

**BOARD OF FINANCE
TOWN OFFICE BUILDING
40 OLD FARMS ROAD
WILLINGTON, CT 06279**

REGULAR MEETING MINUTES

Thursday, September 20, 2018
7:00 PM

**Minutes are not official until approved at the next regular meeting*

Members Present:

Jim Bulick, Chairman
Peter Tanaka
Barry Wallett
Bill Rankin – Alternate
Fred Schoen
Randy Belair
Mike Makuch

Members Absent:

Laurie Semprebon

Also Present:

Donna Latincsics, Business Manager
Tish Ignatowicz, Treasurer,
Phil Stevens, Superintendent

Chairman Jim Bulick called the meeting to order at 7:06 p.m.

SEATING OF ALTERNATES:

Peter Tanaka moved to seat Bill Rankin in place of Laurie Semprebon. Randy Belair seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen, M. Makuch, R. Belair) 0 No.

APPROVAL OF MINUTES:

Peter Tanaka moved to accept the Board of Finance Meeting minutes of September 20,

2018. Mike Makuch seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen, M. Makuch, R. Belair) 0 No.

PRESENT TO SPEAK:

No one present to speak

NEW BUSINESS:

Town Office Repairs Update (front entrance ramp, basement floor pillars)

Robin Campbell acquired this project a couple months ago it. It has been on the CIP (Capital Improvement Program Plan) since 2011. Basically the the ramp in the front and the whole front entrance is cracking and crumbling and needs to be replaced. The Public Works has been out on numerous occasions to repair the ramp. Needless to say, it's time to repair it.

2 quotes were received, and were very different, though neither of them were very detailed. There were no plans for entrance for getting in and out of the building nor did they say how long the project was going to take. A temporary handicapped ramp needs to be added to the scope of work. They were hoping they would be able to re-use the existing railings, but found that they were not up to code and must be replaced. A temporary aluminum railing will be needed, and will cost \$7,000. They estimate that it will take between 2 weeks to 2 months depending on how long it takes them to fabricate the railing. The original budget of the project was \$45,000, but it came to \$57,703.49 and approx \$1,296 will be budgeted for contingency, which will leave the total cost of the project at \$59,000.

A quote for the support pillars under the Town Clerks office was received and it was much less than anticipated. The original budget for the pillar project was \$22,050, the estimated cost is roughly \$7,000. The estimate for this project came in lower than anticipated because the contractor and his equipment will already be on site (due to work on the ramp).

The original approved budget for both projects was \$67,050 which is enough to cover both so long as the over budgeted cost of the pillars can be used towards the ramp project. The remaining funds will be for contingency and left in their LoCIP account.

Since the project will not have any additional overall cost, the BOF made a motion without too much discussion.

Robin Campbell will remain as project manager.

Peter Tanaka moved that the Board of Finance recommends that the Board of Selectmen call a Town Meeting for the following purpose: to appropriate \$7,000 from the Capital Projects Fund -LoCIP- Support Pillars underneath the Town Clerk and Assessors wing to be reimbursed by the state of CT Local Capital Improvement Program. Barry Wallett

seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen, M. Makuch, R. Belair) 0 No.

Peter Tanaka moved that the Board of Finance recommends that the Board of Selectmen call a Town Meeting for the following purpose: to appropriate \$59,000 from the Capital Projects Fund - LoCIP- TOB (Town Office Building) Masonry for the purpose of TOB Masonry front entrance ramp replacement to be reimbursed by the State of CT Local Capital Improvement Program. Mike Makuch seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen, M. Makuch, R. Belair) 0 No.

Board of Education transfer request to the Non-Lapsing Education Fund

Superintendent Stevens requested that the board moves the unused \$66,174 from last year's budget, to the non-lapsing fund. The purpose of this is if something major were to come up, there would be money available. The Non-lapsing Educational fund is a tool to reduce the town's MBR (Minimum Budget Requirement) calculation. Since money was already appropriated for education, any end of year surplus to this account lowers potential MBR for subsequent year outlays. If we appropriate from the general fund, the MBR is negatively impacted. This requires us to spend more the following year. However, to reach that fund, the school would still have to go to the Board of Finance to get it approved.

Barry Wallet asks why would we want to put the money into the school's bank account when we are trying to keep as much money as possible in our account for our ratio? Superintendent Stevens replies by saying that it's up to the Board, either way, the school wanted to access the funds they would still have to go to the Board of Finance. Superintendent Stevens believes that there is an unwritten agreement that if something catastrophic were to happen, an extreme cost or something, the school district would have to go see the BOF (Board of Finance). Following that question, Mike Makuch asks if there is any expediency issue? Is there a need that might be immediate for the money and is it faster for it to be in the school's budget versus, is it longer a longer process if the money was sitting with the town? Donna Latinstics says that the process is the same either way.

Bill Rankin asks if the education budget can show that they spent \$68,000 less when they go to look at the MBR next year, if they didn't spend the money in 2017-2018 and it came back as a split money budget? Erika Wiecewski said that it sadly is off of the budget.

Jim Bulick states that he doesn't like the non-lapsing fund because it's use not straight forward. He says that the Board must remind themselves about what they did what the purposes were. It just makes things very difficult.

Barry Wallet asks why would we want to put our money in a separate place that we can't touch without a town meeting? We also want to keep as much money as possible in our town so our

ratios are better. Jim Bulick states that Barry Wallet has a good argument as to why the Board shouldn't pass it.

Randy Belair moved that the Board of Finance transfers to the non-lapsing funds the \$66,174 from the 2017-2018 budget. Mike Makuch seconded the motion. Vote: Yes (J. Bulick, M. Makuch, R. Belair) Vote: No (P. Tanaka, B. Wallett, B. Rankin).

Motion was not passed.

CES heating and cooling repairs update

Superintendent Stevens talked to one of the representatives from EMCOR and an engineer and they are still trying to figure out the best course of action to the project. Superintendent Stevens had to stop one of the ideas they put forward because they were still going to have to move water down both sides of the hallways and they would use certain parts of a 39 year old heating system. He believes this to be a poor idea. They are still going back and forth trying to figure out ideas, collecting more information and making sure that it makes sense. He is looking to find the cost of the project as well as the cost of maintaining and operating the heating system.

HMS roof replacement

Superintendent Stevens learned that the Hall School quote that was given to the board was for a roof on top of a roof. That would not be permitted for receiving state reimbursement. The school must tear off the whole roof in case there is something wrong with the decking, so that the decking can be replaced. The cost for this in accordance with an architect that Superintendent Stevens had spoken with, the quote was \$144,000 just for construction cost. The money that the Board of Finance had approved for the roof was \$88,000 and that was for a 20 year guaranteed roof. Superintendent Stevens says it's completely up to the board and that they can just put on the 20 year roof, but there are 4 sections that need to be done and that it might be closer to \$400,000. From Superintendent Steven's understanding, it doesn't make any sense to put up a 20 year roof because there will be no state reimbursement, it would only be 20 years instead of 30, there are no guarantees of what's underneath that roof which is one of the major concerns due to leaks, you would want to know that what you are putting down is going to last. The reimbursement rate is 64.64% for a 30 year guarantee roof.

One thing that the architect shared is that the cost will come down if they repair all sections because they are already there, if it is decided that the whole roof is to be done, it will save approx \$1 per square foot. Which isn't a lot of money but it still might be about \$20,000.

It is a long process, proposals have to be in for a certain amount of time and for all of the state

projects that are going on they are anticipating about a year. There have been patches and small repairs on the roof but nothing major. Superintendent Stevens thinks that with in a year they will definitely spend some money on the process, if they decide that they no longer wish to spend the money on the project they can stop it, but if they don't start it, they will have to wait a year from that time.

Barry Wallet thinks removing the old roof is a good idea but that it should be done 1 section at a time. He doesn't want to see the roof have to be patched again. Randy Belair likes the idea of starting the process.

Road Paving / Chip Sealing update

Selectwoman Wiecenski confirmed the roads were paved because the old pavement won't last a season. The normal amount of asphalt is not there. The pavement added is to adjust the crown profile of the road before it is chip sealed. There were several roads that were done including the parking lot at the Town Hall. Chip sealing was in the budget for this year and not last because last year it was cheaper for asphalt.

OLD BUSINESS:

HMS Oil Tank replacement

The school had their meeting for approval Tuesday September 11, they are expecting their letter any day. Once they get the letter they can order a tank. They are going off a state bid as their full intention, but the company is booked through December. Superintendent Stevens had a long conversation with Tia at Serve Station, and she recommended pushing the project out until April vacation because it won't take as long because the kids will be out of session and the heating season is over so the school won't need a temporary tank.

The paperwork required for this is the same paperwork it would be for a \$4 million building, which is a lot of work. The architect has been wonderful in helping the school through the process.

Annual Report for the Fiscal Year ending June 30, 2018 is due September 30, 2018

Erika Wiecenski has been doing a great job of reminding everyone of the deadline.

Willington Education Association (WEA) contract negotiations update

Superintendent Stevens states that they are in the mediation phase although they did not hire a mediator because they are so close. They are hoping that with in the next few days it is settled, avoiding expensive arbitration.

CORRESPONDENCE:

Rachael Pierce sent out a memo regarding adjustments made to the auto tax assessments made by the Board of Assessment Appeals.

GOOD AND WELFARE:

Mold in the Town Hall

Selectwoman Erika Wiczenski states that in the recent weeks, white mold has been discovered inside the Town Office Building in the basement. It's right under the Town Clerks Assessment wing and the Selectmen's wing. The portion under the vault has concrete flooring and that is where the mold was first discovered. At this point no employees are going into that room. They once had a dehumidifier that failed, when it failed is unknown. Right now the only things that are affected in there are old books and the door. They got some quotes from Serve Pro, and is looking into insurance claims because there is also some mold in the attic as well as over the copier outside of Robin Campbell's office.

Part of the basement has a dirt floor, and putting cement flooring down is being considered to help with the moisture. Putting cement down on the dirt floor has been brought up before but there was no real concern at the time, therefore the idea was rejected. Now that mold has been found, it is suggested that the floors be cemented and that a permanent dehumidifying system be put in.

The approved budget has money allocated to have the Board of Finance meetings video recorded.

2018/09/20 Board of Finance Video Recording

<https://www.youtube.com/watch?v=jNv1sKJ4FcI>

Jim Bulick has a new job that requires more traveling. As far as he knows he will have email communication but in the case something were to happen it would be ideal to also copy the Vice Chairman Mike Makuch on town business.

Peter Tanaka moved to adjourn the meeting at 8:011 p.m. Barry Wallet seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen, M. Makuch, R. Belair) 0 No.

Respectfully submitted,

Guinnevere Almquist, Recording Secretary