 p.m.; seconded by Mr. Parker, and unanimously voted as approved.

Respectfully submitted,

Deborah Dixon, Recording Secretary

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING