

Minutes of the Regular Board of Finance Meeting  
June 30, 2008 – Police Station Conference Room – 7 p.m.

Members present: Justin Donnelly, Joe Sangiovanni, Joanne Sullivan (late arrival), Dennis Kreps, David Tagliavini, Sam Fuller, alt. Tom Frenaye Absent: J. Lennon

Also present: Selectman Brian Fitzgerald, Treasurer Christine Davidson, Director of Finance Deborah Cerrato

Chairman Justin Donnelly called the meeting to order at 7 p.m.

Citizen comment: None.

Voting rights were accorded to Tom Frenaye for the absent Joanne Sullivan.

**Correspondence:** The Chairman noted letters from Harold N. Remington, 928 East Street North, and from Richard Bosse, 1140 North Street. These letters were sent to members of the Board prior to the meeting.

**Minutes:** Mr. Kreps moved to approve the minutes of May 12, May 14, and June 2 as amended: May 12, add an “r” to Treasurer, p. 2; May 14, change 2008 to 2009 p. 1 and to add, “would allow issuing debt” ..... Mr. Sangiovanni seconded. The minutes were approved as amended.

The grant request from the Fire Department was passed over until the arrival of Chief Bellmore.

**Treasurer’s Report:** Christine Davidson stated that the enclosed two policies (sent prior to the meeting) had incorporated suggestions, and she now presented the Investment Policy for any board action. After a brief discussion, Mr. Kreps moved that Item 14, read that the Board of Finance concurs with the Investment Policy as presented by the Treasurer. Mr. Sagnovanni seconded. The motion was approved by unanimous vote. The Treasurer will incorporate the changes.

The Cash and Carry Policy was briefly discussed; Mr. Kreps moved to change the wording on the signature page to, has been reviewed, and the Board of Finance concurs with the said policy.

Scott R. Lingenfelter – for the Board of Selectmen

Justin Donnelly – for the Board of Finance; Mr. Sangiovanni seconded. The motion was approved by unanimous vote. The Treasurer will incorporate the changes and send revised policies to the Board of Finance.

The Chairman stated that he had told the HR Director, that the new budget had approved \$8,500 for a part time secretary for the Senior Center. They are in the process of hiring someone for 15 hours per week at \$17 per hour, which is considerably more than was budgeted. He told the HR Director to tell the Senior Center Director that it is budgeted for \$8,500; and that is all she has. And apparently it had begun as an \$11 per hour position, but because first assistant had worked 120 days, it had become an “union” position, and that is the reason for the high increase in rate per hour. This needs to be investigated. Mr. Donnelly also noted that the HR Director is leaving today. We do not have a HR director after this date.

**Director of Finance Report** – Deborah Cerrato distributed the Year End Encumbrances, General Fund, for June 30, 2008 report to the members. These are requested encumbrances and are documented by a purchase order. There will probably be more requests later. Mr. Kreps noted that one of the reasons for the regular meeting to be set for June 30, was to facilitate the purchase orders process. This apparently has not been that successful. Ms. Cerrato noted we probably will not have a late June meeting again, just the regular date of the second Monday in June. Mr. Kreps moved encumber \$16,272 as documented by the Director of Finance; Mr. Sangiovanni seconded. The motion was approved by unanimous vote.

- Year End Accounting – The Director of Finance reviewed a memo dated June 12, 2008 which was sent to all Board, Commission, and Department heads. After a brief discussion, Mr. Kreps moved to authorize the Chairman to approve transfers not to exceed \$10,000 during July and August, and all transfers authorized by the Chairman, to be submitted to the full Board of Finance at the Sept. meeting for review and approval. Mr. Sangiovanni seconded. The motion was approved by unanimous vote.

☛ Responses to Inquiry regarding the School Building Project – Renovation and Code Compliance - Ms. Cerrato reviewed the memo and the responses. The Board wished for more details. Ms. Cerrato was not involved in the construction documentation. The project did not hire a Project Manager or a Clerk of the Works. At this point in time, Ms. Cerrato does not have actual numbers to report. The Board is frustrated with the lack of definitive answers. Mr. Tagliavini asked if Mr. Muska and Mr. Basile can come to the BF meeting for an explanation of the process and the status of the reimbursement. Mr. Donnelly agreed and stated that the Board would request both Mr. Muska and Mr. Basile attend the first meeting in September with a list of change orders, and the status of each. Mr. Kreps stated we invite the participation of both the Board of Selectmen and the Board of Education. CREC is still working on this submission for reimbursement. Ms. Cerrato also reviewed her detailed Analysis of School Building Project report. The Board discussed this analysis in some detail and at length.

At this point in time, Ms. Sullivan arrived at 7:23 p.m., and Mr. Frenaye resigned his voting rights.

☛ Fire Commission – Grant Application – Chief Bellmore - The Fire Commission is requesting approval from the Board of Finance to apply for a SAFER (Staffing for Adequate Fire and Emergency Response) grant. The Board of Selectmen did approve this application. Mr. Tagliavini asked if a new firefighter position was approved in the 2008-09 budget. Yes. If this grant was awarded, this would be a second new full time position. So when the grant funding expires after year four, the Town would fund (all costs funded by the grantee) in year 5. The grant has been applied in the past and not received it. Mr. Kreps moved to approve the SAFER grant application, the motion was seconded. The motion was approved by a 5 to 1 vote; Mr. Tagliavini voted against the motion.

**Economic Development** - Considerations for the Future of the Bridge Street School – this memo dated June 3, 2008 and prepared by the EDC Director Patrick McMahon was mailed to members prior to the meeting.

The Chairman asked if Mr. McMahon was aware that the First Selectman has requested a list of new names for the previously created committee to look at the Bridge Street School. Mr. McMahon was aware of such an email being sent.

At this time, Mr. Tagliavini stated he will not make any comment during this discussion.

Mr. McMahon reviewed in detail his memo of June 3, 2008. He gave a brief history of the Bridge Street School. The Board of Selectmen wants to re-constitute the Bridge Street School Committee and has solicited new members. Many uses have been proposed and each listed use was discussed. Mr. McMahon reported that the Town has received a number of inquiries from the private sector regarding the use of the building and the adjoining land. Use by the private sector could include a lease, a ground lease, or an outright sale. Any proposal would have to be approved by many Town Committees, such as Zoning and Planning Commission, Board of Selectman, Board of Finance and others, and would need final approval of a Town Meeting.

Mr. Kreps asked what is the usage of the school now. Mr. McMahon noted that many boards are storing materials in the School. Mr. Kreps wanted to know, that if the school was being used, was a fee charged? Who is in charge of the building?

Mr. McMahon stated that the Town controls the building. Mr. Kreps asked who is in charge of the Town buildings, who is responsible for the maintenance and the use of the buildings.

At this time, Fire Chief Bellmore arrived, and Chairman Donnelly informed him that the Board had approved the SAFER grant application. He thanked the Chief for coming.

Mr. Donnelly stated that he thinks that Bridge Street School has to be part of our Overall Plan, and from that Plan, we can draw our decisions. The general plan is not yet at the end point; we ought to have a list of town properties and who is responsible for them and who is using them. Mr. Donnelly stated that the Board of Finance is requesting from the Town, a list of all Town properties, their use, what is in them....We must put this together for

the insurance policy...and it has got to be a schedule; and get someone to confirm that the schedule is right...that should be pretty simple. We need to find this out.

Mr. Donnelly thanked Mr. McMahon for his Bridge Street report.

**Economic Development** - Discussion of the Redevelopment of Ff Tyler Place - Mr. Donnelly stated that as far as he was concerned, the only portion of the memo dated June 3, Redevelopment of Ff Tyler Place, that would be discussed in Executive Session would be the part regarding an appraisal/appraisal values of the Town property. The Board agreed.

Mr. McMahon noted that the Stevenson property (26 acres) is on the market. This land is in the newly rezoned Town Center Village District. This new zoning designation allows this area to be developed with a mix of retail, office and housing components. Mr. McMahon has been in contact with mixed used developers; for a mixed use developer to be interested in the property they will want to know the likelihood of acquiring the Town property to assemble with Stevenson's land. In order to have a successful redevelopment of Ff Tyler Place, it would be important to relocate the highway garage, animal control facility, and school bus parking. We would also need to relocate the communications tower a couple of hundred feet from the west side of the railroad tracks to the east side of the railroad tracks also on Town land. He also noted that having Stony Brooke border the Town land is a great asset. He is here simply to update the Board of Finance with this information.

**Board of Finance comments:**

Mr. Donnelly: I want this to be part of the Overall Plan. I have sent letters to the First Selectman and to the Chairman of the Board of Education, to the Chairman of ACCE, and to the Chairman of the WPCA to schedule a joint meeting for the purpose of a general discussion of "goals and financial commitments" and discussion of "a long range plan of municipal improvements and proposed capital projects". There would be a considerable loss of revenue if the Cell Tower would be moved. I would want a blind study done by a traffic engineer that is sufficient enough so that the traffic engineer can tell us what the cost would be to move the town garage facilities.

Mr. Tagliavini: The payback of this new redevelopment in taxes would be perhaps 30 to 40 years out. I do not know why the garage cannot be stay and still develop this area. I think you should do a traffic analysis.

Mr. Donnelly: One should not do away with the railroad tracks; railroads are making money on freight. That would be improvident.

**Executive Session:** Mr. Sangiovanni moved to enter Executive Session to discuss the matter of appraisals and potential litigation, the motion was seconded. The meeting was voted into executive session at 8:12 p.m. The meeting was voted into open Session 8:30 p.m. No formal action was taken.

Chairman Donnelly distributed copies of letters to the BF members that he had sent to the Board of Selectmen, Chairman of the Board of Education, and Chairman of the WPCA regarding the discussion of financial goals and a long term plan of capital improvement or capital projects.

The Finance Director notified the Board of Finance that it was noted at a Retirement Commission meeting, that in the new Police Contract, pay for officers for off duty assignments, would count toward their pension. This was new. The Finance Office was not informed of this impact of the newly signed contract. The Board also discussed the \$8500 approved for the part time position at the Senior Center.

The Board of Finance would like an Overall Plan from the Board of Selectmen.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary to the Board of Finance

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