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STAFFORD, CT 17 pages

Board of Finance
Special Meeting In Person and via Zoom
August 29, 2022 6:30 PM
Veterans Meeting Room
Warren Memorial Town Hall

2022 SEP -6 PM 1:27



TOWN CLERK

1. The meeting was called to order at 6:30 pm by Chairman Francis Moriarty.
2. Present in person were Chairman Moriarty, and members Steve Geryk, Anthony Pellegrino, Richard Shuck, Matt McKenney and David Walsh. A quorum was established.

Also present were First Selectman Sal Titus, Board of Education Chair Sonya Shegogue, Interim Chief Finance Officer Lynn Nenni, Director of Public Works Devin Cowperthwaite, Director of Grants and Community Development Amber Wakley, Superintendent of Schools Steven Moccio, Director of Finance and Human Resources for the Board of Education Christine Marinelli, and Director of School Facilities Rob Butler.

3. Upon motion of Mr. Pellegrino and seconded by Mr. McKenney, the Board approved the minutes of the July 25, 2022 Board of Finance meeting by a vote of 5-0 with Mr. Walsh abstaining from the vote.
4. The Board reviewed the attached list of transfers for the FY2021-2022 budget as approved by the Board of Selectmen at their meeting on August 24, 2022. Mr. Moriarty pointed out that two on the transfers were over \$20,000 and would need final approval at a Town Meeting.

Upon motion of Mr. Pellegrino and seconded by Mr. McKenney, the Board by unanimous vote approved the transfers as listed and further recommended that two transfers, 20-280-4115 (Recycling) to 20-300-3315 (Salaries: Snow and Emergency OT) and 20-200-4660 (Staffordville) to 20-115-1005 (software/computer replacement) be referred to the Board of Selectmen for inclusion on a future Town Meeting call.

5. The Board discussed a request from the Board of Selectmen to establish a Storm Response Fund to accept funds from the Federal Emergency Management Agency (FEMA) relating to reimbursement of expenses following qualifying major storms. Mr. Cowperthwaite reviewed how monies are received, often the following year from the event.

Upon motion of Mr. Geryk, and seconded by Mr. Shuck, the Board voted unanimously to create a new Storm Response Fund to receive reimbursements and pay expenses relative to major storms.

6. The Board reviewed information prepared by Ms. Nenni regarding the Solar Geothermal project (attached). Following project approval by Town Meeting on November 12, 2014, and amended on May 6, 2015, the Town entered into a lease agreement. Since that time, as indicated, a growing shortfall has been occurring which will need to be addressed, despite the Town budgeting \$500,000 annually for expenses. It is Ms. Nenni's recommendation that the Town budget an additional \$460,000 a year to make up for the shortfall.

Discussion was held with Board members and Mr. Moccio on Board of Education monies that could be utilized for the shortfall. He will review the school utility accounts to ascertain any reimbursements for the project.

Further discussion was held on Eversource revenues, flatlining budgets to be in accord with Town Meeting resolution, projected payments, length of leases, ZREC revenues, future budgeting for this project, and potential litigation.

7. Albert Jacunski, of Jacunski Humes Architects LLC, was present to review with the Board the budget cost estimate for the Stafford Middle School Roof Replacement Project. (attached) Mr. Jacunski detailed the scope of the project noting that there has been a rise in the cost of building materials and that the new roof would be rubber as opposed to the present asphalt. As the current roof has experienced leaks, and there ongoing necessary maintenance patching, he stated a construction date of 2023 summer would be the best option.

The total project estimate is \$1,863,308. With the application of the Projected State Reimbursement of eligible costs at 71.07% (\$1,062,358), it would leave \$800,950 as estimated direct cost to the Town. The Board questioned Mr. Moccio on available Board of Ed monies through unencumbered Excess Cost or Capital Improvement budget funds which could be utilized to defray the cost to taxpayers. Following discussion, it was estimated that there is available Excess Cost funding in the amount of \$501,000 and Capital Improvement funding of \$271,000 from the Board of Education which could be applied to offset the \$800,950 cost.

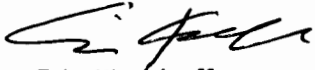
Following further discussion, Mr. Geryk moved that the Board of Finance approve sending to Town Meeting the expenditure of \$800,950 as the Town's cost of the Stafford Middle School Roof Replacement project, with the understanding that funds as noted from the Excess Cost (\$501,000) and Capital Improvement (\$272,000) be used to pay the Town's portion of the project. Mr. Pellegrino seconded the motion.

Following discussion, Mr. Geryk amended his motion to state that the Board of Finance approve sending to Town Meeting the expenditure of \$1,863,308 as the total project

cost for the Stafford Middle School Roof Replacement, with a projected state grant reimbursement of \$1,062,358 (71.07%) for eligible costs, and revenues from the Board of Education of \$501,000 (Excess Cost fund) and \$272,000 (Capital Improvement fund) to partially offset the cost to the town. Mr. Pellegrino seconded the motion as amended, which was approved by unanimous vote.

6. Upon motion of Mr. Shuck and seconded by Mr. McKenney, the Board voted to adjourn the meeting at 8:00 pm.

Respectfully submitted:



Erin Kirchhoffer
Recording Secretary

Attachments

- *Transfer list from Board of Selectmen*
- *Geothermal report*
- *Stafford Middle School Roof Replacement estimate - dated 7/26/2022*

***The video recording of the meeting is posted to the Town Website www.staffordct.org.
Zoom Meeting ID 893 9514 9815***

FY 2021-2022 end of year Transfers

FROM:	TO:	AMOUNT:
20-241-1151 (resident trooper)	20-100-1001 (salaries: First Selectman)	\$2,005.45
20-100-6100 (dues & fees)	20-100-1002 (salaries: Selectman)	\$164.29
20-100-5100 (office supplies)	20-100-1003 (salaries: Selectman)	\$164.29
20-241-1151 (resident trooper)	20-100-1004 (salaries: GG PT & OT)	\$8,243.85
20-100-5105 (stationary and forms)	20-100-3802 (certify, training & milege)	\$313.61
20-100-1005 (Gen Gov)	20-100-3180 (legal/public notices)	\$4,068.92
20-120-3800 (conference & meetings)	20-100-3180 (legal/public notices)	\$595.65
20-440-1004 (clerical PT)	20-115-1002 (salaries: IT Coordinator)	\$2,264.72
20-115-1007 (security cameras)	20-115-1004 (computer replacement)	\$9231.45
20-200-4660 (Staffordville)	20-115-1005 (software/computer services)	* \$28,793.75*

*
Town
Meeting
Approval

FROM:	TO:	AMOUNT:
20-210-4650 (deductible)	20-115-1005 (software/computer services)	\$4,980.00
20-120-1120 (salaries: Deputy Registrars)	20-120-1105 (Salaries: Reg of Voters)	\$1,278.67
20-120-1006 (election day helpers)	20-120-1105 (Salaries: Reg of Voters)	\$257.61
20-440-1004 (clerical PT)	20-140-1100 (Salaries: Assessor)	\$1,859.04
20-670-9951 (Transfer Out-Reval)	20-140-3575 (Revaluation)	\$2,250.00
20-140-3500 (software contract services)	20-140-1520 (uniform allowance)	\$142.14
20-140-5100 (office supplies)	20-140-3800 (conferences & meetings)	\$575.00
20-440-1004 (clerical PT)	20-150-1100 (Salaries: BOAA)	\$41.53
20-440-1004 (clerical PT)	20-150-1110 (Salaries: BOAA)	\$40.58
20-440-1004 (clerical PT)	20-150-1112 (Salaries: BOAA)	\$40.58
20-160-5100 (office supplies)	20-160-1100 (Salaries: Tax Collector)	\$1,204.96

FROM:	TO:	AMOUNT:
20-160-3500 (contracted services)	20-160-1100 (Salaries: Tax Collector)	\$668.66
20-670-9971 (resident trooper)	20-170-1100 (Salaries: Treasurer)	\$14,430.23
20-170-3800 (conferences & meetings)	20-170-1104 (Salaries: Treasurer-Part-time)	\$216.93
20-440-1184 (salaries: library)	20-190-1100 (Salaries: Town Clerk)	\$1,873.62
20-200-4102 (utilities: water)	20-200-1100 (Building Maint salaries)	\$1,682.46
20-200-4102 (utilities: water)	20-200-4500 (telephone)	\$4,607.12
20-200-4102 (utilities: water)	20-200-4600 (HVAC/Plumb & Elect)	\$34.92
20-200-4102 (utilities: water)	20-200-4675 (solar projects Repair & maint)	\$169.38
20-205-4105 (fuel oil)	20-205-4215 (propane)	\$534.06
20-210-2030 (group Health & life)	20-210-2015 (fica/medicare)	\$6,693.18
20-210-2030 (group Health & life)	20-210-2025 (unemployment comp)	\$1,120.61

FROM:	TO:	AMOUNT:
20-440-2030 (group health and life)	20-210-2035 (employee retirement plan)	\$15,537.75
20-210-2030 (group Health & life)	20-210-4630 (general liability)	\$14,093.36
20-210-2020 (workmen's comp)	20-210-2040 (volunteer Pension & Life)	\$218.48
20-670-9971 (special revenue comp)	20-240-1122 (salary PT ACO)	\$714.29
20-241-1150 (payroll: police)	20-240-8242 (alert system)	\$130.00
20-241-1150 (payroll: police dept)	20-241-1131 (payroll-PT)	\$3,373.99
20-241-3400 (lease purchase)	20-241-1150 (telephone)	\$988.12
20-241-1150 (payroll: police dept)	20-241-1515 (augmentation)	\$2,111.70
20-241-3400 (lease purchase)	20-241-7400 (police equipment)	\$5,008.82
20-230-8120 (judgement & losses)	20-248-1115 (Salaries: Fire Marshal)	\$2,441.29
20-440-1004 (clerical PT)	20-270-1155 (salary: Building/Zoning)	\$8,288.89

FROM:	TO:	AMOUNT:
20-510-3503 (counseling/prevent)	20-280-1160 (salaries: transfer station)	\$16,451.75
20-200-4310 (custodial supplies)	20-300-1170 (salaries: Highway)	\$712.58
20-200-4102 (utilities: water)	20-300-1172 (Salaries: DPW Director)	\$3,030.66
20-505-3510 (Transportation)	20-320-1009 (salary: summer program)	\$14,160.77
20-320-1015 (custodial services)	20-320-5610 (summer prog: equip & supply)	\$1,557.83
20-440-1004 (clerical-PT)	20-330-1160 (salary: OT Parks Dept)	\$6,627.29
20-440-1004 (clerical PT)	20-330-1171 (salary: Parks Dept)	\$5,659.93
20-440-4100 (electricity)	20-330-1171 (salary: Parks Dept)	\$585.00
20-200-4900 (town hall misc)	20-330-1171 (salary: Parks Dept)	\$402.12
20-440-8255 (library programs)	20-440-5800 (books/periodicals)	\$510.39
20-440-3805 (continuing ed)	20-440-3330 (Maint)	\$578.04

FROM:	TO:	AMOUNT:
20-505-3510 (transportation)	20-505-1100 (salaries: Community Center)	\$1,570.65
20-505-3510 (transportation)	20-505-1004 (salaries: Social Services)	\$1,175.52
20-505-4125 (trash disposal)	20-505-4102 (utilities: water)	\$62.56
20-505-4125 (trash disposal)	20-505-4500 (telephone)	\$128.14
20-510-1016 (clinical supervisor)	20-510-1012 (salaries Family Services)	\$262.21
20-510-3503 (counseling & prevention)	20-510-3506 (billing services)	\$1,302.09
20-510-3503 (counseling & prevention)	20-510-4500 (telephone)	\$500.71
20-510-3503 (counseling & prevention)	20-510-6105 (local per cap)	\$600.00
20-510-3503 (counseling & prevention)	20-510-7250 (maintenance contracts)	\$230.16
20-515-3501 (family therapy)	20-515-4500 (telephone)	\$718.24
20-520-3503 (counseling)	20-520-3501 (family therapy)	\$90.00

FROM:	TO:	AMOUNT:
20-02-020-201 (useable cash surplus- Covid Funds)	20-250-1015 (equipment and supplies)	\$15,411.97
20-210-2030 (group health ins)	20-130-3525 (contracted services-auditor)	\$7,000

***requires Town Meeting**

August 11, 2022

DPW TRANSFER REQUEST AS FOLLOWS:

From _____ To _____ Amount

TRANSFER STATION

TRANSFER STATION

20-280-1166	PART TIME & OT	20-280-4125	TRASH DISPOSAL	\$ 881.44
20-280-3820	DEP COMPLIANCE	20-280-4125	TRASH DISPOSAL	\$ 9,901.51
20-280-3310	SUPPLIES: TRANSFER STATION	20-280-4500	TELEPHONE	\$ 468.59
20-280-1166	PART TIME & OT	20-280-3500	COMPUTER SERVICES	\$ 600.00

TRANSFER STATION

TREE WARDEN

20-280-3301	EQUIPMENT REPAIR	20-240-4400	TREE WARDEN	\$ 3,151.27
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HIGHWAY DEPARTMENT

TREE WARDEN

20-300-7425	CAP. OUTLAY: MISC TOOLS	20-240-4400	TREE WARDEN	\$ 5,367.37
20-300-7430	VEHICLE REPLACEMENT	20-240-4400	TREE WARDEN	\$ 2,174.24

TRANSFER STATION

HIGHWAY DEPARTMENT

20-280-4115	RECYCLING	20-300-1176	SALARIES: SNOW & EMERG OT	\$ 21,764.56
20-280-4115	RECYCLING	20-300-5600	ROAD MAINT: EQUIP & SUPPLIES	\$ 9,087.65

* Town meeting Approval *

HIGHWAY DEPARTMENT

HIGHWAY DEPARTMENT

20-300-3310	HIWY GARAGE: EQUIP & SUPP	20-300-3315	MAINT: TRUCKS & EQUIPMENT	\$ 9,862.86
20-300-7240	REPAIR: BRIDGES & FLEXBEAM	20-300-3315	MAINT: TRUCKS & EQUIPMENT	\$ 6,216.23
20-300-4500	TELEPHONE	20-300-7200	PAVING PROJECTS	\$ 690.89
20-300-4105	DIESEL FUEL	20-300-5320	VEHICLE-GAS & OIL	\$ 3,191.78
20-300-5420	STREET & TRAFFIC SIGNS	20-300-5320	VEHICLE-GAS & OIL	\$ 741.89
20-300-5420	STREET & TRAFFIC SIGNS	20-300-1520	UNIFORM ALLOWANCE	\$ 1,340.23

From

To

Amount

PARKS DEPARTMENT

PARKS DEPARTMENT

20-330-8110	PLAYSCAPES: EQUIP/REPAIR/MAINT.	20-330-8102	HIGH SCHOOL/MIDDLE SCHOOL FIELDS	\$ 562.01
20-330-8110	PLAYSCAPES: EQUIP/REPAIR/MAINT.	20-330-3311	PARKS: EQUIP REPAIR	\$ 663.27
20-330-4125	TRASH DISPOSAL	20-330-4100	UTILITIES: ELECTRIC/SANIT	\$ 489.75
20-330-4125	TRASH DISPOSAL	20-330-8105	TENNIS COURTS	\$ 352.22
20-330-4125	TRASH DISPOSAL	20-330-8107	STAFFORDVILLE BEACH	\$ 109.04
20-330-8103	CARE OF CEMETERIES	20-330-8111	CONT' EDUCATION/ LICENSES/WORKSHOPS	\$ 226.00

July 18, 2022

Memo to: Board of Selectmen
From: Building/Zoning Department
Regarding: Line items budget shortage

We are requesting the transfer of monies from multiple line items to cover shortages in two line items.

From Accounts:	Uniforms	20-270-1520	\$590.52
	Town Planner	20-270-2111	\$2000.00
	Copier Fees	20-270-3304	\$2900.00
	GIS Misc.	20-270-3510	\$3500.00
	Conf. & Meetings	20-270-3800	\$2143.67
	Office Supplies	20-270-5100	\$1300.81

To Account: Legal Services, 20-270-3200, to cover the **\$12,435.00** shortfall.

From Accounts:	Office Supplies	20-270-5100	\$14.11
	Veh. Gas & oil	20-270-5320	\$546.56
	Dues & Fees	20-270-6100	\$905.00

To Account: Educational Fee Remittance, 20-270-7440, to cover the **\$1465.67** shortfall.

Thank you,

Glenn Setzler, Building Official

Dave Perkins, Zoning Enforcement Officer

Utility Fund -Solar/Geothermal
8/23/2022

Annual Expenses		Final Payment
Solar/Geothermal	1,371,893	FY 2031
Solar Lease	<u>172,373</u>	FY 2024
Total Expenses	1,544,266	
 Annual Revenue		
Zrec/Eversource/CLP	345,000	<i>Estimated</i>
Annual Savings	<u>450,000</u>	<i>Estimated</i>
Total Revenue	795,000	
 <i>Shortfall</i>	 749,266	 <i>Estimated</i>
Current General Fund Contribution	<u>500,000</u>	
Annual shortfall after General Fund Contribution	249,266	
 Amount due to General Fund @ 6/30/2022	 -2,424,926	
 Additional Estimated Shortfall to 6/30/2024	 498,532	 <i>249,266 annually</i>
Additional Estimated Shortfall to 6/30/2028	307,572	<i>76,893 annually until 2028</i>
Additional Estimated Shortfall to 6/30/2031	412,464	<i>137,488 annually PURA</i>
Estimated shortfall at 6/30/2031	<u>-3,643,494</u>	<i>subsidy ends 11/2027</i>
 General Fund Unassigned Fund Balance @ 6/30/2021	 5,793,523	

Utility Fund -Solar/Geothermal

8/23/2022

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024**</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>	<u>FY 2028</u>	<u>FY 2029</u>	<u>FY 2030</u>	<u>FY 2031</u>
Fund Balance deficit if no action	2,424,926	2,674,192	2,923,458	3,000,351	3,077,244	3,154,137	3,231,030	3,368,518	3,506,006	3,643,494
Additional GF Contribution***	-	-	460,000	460,000	460,000	460,000	460,000	460,000	460,000	423,494
Fund Balance After Additional Contribution	2,424,926	2,674,192	2,463,458	2,080,351	1,697,244	1,314,137	931,030	608,518	286,006	0

***Current GF contribution is 500,0000
 Total recommended contribution 960,000

** Solar lease ends, but requires final payment of 408,000, not factored into above.
 Currently reviewing options to pay for final payment.

**Reroofing and Related Work
 Stafford Middle School
 21 Levinthal Run
 Stafford Springs, CT
 JH2148**

PROJECT BUDGET COST ESTIMATE

July 26, 2022

	Ineligible	Eligible
Construction Subtotal	\$128,498.00	\$1,442,640.00
15% Construction and Owner's Contingency	\$235,670.00	\$ 0.00
Architectural / Engineering Fee	\$ 3,926.00	\$ 44,074.00
Industrial Hygienist Fee	\$ 0.00	\$ 3,500.00
Owner's Costs, printing, administrative, legal, etc.	<u>\$ 409.00</u>	<u>\$ 4,591.00</u>
Total Costs	\$368,503.00	\$1,494,805.00
Project Total (Ineligible and Eligible Costs)		\$1,863,308.00
Projected State Reimbursement of <u>Eligible Total Costs</u> at 71.07%		<u>(\$1,062,358.00)</u>
Cost to Town of Stafford	\$368,503.00	\$ 432,447.00
Total Cost to Town of Stafford		\$ 800,950.00

Note:

1. This estimate is based on 2023 construction costs. The above estimate should be escalated by approximately 5% for each year of deferral.
2. The above estimate does not include reroofing the existing standing seam copper roofs.
3. Financing costs are not included in this estimate.
4. The Architectural / Engineering Fee are for services provided by Jacunski Humes Architects, LLC.
5. The Industrial Hygienist Fee is an estimate only, and not a proposal for services by Jacunski Humes Architects, LLC.
6. The Projected State Reimbursement is based on the Connecticut Department of Education 2022 Reimbursement Percentage.

G BUDGET02

Reroofing and Related Work
Stafford Middle School
21 Levinthal Run
Stafford Springs, CT
JH2148

PROJECT BUDGET COST ESTIMATE

July 26, 2022

	Ineligible	Eligible
Replace approximately 55,680 sq. ft. of existing roofing with a new 20 year EPDM roofing system	\$ 0.00	\$1,280,640.00
Removal and disposal of 55,680 sq. ft. of existing roofing	\$ 0.00	\$ 111,360.00
Upgrade from 20 year to 30 roof warranty	\$ 64,030.00	\$ 0.00
Replacement of 22 roof drains, incompatible with EPDM	\$ 0.00	\$ 24,200.00
Replace 2 stage smoke hatches	\$ 9,600.00	\$ 0.00
Replace 2 non OSHA compliant roof access hatch	\$ 0.00	\$ 7,200.00
108 lin. ft. of new OSHA perimeter safety guardrail	\$ 0.00	\$ 7,560.00
5,570 sq. ft. of masonry restoration	\$ 44,560.00	\$ 0.00
280 lin. ft. of masonry control joint caulking	\$ 2,800.00	\$ 0.00
410 lin. ft. of window frame caulking	\$ 4,100.00	\$ 0.00
Gas piping supports	\$ 0.00	\$ 4,800.00
Removal of abandoned roof top equipment (allowance)	\$ 3,000.00	\$ 0.00
ACM removal and disposal	\$ 0.00	\$ 6,880.00
State of CT educational permit fee	<u>\$ 408.00</u>	<u>\$ 0.00</u>
Construction Subtotal	\$128,498.00	\$1,442,640.00
Construction Total		\$1,571,138.00

continued: