

Board of Finance, Town of Stafford
Probate Room
Special Meeting
June 27, 2018 7PM

Board Members Present:

Jane Slater, Chair, Brian Bagley, Francis Moriarty, David Walsh

Board Members Absent:

Tony Pellegrino, Gary Fisher

Board Alternates Present:

Steven Geryk, Richard Shuck

Board Alternate Absent:

Conrado Ulloa

1) **CALL MEETING TO ORDER**

Chairman Slater called the meeting to order at 7:00 PM.

2) **ESTABLISH A QUORUM**

Upon motion of Mr. Bagley and seconded by Mr. Moriarty, the Board voted unanimously to seat alternate member Richard Shuck for absent member Tony Pellegrino; and alternate member Steven Geryk for absent member Gary Fisher. A quorum was established.

3) **APPROVE MINUTES OF JUNE 7, 2018 SPECIAL MEETING**

Upon motion of Mr. Bagley and seconded by Mr. Moriarty, the Board approved the minutes from the June 7, 2018 special meeting.

4) **DISCUSSION AND POSSIBLE APPROVAL OF TRANSFERS**

First Selectman Mary Mitta attended the meeting to answer any questions about approved transfers sent to the Board of Finance at the June 5, 2018 and June 19, 2018 Selectmen's meetings. In addition, there were letters provided to the Board from Lieutenant Duncan and Facilities Supervisor Bruce Davis, explaining their transfer requests. *(see attached)*

Upon motion of Mr. Moriarty and seconded by Mr. Shuck, the Board unanimously approved the transfers from the June 5, 2018 and June 19, 2018 Selectmen's meetings.

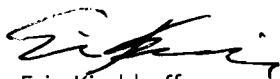
Upon motion of Mr. Bagley and seconded by Mr. Walsh, the Board unanimously approved the transfer requests as outlined in Lieutenant Duncan's letter.

Upon motion of Mr. Geryk and seconded by Mr. Moriarty, the Board unanimously approved the transfer request as outlined in Facility Supervisor Bruce Davis's letter.

5) **ADJOURNMENT**

Upon motion of Mr. Bagley and seconded by Mr. Walsh, the meeting adjourned at 7:55 PM.

Respectfully Submitted,



Erin Kirchhoffer

Recording Secretary, Board of Finance



Town of Stafford
 Finance Board
 200 State Street, Stafford, CT 06456



To: Chairperson Slater and members of the Finance Board.

From: Lt Thomas Duncan

Date: 06/24/18

Subject: Transfers/encumber request

I am requesting to transfer the following monies:

241-5320 Vehicle gas	241-7400 Police equipment	\$3,000
241-5320 Vehicle gas	241-3320 Repair & Maintenance	\$ 800
241-5320 Vehicle gas	241-3801 Constable Training	\$1,350
241-7100 Grants	241-1500 Constab Reimbursement	\$10,000
241-1151 Resident Trooper	241-3400 Lease Purchase	\$50,000

I am requesting to encumber the following monies:

Line item 20-241-5320 Grants	\$ 6,000
Line Item 241- 1515 Patrol Augment	\$ 500
Line Item 241-3400 Vehicle Lease	\$ 50,000

We have some unexpected funds available due to the reduction of a State Trooper and being unable to hire a Stafford officer for a few months.

One of the Town's police vehicles is approaching 100,000 miles, which is considered high mileage for a police vehicle. The Town's liability increases if a mechanical failure occurs when the mileage becomes excessive. We are in discussion with the BOE of placing School Resources Officers in the school system. During the meeting that we had with the BOE a police vehicle was discussed. I believe the vehicle that is approaching 100,000 is a perfect vehicle for a SRO. The vehicle is already equipped with a police radio, computer and is fully marked. I feel we should support the efforts of the BOE to obtain a SRO for our school system. At this point, our patrol officers spend a lot of their time at the schools instead of patrolling the Town. If the SRO position does not happen, the vehicle can be used as a spare police vehicle or turned over to other departments as a pool vehicle.

To purchase a vehicle outright will assist in keeping the Town's budget reduced in future years.



Office of the Town Engineer
1100 Main Street, Stafford, CT 06485
Tel: 860-462-7926



The police line item will still have over \$50,000 not spent that can be returned to the general fund.

If you have any questions, please contact me at 860 462-7926

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Duncan".

Lieutenant Thomas Duncan

June 14, 2018

First Selectman Mary Mitta
1 Main Street
Stafford Springs, CT 06076

Dear Ms. Mitta,

Due to the yearlong budget freeze and uncertainty of the State's budget position, the Town was anticipating a budget short fall. In March you had ask me to take a look at my budget and compile a list of potential funds to be returned to the Board of Finance. That list is attached.

I'm requesting that if the Board of Finance does not use those fund to make up any budget short fall, that those funds be transferred to the Capital Improvement Fund, account # 20-670-9996, to be used for their intended purpose.

The current account balances are as follows:

20-200-4600	General Maintenance	\$5,742.48
20-200-4650	Building Updates & Repairs	\$107,737.01

If you have any questions or would like to discuss this matter further, please don't hesitate to contact me.

Thank you,



Bruce Davis
Facilities Supervisor
Town of Stafford

Cc: file
Cc: BOF

2017-2018 Budget Reductions

Note: None of these items are in next year's budget

1. **Town Hall - \$60,000.00**
 - a. **Building Façade Repair**
 - i. Repair to decorative shelf. 75% of cornices and moldings have mortar missing or deteriorating. Copper flashing needs to be replaced and counter flashed brick

2. **Community Center - \$16,000.00 -- (\$6,000.00 savings)**
 - a. **Masonry repairs to front entrance**
 - i. Stone entry way is deteriorating. Stones are missing and mortar is falling out. Needs to be re-pointed and stones replaced.
 - b. **Replace Carpet in teen center**
 - i. Project was completed with funds from previous budget
 - c. **Paint Front Porch/Replace Railing**
 - i. We decided not to replace railing and prep labor was done by us. Painting labor was donated by Dale and Cheryl Maynard.

3. **Family Services - \$ 20,000.00 -- (\$20,000.00 Savings)**
 - a. **Painting the Exterior of the building**
 - i. I had budgeted for Rhino Shield. After some more discussion and research decided to go with a Sherwin Williams Coating. Sherwin Williams makes the paint for Rhino Shield.

4. **Kealy Field - \$12,000.00**
 - a. **Parking lot Lighting near Batting Cages.**
 - i. There currently is no lighting in the parking lot near the "Jim Vail Field". Often games will go on and residents will be at the field until dark. Making getting to their vehicles more difficult in the early spring and fall.
 - ii. Safety issue.

Totals - \$108,000.00 cut

\$26,000.00 saved

\$82,000.00 work not done