



TOWN OF ELLINGTON

DOUGLAS B. HARDING
Chairman

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MICHAEL J. PURCARO
Vice Chairman

BOARD OF FINANCE

KEITH R. DURAO
DAVID J. OLENDER
BARRY C. PINTO
JOSEPH E. WEHR

REGULAR MEETING JUNE 1, 2021 MINUTES

Members Present: Douglas Harding-Chairman, Michael Purcaro-Vice Chairman, Keith Durao, David Olender, Barry Pinto and Joseph Wehr

Others Present: Lori Spielman-First Selectman, Tiffany Pignataro-Finance Officer/Treasurer, Timothy Webb-DPW Director*, Peggy Busse, Susan Danseyar*

*Via Zoom

Call to Order

Chairman Douglas Harding called the meeting to order at 7:07 PM.

Pledge of Allegiance

Citizen's Forum (Non Agenda Items)

None

Approval of Minutes

Regular Meeting of March 2, 2021

MOVED (PURCARO) SECONDED (WEHR) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE REGULAR MEETING OF MARCH 2, 2021 AS WRITTEN.

Budget Hearing of March 9, 2021

The following corrections need to be made. Under Item 3 the figure of \$2,828,891 should be \$2,818,891 and add Selectman Jack Turner as present.

MOVED (PINTO) SECONDED (OLENDER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE BUDGET HEARING OF MARCH 9, 2021 AMENDED WITH CORRECTIONS.

Budget Hearing of March 16, 2021

MOVED (OLENDER) SECONDED (WEHR) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE BUDGET HEARING OF MARCH 16, 2021 AS WRITTEN.

Public Hearing of April 13, 2021

MOVED (OLENDER) SECONDED (PINTO) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE PUBLIC HEARING OF APRIL 13, 2021 AS WRITTEN.

Budget Deliberations of April 15, 2021

MOVED (DURAO) SECONDED (OLENDER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE BUDGET DELIBERATIONS OF APRIL 15, 2021 AS WRITTEN.

Budget Deliberations of April 20, 2021

MOVED (WEHR) SECONDED (OLENDER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE BUDGET DELIBERATIONS OF APRIL 20, 2021 AS WRITTEN.

Special Meeting to Set Mill Rate

MOVED (PINTO) SECONDED (OLENDER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF MAY 14, 2021 AS WRITTEN.

Financial Statements

Mr. Purcaro asked for the breakdown of the \$17,468 EMPG COVID-19 stipend from the Finance Officer.

Ms. Pignataro confirmed that the American Rescue Plan fund amount shown is the Town's portion. Mr. Purcaro asked about the overages for the Registrars contracted services, the Fire Marshal and the Human Services office supplies. Ms. Pignataro stated that the Registrars had two elections in one year due to COVID and purchased safety equipment for the poll workers. Ms. Spielman stated that the Fire Marshal has new software and that she met with the Fire Marshall today to go over transferring to digital. The ESO software maintenance costs and

licensing are contributing to the overage. Ms. Pignataro stated that the Human Services account for office supplies was reduced last budget year to keep the mill rate steady as was the Fire Marshal's uniform line item. Mr. Purcaro asked for a breakdown of the costs of the uniform account in the Fire Marshall's budget. Mr. Purcaro asked about revenues from the Parks & Recreation Dept. Ms. Pignataro stated that the Parks & Recreation as well as the Senior Center revenues are lower than projected and are not expected to be on budget but is projected to be at the 6 month target set in January that was used to develop the 2021-22 budget. Mr. Webb confirmed that the winter maintenance budget would return approximately \$90,000.

New Business

Mr. Harding asked for a motion to add to the agenda – Replacement of the Ambulance Building Roof.

MOVED (WEHR) SECONDED (PURCARO) AND PASSED UNANIMOUSLY TO ADD TO THE AGENDA THE REPLACEMENT OF THE AMBULANCE BUILDING ROOF UNDER NEW BUSINESS.

Replacement of Ambulance Building Roof

Mr. Webb stated that Mr. Hany informed him that there was a leak in the roof over the storage bay where the old roof meets the new roof. He received an estimate from Dzen in the amount of \$37,500. The unknown is how much of the plywood may have to be replaced. Mr. Olender asked about a metal roof for the building and he would like to see a 50 year guarantee on the shingles.

MOVED (PURCARO) SECONDED (OLENDER) AND PASSED UNANIMOUSLY TO APPROPRIATE FROM CAPITAL RESERVE FUND AN AMOUNT NOT TO EXCEED \$45,000 FOR THE AMBULANCE BUILDING ROOF REPLACEMENT PENDING BOARD OF SELECTMEN AND TOWN MEETING APPROVAL.

Close Out of Capital Projects

These funds will go back into the unrestricted fund. Ms. Pignataro stated that this catches the Town up to clear the accounts.

MOVED (PURCARO) SECONDED (OLENDER) AND PASSED UNANIMOUSLY TO CLOSE OUT THE FOLLOWING CAPITAL PROJECTS TO THE GENERAL FUND UNASSIGNED FUND BALANCE FOR FY 2020-21, MISCELLANEOUS HISTORICAL CUMULATIVE BALANCE \$6,944.28, DPW-ICE GRANT OBLIGATIONS-VARIOUS EQUIPMENT (\$2,353), EMERGENCY SERVICES STUDY \$125, PLAYING FIELD SURFACES \$12,971.35, EVAC REPLACEMENT AMBULANCE \$31,357, LOCIP (\$1,628), DPW-SMALL DUMP TRUCK \$35,675.40, POOL CAR \$4,550.55, HML CARPET REPLACEMENT (\$719.87), EVFD-GENERATOR STATION 243 \$16,938.73, PLAN OF CONSERVATION 2018 \$43.44, DPW-PICK UP TRUCK \$.40, MIDDLE ROAD

FIELDS \$52,320.95, EVAC MASIMO HANDHELD CO-OXIMETER \$4,635, BOE MODERN CLASSROOM FURNITURE \$446.39, LAND PURCHASE 74 MAPLE STREET (\$1,145.01), LAND PURCHASE 99 MAIN STREET (\$14,746), EVFD EQUIPMENT SUTPHEN PUMPER \$5,105.42, HML ROOF REPLACEMENT \$18,794.28, TOWN HALL RENOVATIONS (\$10,556.04), POLICE CRUISER (\$3,095.47), DPW-SNOW PLOW DUMP TRUCK REPLACEMENT \$417.10, EVAC-STRETCHER REPLACEMENT \$3,900, EMERGENCY SERVICES PAGERS \$9,750, EMERGENCY MANAGEMENT TACTICAL GEAR \$.84, BOE SPECIAL EDUCATION VAN \$1,000, BOE-SYSTEMWIDE SECURITY ENHANCEMENTS \$4,971.44 AND BOE-AUDIO VISUAL UPGRADES \$12,400.30.

Transfers to Suspense

This is a yearly request by the Tax Collector, these accounts remain collectible. Ms. Pignataro stated that the Tax Collector feels that using a collection agency works best. Mr. Purcaro would like the detail on the items listed as "suspense". Mr. Pignataro will get that information for him.

MOVED (PURCARO) SECONDED (PINTO) AND PASSED UNANIMOUSLY TO ACCEPT THE TRANSFERS TO SUSPENSE OF 190 ACCOUNTS TOTALING \$42,221.93 AS REQUESTED BY THE TAX AND REVENUE COLLECTOR, ANN MARIE CONTI, SUBMITTED IN MEMO DATED MAY 25, 2021.

State Budget Update

Mr. Harding stated that the State has not yet approved a budget and will be voting on Wednesday. Mr. Purcaro stated that OPM is showing a surplus for this fiscal year, but he is concerned about future years and feels the Board should be cautious due to potential inflation and increase in interest rates. He made the following motion in this regard.

MOVED (PURCARO) SECONDED (OLENDER) AND PASSED UNANIMOUSLY TO RECOMMEND THAT THE BOARD OF SELECTMEN AND THE BOARD OF EDUCATION ESTABLISH A SHARED SERVICES COMMISSION TO FORMALLY EXPLORE OPERATIONAL EFFICIENCIES AND COST SAVINGS THAT CAN BE REALIZED THROUGH SHARING OF LOCAL GOVERNMENT SERVICES, INCLUDING BUT NOT LIMITED TO EMERGENCY SERVICES, PROCUREMENT, HUMAN RESOURCES, FACILITIES AND INFORMATION TECHNOLOGY. FURTHERMORE, SUCH COMMISSION SHALL MAKE PERIODIC REPORTS TO THE BOARD OF FINANCE, NO LESS THAN QUARTERLY.

Mr. Durao pointed out that a Shared Services Commission is already in the Charter and it states that the Board of Selectmen shall appoint a Shared Services Commission. Lori Spielman, First Selectman agreed that it would help the town.

Short Term Investment Update

Ms. Pignataro stated that STIF earnings were budgeted at \$20,000 and to date investment earnings are at \$9,000. The interest rates are currently close to zero. She stated that they need to be careful not to put the funds into investment vehicles that go below what the initial investment value is. She stated that an investment committee should be established with a formal investment policy. She also pointed out that the Bond Rating for the Town went up a level today and that is partly because of the liquidity of the balance sheet.

COVID-19 Relief Funding Update

The Town will receive a \$1.7 million direct allocation with the balance being the allocation for the county. There are restrictions on what the funds can be used for and how the funds are tracked. Ms. Pignataro stated that the auditors are keeping the Town up to date on this. A project to extend the sewers to Jobs Hill Rd is in the engineering stage by the WPCA and is in line with the qualifications for use of the funds. Mr. Webb stated that the project is in line with the Plan of Conservation and Development and that it will service Oakridge Dairy as well as the commercial properties at the Tomoka/Jobs Hill area, Maple St. and Berr Ave. Town officials are aware of the restricted use of these funds.

MOVED (PURCARO) SECONDED (OLENDER) AND PASSED UNANIMOUSLY TO CREATE A SPECIAL REVENUE ACCOUNT TO DEPOSIT ALL AMERICAN RESCUE ACT FUNDS EXCEPT THOSE FUNDS THAT BY LAW SHALL BE DIRECTLY AWARDED TO THE LOCAL EDUCATION AGENCY (ELLINGTON PUBLIC SCHOOLS). FURTHERMORE, NO EXPENDITURES SHALL BE MADE FROM SAID ACCOUNT EXCEPT FOR THOSE PURSUANT TO THE PARAMETERS ESTABLISHED BY THE BOARD OF FINANCE AND CONSISTENT WITH THE FINAL APPROVAL GUIDANCE OF THE US TREASURY AND THE STATE OF CONNECTICUT.

Ms. Pignataro stated that because these are Federal Funds, a special revenue fund will be set aside and earmarked. Mr. Durao asked if some residents may think this project is not benefitting enough people. Mr. Webb stated that bringing the sewer to this area will also facilitate it going further to Middle Rd where the Town owns property for future development. It is also in line with the Plan of Conservation and Development.

Health Insurance Broker Services

Ms. Pignataro stated that the broker received a 4% commission from the Health Insurer. Mr. Purcaro stated that the Board of Education pays 2% and the Town of Vernon .7%. Ms. Pignataro stated that she has contacted the members of the Insurance Advisory Board to schedule a special meeting to discuss the broker services. She will bring their recommendations to the Board of Finance.

MOVED (PURCARO) SECONDED (OLENDER) AND PASSED UNANIMOUSLY THAT PRIOR TO RENEWAL AND IN ACCORDANCE WITH THE TOWN OF ELLINGTON COMPETITIVE BIDDING AND PROCUREMENT REQUIREMENTS AS WELL AS

INDUSTRY BEST PRACTICES AND TRANSPARENCY, THAT THE BOARD OF FINANCE RECOMMENDS THAT THE TOWN'S HEALTH INSURANCE BROKER SERVICES BE COMPETITIVELY BID.

Requests for Information

MOVED (PURCARO) SECONDED (OLENDER) AND PASSED UNANIMOUSLY IN THE INTEREST OF TRANSPARENCY AND PURSUANT TO CGS 7-345 AND PURSUANT TO OUR ELECTED FIDUCIARY DUTIES TO THE TAXPAYERS OF ELLINGTON TO ESTABLISH A STREAMLINED PROCESS FOR REQUESTING FINANCIAL INFORMATION FROM THE TOWN. ALL REQUESTS FOR INFORMATION FROM THE BOARD OF FINANCE TO THE TOWN SHALL BE MADE ON BEHALF OF THE BOARD THROUGH THE CHAIRPERSON OR VICE CHAIRPERSON, TO THE FIRST SELECTMAN AND FINANCE DIRECTOR. IT IS EXPECTED THAT ALL SUCH REQUESTS BE RESPONDED TO IN A REASONABLE AMOUNT OF TIME AND THEN THROUGH THE CHAIR OR VICE CHAIR, SHARED WITH THE ENTIRE BOARD OF FINANCE.

Mr. Harding felt that the requests should come through the Chairman first. After some discussion it was decided that emails will go to Mr. Harding and Mr. Purcaro will be copied.

Liaison Reports

Mr. Harding stated that there is an upcoming special meeting of the Ad Hoc Emergency Services Committee.

Adjournment

MOVED (PURCARO) SECONDED (PINTO) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:30 PM.

Respectfully submitted:



Lori Smith, Recording Secretary