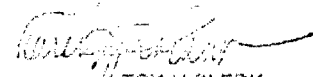


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2017 APR -5 A 10:02

**Town of Stafford
Board of Finance
Warren Memorial Town Hall
Regular Meeting
April 3, 2017 7:00PM**


TOWN CLERK

Board Members Present:

David Walsh, Jane Slater, Chair, Fran Moriarty, Brian Bagley and Mark Richens

Gary Fisher arrived just after Conrado Ulloa was seated. Conrado removed himself as Gary Fisher joined the meeting.

Board Alternates Present:

Steve Geryk, Mike Pifer, and Conrado Ulloa

1. **Call to order** – Jane Slater, Chair called the meeting to order at 7:00PM
2. **Establish a quorum**- Jane Slater, Chair requested a motion to seat an alternate. Dave Walsh motioned to have Conrado Ulloa sit in, and Brian Bagley seconded, the board approved unanimously. A quorum was established.
3. **Approve minutes**– Upon motion of Dave Walsh and seconded by Brian Bagley, the Board approved unanimously the minutes from the March 27, 2017 special meeting.
4. **Presentation by Attorney Edward Muska regarding WPCA and Town Responsibilities:**
 - a. Attorney Muska, presented information regarding the CT Statute on Water Pollution Control Authorities as well as the Town’s local ordinance. Mr. Bagley and Mr. Walsh asked questions to attempt to clarify the responsibilities of the WPCA with regards to improvements and maintenance. It was determined that all projects for the WPCA should be weighed in as to “who benefits” from the project and whether or not it is an improvement or a repair. All major projects in the past have been financed by the Town.
5. **Discussion of and possible action on FY 2017/2018 Budgets:**

– Richard Hartenstein Jr., Superintendent of the WPCA, presented their budget for 2017-2018.(Attached) The WPCA has increased their residential fees from \$280.00 to \$300.00. Their increased costs mainly relate to general mechanical repairs to tank trailer and the purchase of a new camera truck that combined with Ellington and Vernon is only costing the WPCA \$20,000.00. Mr. Hartenstein also stated that the State is planning to pave Route 140 and they will be responsible for raising manhole covers which is an additional 16,240.00 to their budget this

year. He continued on to show the Board their proposed 5-15 capital improvement plan as well as the intention to budget for future repairs and maintenance.

Mr. Walsh made a motion to recommend the WPCA's proposed 17-18 budget as presented to the annual Town Meeting. Fran Moriarty seconded the motion and the vote was as follows:

FM = Yeah
BB = Nay
MR = Abstained
DW = Yeah
GF = Yeah
JS = Yeah

The motion carried with 4 Yeahs.

Ed Muska, chairman of the Service District Commission, presented their budget.(Attached) With only minor increases and no increase in the Service District Mill Rate, Mr. Walsh recommended to the annual Town Meeting the Service District Budget as presented. Mr. Moriarty seconded and the Board voted unanimously to pass the motion.

Pat Collin, Superintendent of Schools, was present to answer any additional questions from the Board of Finance. Discussion ensued about potential savings to the Board of Education budget for Retiring teachers and Health and Dental Insurance. Pat Collin agreed to review the budget for a special meeting with the Board of Education on Wednesday, April 5th, 2017.

John Locke, Selectman, was present to answer questions regarding the Board of Selectmen's budget for 17-18. After review of the Special Revenue Funds, it was discussed to consider transfers in from various other funds to help with funding for General Highways for road repair, and maintenance.

The Board discussed the Governor's proposals and feels that there are too many variables to consider simply funding the budgets as presented and has asked to Boards to reconsider their budgets to help cover the gap between the State's proposals and their own requests. The Board is reviewing the Special Revenue Funds for transfers to help with the proposed budgets.

6. **New Business-** None

7. **Old Business** – None

8. **Adjournment** – Upon Motion of Brian Bagley and seconded by Dave Walsh the meeting adjourned at 9:26PM

Respectfully Submitted,



Lisa Baxter

Recording Secretary

850	SERVICE DISTRICT	APPROVED FY 2014-2015	APPROVED FY 2015-2016	APPROVED FY 2016-2017	REQUESTED FY 2017-2018
85-850-1005	General Government	2,000.00	2,000.00	2,000.00	2,000.00
85-850-1506	Fees: Tax Collector	2,425.00	2,425.00	0.00	0.00
85-850-1507	Fees: CFO	1,240.00	1,240.00	0.00	0.00
85-850-4100	Utilities: Electricity	42,000.00	42,000.00	42,000.00	47,000.00
85-850-4112	Water/Hydrant lines	100,000.00	100,000.00	100,500.00	120,500.00
85-850-4125	Trash	203,000.00	203,000.00	205,375.00	207,516.00
85-850-4140	Leaf Pickup/Misc equipment	4,000.00	4,000.00	3,500.00	3,500.00
85-850-7430	Capital Project: Sidewalks	45,000.00	45,000.00	45,000.00	35,000.00
85-850-7500	Town Clerk-leins & releases	300.00	300.00	1,000.00	1,000.00
85-850-8120	Judgement & Losses	250	500.00	500.00	500.00
	Total	400,215.00	400,465.00	399,875.00	417,016.00

Service District Budget

FY 2017-2018

The Service District Commission held their public hearing and Commission meeting on March 8, 2017.

The Commission approved a FY 17-18 budget in the amount of \$417,016.00 which would be a level mil rate of 2.26.

There was an increase in the Service District Grand List total of \$1,195,971 over last year.

850-4100 The electricity charges for the Service District streetlights fluctuates by month, using an average of \$3,900 per month. The lights are scheduled to be converted to LED's in late 2017 which should show a reduced electricity cost next year.

850-4112 CT Water has increased its Hydrant and Line charges in the District from \$8,372.50 to \$9070.56 per month plus the increase in the WICA surcharge. The surcharge is increasing by 2.3% for a total of 8.9%. In addition, there is a proposed reduction in the Water Revenue Adjustment charge from 2% to 1.7%.

850-4125 There is a slight increase in the cost of Trash pickup with All American Waste going from \$10.10 per unit to \$10.30 per unit for Service District Trash Pickup.

850-7430 Public Works has no plans for Sidewalk replacement, will do patch work. Any funds left in this line will be transferred out to the Sidewalk account for a future replacement project.

WPCA 2017-2018 Budget

4/3/2017										
WPCF	Spent	Approved	Proposed	%	Different					
	2015-2016	2016-2017	2017-2018	Increase or						
Salaries: Operational Personnel	416,607	439,728	442,816	0.7%	3,088	wages for 7 WPCF employees + new Employee April 1 2018				
Salaries: Overtime-Weekends	16,884	10,952	12,752	14.1%	1,800	contracted weekend work				
Salaries: Overtime-Call-Ins	0	5,000	7,500	33.3%	2,500	emergency call-ins				
Salaries: Overtime-On-Call	5,592	5,475	5,475	0.0%	0	on-call				
Fees: Recording Secretary	1,275	1,200	1,200	0.0%	0	\$75 per monthly meetings plus any special meetings				
Uniform Allowance	3,432	4,500	4,500	0.0%	0	\$1600 boot allow; \$2,900 Uniforms				
FICA/Medicare Emp.	32,808	35,550	35,550	0.0%	0	Federal and State withholding - taxes 7.65% of salaries				
Workers Comp Policy	14,691	15,500	17,000	8.8%	1,500	annual premium allocation to USI				
Public Official Policy	134	150	150	0.0%	0	annual premium allocation to USI				
Public Official EPL Policy	0	0	0	0.0%	0	annual premium allocation to USI				
General Liability Policy	7,595	8,000	8,000	0.0%	0	annual premium allocation to USI				
Property Policy	13,945	14,700	14,700	0.0%	0	annual premium allocation to USI				
Commercial Lines Fee	2,145	2,300	5,358	57.1%	3,058	annual premium allocation to USI				
Excess Liability Policy	3,301	3,500	3,500	0.0%	0	annual premium allocation to USI				
Auto Policy	3,058	3,250	4,000	18.8%	750	annual premium allocation to USI				
Group Health & Life	104,164	123,600	131,185	5.8%	7,585	bimonthly payment for employee health benefits including new employee				
Employee retirement	77,351	83,455	88,816	6.0%	5,361	annual contribution to Pension Plan				
Postage	2,230	2,500	2,500	0.0%	0	special mailings including postage meter				
Public notices-Liens	6,862	4,750	4,750	0.0%	0	6 legals for collections @ \$500; Notices pertaining to changes; lien recordings				
Legal Services	3,740	4,600	4,600	0.0%	0	2 semiannual payment of \$1000 to Paradise and Muska for legal services;				
Engineering Consultation	0	1,000	1,000	0.0%	0	misc. professional advice				
Cont. Service/Agreements	10,790	17,500	17,500	0.0%	0	Collections Software Support, Copiers, Scada Retainer \$7500				
Repair & Maintenance: Vehicles	3,707	6,000	68,734	91.3%	62,734	general mechanic repairs/ Tank Trailer Rebuild 40 & Camera Truck20				
Repair & Maint : Plant	54,514	57,500	62,500	8.0%	5,000	buildings, UV, filters and all process equipment maintenance				
Continuing Education	2,795	3,500	4,500	22.2%	1,000	memberships to WPCA organizations, classes and books				
Test: Heavy Metals & Toxic	20,134	20,000	20,000	0.0%	0	inf/eff samples for ammonia, copper, lead, zinc, quarterly test toxicity of sludge				
Drug & Alcohol tests/misc	243	620	620	0.0%	0	annual cost / random drug tests for CDL/Class A employees				
Utilities: Electricity	97,799	105,000	105,000	0.0%	0	plant; pump stations at Lake Shore; Meadow; Orcutt; W. Staff				
Utilities: Water	1,046	1,125	1,125	0.0%	0	\$275 per quarter for plant				
Utilities : Heat	8,855	27,000	27,000	0.0%	0	17-18 13500 gallons @ \$2.00				
Utilities: Diesel for Generators	0	3,000	3,000	0.0%	0	fuel to enable generators to run				
Disposal of Sludge	100,601	108,000	108,000	0.0%	0	monthly avg. disposal fee of \$8750				
Telephone	7,351	6,800	6,800	0.0%	0	\$75 per month Internet; \$220 per month Facility and alarms; cell phone reimb				
Insurance Bonding	0	160	160	0.0%	0	Annual payment for Bond certificate for Collector of Revenues				
Office Supplies	2,312	4,300	4,300	0.0%	0	Basic office needs - paper; folders; binders; clips; etc.; stationary & forms				
Laboratory, Supplies & Mat.	6,915	10,000	10,000	0.0%	0	test papers, cylinders, filters, cones and general lab necessities				
Process Chemicals	16,900	20,000	28,000	28.6%	8,000	Oder Control Rt 190 PS, Sludge Thickening; Alkalinity for Nitrification				
Supplies/Minor Equip Repair	0	5,000	5,000	0.0%	0	General needs for facility maintenance; \$250 bottled water				
Vehicle Gas & Oil	7,855	15,000	15,000	0.0%	0	5,000 avg yearly gallons x \$2.40				
Sewer Line System Maintenance	25,508	25,000	41,240	39.4%	16,240	main sewer pipe maint; manhole raising RT 140 <i>17 manholes</i>				
Pump Stations	180	5,000	5,000	0.0%	0	pump station maintenance				
State Inspection/Permit Fees	8,615	19,635	19,635	0.0%	0	\$2,245 NPDES Yearly Fee; \$17,390 Est Cost for Nitrogen Credit Exchanges				
CAP - Spec. Rev. Comp. Fund	0	10,000	10,000	0.0%	0	sinking fund for future benefit payout				
CAP - Pump Stations	16,152	0	0	0.0%	0	sinking fund for future pump station improvement				
CAP - Line Maint	0	29,000	29,000	0.0%	0	sinking fund for future improvements to sewer line				
CAP - Equipment	49,014	48,000	48,000	0.0%	0	sinking fund for future purchase of capital equipment				
CAP - Vehicle Replacment	0	58,250	82,800	29.6%	24,550	future purchase of trucks/equipment and 10 year pay back for Vac-Con				
Inflow/Infiltration	0	0	0	0.0%	0	sinking fund for future I/I work				
Rental of Sewer Pipe: RR	1,512	2,250	2,250	0.0%	0	Yearly fee for pipe and powerline crossing under tracks				
Budgeted for 14-15	\$0.00									
TOTAL	\$49,014.00	1,377,350	1,520,515		143,165					
Adjustment for Uncollected Fees	\$50,592.00	68,882	76,026	5%						
	\$0.00									
TOTAL EXPENDITURES	\$0.00	1,446,232	1,596,541		10.4%	150,309				
	\$1,512.96				6.8%	97,809	% increase			
REVENUES	Res @ \$280 and Indus @ \$4.31		Res @ \$300 and Indus @ \$4.62							
User Fees		1,365,519	1,463,031							
Prior Collections		45,000	45,000							
Septic		25,000	25,000							
Interest Earned		950	950							
Connection Fees		4,560	4,560							
Elderly Housing		5,500	5,500							
Other 3M Surcharge		0	52,500							
Cash Balance		0	0							
TOTAL		1,446,529	1,596,541							
			0							
Capital Savings 10.6% of Budget			169,800							
% of Budget used	96%	68%								

	<u>Vehicle</u> <u>25-340-7245</u> <u>Repair/Replacement</u>	<u>Pump Station</u> <u>25-340-7240</u> <u>Repair/Replacement</u>	<u>Major Sewer Line</u> <u>25-340-7241</u> <u>Repair/Replacement</u>	<u>WPCF Capital Equipment</u> <u>25-350-7242</u> <u>Repair/Replace Equip</u>	<u>Special Revenue</u> <u>25-340-7235</u> <u>Compensation</u>	<u>TOTALS</u>
Beginning Balance	\$ 10,000.00	\$ 15,000.00	\$ 60,000.00	\$ 147,670.00	\$ -	\$ 232,670.00
FY 13-14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 14-15	\$ 5,000.00	\$ 2,500.00	\$ 10,000.00	\$ 20,000.00	\$ 3,000.00	\$ 40,500.00
FY 15-16	\$ 21,739.00	\$ 19,225.00	\$ 26,725.00	\$ 36,725.00	\$ 19,725.00	\$ 124,139.00
FY 16-17	\$ 58,250.00	\$ -	\$ 29,000.00	\$ 48,000.00	\$ 10,000.00	\$ 145,250.00
Vac-Con	\$ (246,246.00)					\$ (246,246.00)
FY 17-18	\$ 82,800.00	\$ -	\$ 29,000.00	\$ 48,000.00	\$ 10,000.00	\$ 169,800.00
Ending Balance	\$ (68,457.00)	\$ 36,725.00	\$ 154,725.00	\$ 300,395.00	\$ 42,725.00	\$ 466,113.00
GOAL	\$ 125,000.00	\$ 100,000.00	\$ 300,000.00	\$ 375,000.00	\$ 100,000.00	\$ 1,000,000.00
	Purchased Fork truck 2016 Camera Truck 2 P/U's every 15 yrs repairs and major repairs Trailer Tanks Replacement	4 Pump Stations RT 190 Pump Station repair or replace? replacment of components	Relining sewer line between Rt190 and Westford Ave for I&I 50K manhole raising, frames, cover, rehab	uv bulbs, filters valves, pumps motors, mechanical equipment computers, networking	Carry for Employee Retirement/Resignation Payout 100,000 in 2025	

5-15 Yr Capital Improvement Projects

RT 190 pump station update	5 year	\$10,000	2018
Camera Truck with Ellington & Vernon	5 year	\$20,000	2017
Reline Cross line RT 190 & Westford Ave	5 year	\$50,000	2019
Rebuild/Replace one tank trailer	5 year	\$50,000	2017
RePlace 1997 Pick up	5 year	\$40,000	2020
Sludge hauling study	10 year	\$35,000	2023
RePlace 2009 Pick up	10 year	\$45,000	2024
Rebuild Second tanker	10 year	\$50,000	2025
Peterbilt Replacement	15 Year	\$125,000	2025
Replace Fork Truck	Purchased 2016	\$27,000	Never
Vac-Con Replacement	Purchased 2017 15 Year	\$336,000	3032