

Minutes of the Board of Finance Meeting
Oct. 12, 2010 – Police Conference Room – 7 p.m.

Members present: Justin Donnelly, Joseph Sangiovanni, Dennis Kreps, Ryan Anderson, alt. Eric Harrington
Absent: B. Kost, S. Fuller, J. Lennon, P. Boyd
Also present: First Selectman Tom Frenaye, 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

Correspondence: The Chairman noted three documents, for the Board of Finance's information regarding the WPCA Debt Service Schedules and a listing of negotiated assessments with various businesses in Suffield. A copy of a letter to Dr. Mary Greenlaw-Dixon informing the Board that the Suffield Agricultural Science Construction Grant #139-0048 had been reviewed and approved by the State of Connecticut Department of Education was also included in the packet.

Voting rights were accorded to Mr. Harrington for the absent Mr. Kost.

Minutes of the regular meeting, Sept. 13, 2010: Mr. Kreps moved to approve the minutes; Mr. Anderson seconded. The minutes were approved by unanimous vote.

Staffing for Adequate Fire and Emergency Response (SAFER) Grant: Chief Bellmore was present and noted he is seeking approval of the Board of Finance to apply for the SAFER grant and for approval to expend the funds if the Grant is approved. This grant allows applicants to apply for additional staffing i.e. a new firefighter. The Grant would cover 100% (salary and benefits) for the firefighter for two years. The Town is required to cover 100% for the third year. The grant does not cover overtime hours. The Chief noted that he is down one firefighter position now and has had to reschedule hours. The Board of Selectmen has approved this application. After discussion, Mr. Kreps moved to authorize the First Selectman Thomas Frenaye to apply for funding for one (1) additional firefighter position through the FEMA FY 2010 Staffing for Adequate Fire and Emergency Response Grant program. Mr. Sangiovanni seconded. The motion was approved. Mr. Harrington voted against the motion.

Zoning and Planning Farm Viability Grant application and approval to expend funds – Town Planner Bill Hawkins was present and reviewed his memo sent to the board prior to the meeting. He is seeking BOF approval to apply for the 50% cash match 2010 Agriculture Viability Grant. If awarded, the funding could pay for professional expenses required by our Farmland Preservation Program, i.e. surveys and appraisals. It could fund the update of our Geographic Information System (GIS) data and also could fund aspects of marketing the Farmers Market. The Board of Selectmen has approved this request. After discussion, Mr. Kreps moved that the Board of Finance approve the request of the Town Planner to apply for the 50% cash match 2010 Agriculture Viability Grant in the amount of \$85,600 with the town portion totaling \$42,800. Mr. Sangiovanni seconded. The motion was approved by unanimous vote.

Public Works: Approval to expend Capital Expenditure Funds for Police Department Generator in addition to Grant Funds – Mr. Muska, Public Works Director, was present and distributed a report requesting to expend funds from the Capital Expenditure for the Police Department Generator 1088102-59103, that was budgeted before the grant was applied for, to cover the additional size of generator for the Police Department

Station. The bigger (150 kw) generator would support the entire PD building. The existing Small Town Economic Assistance Program grant would fund up to \$45,000 of the total cost for the generator; additional funding from the Capital Expenditure Funds would permit the purchase of a larger generator and the cost of installation. This request has the approval of the Board of Selectmen. The request is to spend \$32,923 from the current Capital Expenditure budget line item 1088102-59103. Mr. Sangiovanni moved to approve the expenditures of \$32,923 to be made from the Capital Expenditure Funds, line item Police Generator Capital Outlay 1088102-59103, to fund the purchase of the new generator (150 kw) for the Police Department. Mr. Kreps seconded. The motion was approved by unanimous vote.

Public Works: Lawn Equipment Exchange Fund Grant (LEEF) application and approval to expend funds – Mr. Jack Muska, Public Works, reviewed the program as documented by his memo dated Oct. 6. The Dept. of Environmental Protection has solicited applications for its LEEF program in which municipalities can apply to trade in their old lawn and grounds maintenance equipment for new low-polluting machines. If awarded, the DEP would reimburse the Town, 80% of the cost of the new equipment. The Highway Dept. is interested in replacing three ride-on mowers, four leaf blowers and three trimmers with new equipment totaling \$26,097.90. If awarded, the DEP would reimburse the Town \$20,878.32 and the Town's share would be \$5,219.58, which would come from the Highway Dept.'s equipment account. The Board of Selectmen approved this request on October 6th. After a brief discussion, Mr. Kreps moved that the Board of Finance approve a grant application in the amount of \$26,097.90 to the Dept. of Environmental Protection for the Lawn Equipment Exchange Fund; Mr. Anderson seconded. The motion was approved by unanimous vote.

Police Department: Approval to spend \$23,500 to purchase an additional cruiser this fiscal year – At this time, Chairman Donnelly stated that he would like to compliment K9 Officer Peter Osowiecki for working so hard with the recent fundraiser. He is to be commended for his dedicated efforts.

Chairman of the Police Commission, Don Miner was present and explained this request as documented by the document, Police Commission Request, as distributed to the BOF prior to the meeting. The request is to transfer \$23,500 from the Off-Duty Fund to purchase a replacement vehicle (Ford Expedition) for the K9 officer and to cover conversion costs for the two new cruisers. The Board of Selectmen approved this request.

Mr. Kreps asked how many new cruisers are you getting from the budget? Mr. Miner said two from the budget and 1 new K9 vehicle. Mr. Kreps asked, do you have plans for any more this year? Mr. Miner stated that at this time, we do not plan to come back for more. Mr. Kreps moved that the Board of Finance allow to spend \$23,500 from the Off Duty Fund to purchase a new K9 vehicle and conversion costs; Mr. Sangiovanni seconded. The motion was approved by unanimous vote.

Treasurer's Report: Christine Davidson distributed her written report; General Fund Investment Income Analysis 7/1/10 to 6/30/11. This is for the first quarter. Revenues will go down unfortunately as the interest rates are going down. She cannot even attempt to project total earnings.

Director of Finance's Report - Ms. Cerrato noted a transfer from 2009-2010 that needs BOF approval. It is page 15 in Board packet. Mr. Kreps moved to authorize a transfer of \$403 from Police Commission, 0151501 - 50418 R & M Police Communications to Police Commission 0151501 - 50531 Telephone. Mr. Sangiovanni seconded. The motion was approved.

Budget Highlights: She noted a total of \$85,338.34 has been received to September 30, 2010 from the State. The Town did receive a large ECS grant installment dated Sept. 30. The funds are beginning to come in.
Tax Collection: We have collected 54% of what we have budgeted for the current year.

First Selectman's Report –

- * Mr. Frenaye informed the BOF of a contractor's dispute with the Town in regard to two bridges done in 2002. This has not been settled. The claims are in the \$200,000 range. There is no lawsuit, just discussions at this point.
- * The Town opened bids for the Suffield Street Bridge over Stoney Brook. The Town's portion is 20% of \$2.4 million and the low bid came in around \$1,400,000. There were 10 bids. Work should begin in the spring and go through the summer months. Suffield Street will be closed for six months.
- * The Board of Selectmen has discussed bonding and is currently looking at five major items to possibly propose for a bonding packet. The projects are: Town Hall improvements, Bridge Street School, Library HVAC, windows and accessibility, Road repair/upgrade and Fire Trucks. It is a good time to bond; our debt service is low. We have involved the Chairman of ACCE, Craig Horrigan, in our discussion.
- * STEAP Grant: The Town was awarded \$200,000 for the roof replacement of the Kent Memorial Library.. There is \$250,000 in this year's budget. This will bid this out in January. Interim arrangements for the Library have yet to be finalized for the construction period.

The meeting was adjourned at 8:05 p.m. The Tri-Board meeting is scheduled for Monday, Oct. 18, at 7 p.m. in the SVAA facility.

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

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