

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

**REGULAR MEETING MINUTES**

Thursday, July 19, 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 – Alternate

**Members Absent:**

Laurie Semprebon  
Randy Belair  
Mike Makuch

**Also Present:**

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

Chairman Jim Bulick called the meeting to order at 7:03 p.m.

**SEATING OF ALTERNATES:**

**Jim Bulick moved to seat Bill Rankin in place of Vice Chairman Makuch. Barry Wallett seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen) 0 No.**

**Peter Tanaka moved to seat Fred Schoen in place of Laurie Semprebon. Jim Bulick seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen) 0 No.**

## **APPROVAL OF MINUTES:**

**Peter Tanaka moved to accept the Board of Finance Meeting minutes of June 21, 2018.**

**Barry Wallett seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen) 0 No.**

## **PRESENT TO SPEAK:**

No one present to speak

## **NEW BUSINESS:**

### ***Center School Heating System Update***

Superintendent Stevens reiterates that the circulator pump replacement is the first priority, this has to happen in order to get heat in the whole lower half of the building. There were 2 pumps and one of them hasn't been working for quite some time. He explains an option to the board that he believes makes sense. As the school started to prepare for summer (moving class rooms) they realized they had some needs for special ed students that require air conditioning, it's in their individualized education plan, it's legal, the school must provide it for them. They've been providing this for the past 2 years with small portable units that are used to cool those 2 class rooms. Unfortunately those units are ineffective, they are meant for a room that is half the size of the class room.

Superintendent Stevens requested EMCOR to evaluate the situation. A group of EMCOR representatives came to the school and noted that it would be more cost effective to install units that provided both heating and cooling for 6 rooms. The system would be energy efficient and would meet with the school's special education requirements. These are electric rooftop units. There is a delta panel which is a computer system used to control the heating and cooling, this will be cost effective because the school can easily control the heating and cooling with these new units.

Barry Wallett is concerned with changing half of the school's heating from oil to electric because electric heat is very expensive. Mr. Stevens explains that he asked EMCOR about that and that the units run off of 1 amp. He says the units the school currently has runs off of 2 amps.

Bill Rankin asks if the circulator pump replacement is for heating both the upper and lower levels. Superintendent Stevens responds and says that the circulator pump is for heating the school and that the AC project would not impact the circulator pumps. The circulator pump is run on oil and the unit on the roof is run on electricity. It is explained that the EMCOR option is not being looked at as an alternative to the circulator pump and that the justification for it is strictly the AC, the heat on the roof top units is a bonus.

The board is concerned with the efficiency of the new units and if its cost effective. They are also concerned with the strength of the roof. They asked Superintendent Stevens to follow up with EMCOR and get their response. The board thanked Superintendent Stevens for looking into this money saving idea.

### ***Fiscal Year-End Transfers***

Donna Latinsics explains that the expenditures for 17-18 are exceeding the budget appropriation for department 0235 by \$136. She suggests transferring \$136 from line item #0232 to line item #0235.

She also explains that they are receiving invoices for unemployment that they had budgeted for in 18-19. The invoices should be processed against the 17-18 budget. She suggests transferring \$4,236 from line item 0130 to line item 0821.

**Peter Tanaka motioned to transfer \$136 from account #0232, Fire Protection to #0235, Fire Main and Hydrant. Jim Bulick seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen) 0 No.**

**Peter Tanaka motioned to transfer \$4,236 from account #0130, Accounting Services to #0821, Unemployment. Bill Rankin seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen) 0 No.**

Donna Latinsics reported no other transfers are needed.

### ***Auditor Selection and Engagement***

The auditor would like the Board of Finance to acknowledge the engagement letter which lays out what the Finance Office's responsibilities are. The engagement letter is addressed to the First Selectman. Its very detailed, and goes into management discussion and analysis, budget statement and revenues, etc. It needs to be signed by the First Selectman, the Business Manager, and then acknowledged by the Board of Finance chairman.

**Peter Tanaka motioned for Chairman Jim Bulick to acknowledge the engagement letter. Bill Rankin seconded the motion. Vote: Yes (J. Bulick, P. Tanaka, B. Wallett, B. Rankin, F. Schoen) 0 No.**

### **OLD BUSINESS:**

#### ***HMS Oil Tank Replacement***

The grant commitment letter was received, it came back as 64.64% instead of the 62.86% that was expected. Now the school is onto the approval phase. An Architect was hired on an hourly rate to go to the meeting next week at the school construction grant office to keep the process

moving along. The old tank was put in 11-1-88 and that is the date the school is supposed to have the new one in. Superintendent Stevens was informed the day of this meeting that it will take about 6 weeks to get to the final meeting for the letter of approval and then another 6 weeks to get the tank, 6 weeks to get the tank is October 17.

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

Chairman Bulick will send a letter out to all departments requesting them to submit their July 2017-June 2018 annual report to the Board of Finance, by the end of September.

**CORRESPONDENCE:**

Letter received from Superintendent Stevens regarding the upcoming teacher negotiations. The letter invited the Board of Finance to send a representative.

**Barry Walleth motioned for Peter Tanaka to represent the Board of Finance at the school's Board of Education meeting on August 1, 8, and 14, and for Bill Rankin to serve as an alternate should Peter Tanaka not be able to make it. Jim Bulick seconded the motion.**

**Vote: Yes (J. Bulick, P. Tanaka, B. Walleth, B. Rankin, F. Schoen) 0 No.**

**Peter Tanaka moved to adjourn the meeting at 8:07 p.m. Bill Rankin seconded the motion.**

**Vote: Yes Vote: Yes (J. Bulick, P. Tanaka, B. Walleth, B. Rankin, F. Schoen) 0 No.**

***Good and Welfare***

None.

Respectfully submitted,

Guinnevere Almquist, Recording Secretary