

DRAFT
MONROE BOARD OF FINANCE
Monroe, Connecticut

Meeting Minutes
October 19, 2016

Present: Chairman Michael Manjos
Vice-Chairman John Ostaszewski
Board Member Debra Dutches
Board Member Craig Hirsch

Also present: Finance Director Ron Bunovsky, Jr.
Deputy Finance Director Heidi Meade
Tax Collector Manny Cambra
Town Treasurer Debbie Heim

Absent: Board Member Ted Quinlan
Board Member Christine Rigby
First Selectman Steve Vavrek

CALL TO ORDER-*Chairman Manjos* called the meeting to order at 7:55 p.m.

REVIEW OF MINUTES

Motion to Amend the Agenda to read REVIEW OF MINUTES, Regular Meeting Minutes/Voting Record for September 28, 2016

Motion: (D. Dutches)

To amend the agenda

Second: (J. Ostaszewski)

Discussion: None

Motion passed 4-0

Motion to Amend the Agenda to Move Items G (Discussion on potential EMS transfer to Capital Reserve) and H (Discussion on EMS Proposal from Physio-Control for the LUCAS 2 device to ahead of Item B under New Business

Motion: (J. Ostaszewski)

To amend the agenda

Second: (D. Dutches)

Discussion: None

Motion passed 4-0

REVIEW OF MINUTES AND VOTING RECORD

Motion to Approve the Meeting Minutes and Voting Record of September 28, 2016 as amended

Motion: (J. Ostaszewski)

To approve meeting minutes and voting record of September 28, 2016 as amended

Second: (D. Dutches)

Discussion: Board Member Ostaszewski noted that on page 3, Steve Kirsch is referred to as Board Member Kirsch though he should be listed as Mr. Kirsch.

Motion passed 4-0

FIRST SELECTMAN'S COMMUNICATIONS-There were none tonight.

PUBLIC PARTICIPATION-There was none tonight.

EXECUTIVE SESSION-There was none tonight.

NEW BUSINESS

Fire Apparatus RFP Results-The bid opened on October 13th and there was one bid. The Board was provided with breakdown of the apparatus and the costs based on the percentage that the Town would prepay. The more the Town pays upfront, the lower the price. *Chairman Manjos* said that the original plan was to split up the bonding over 2 years. He added that he would work with *Mr. Bunovsky* on a spreadsheet to do an analysis before the Town Council meeting. *Chairman Manjos* asked about delivery; it was noted the Monroe Platform would take the longest at approximately 390 days and the rest would be approximately 365 days from the date of contract. A price increase in anticipated between November 1st and January 1st, there will be a 4% increase overall and the prices quoted are good for 60 days from the bid submission. *Chairman Manjos* said that if Town Council brings this issue up at their meeting on Monday, they would be able to schedule a Town Meeting 2 weeks later. *Board Member Dutches* wanted to clarify that all the Board of Finance is saying is that they recommend the Town Council move forward with this. *Board Member Hirsch* asked if more than one bidder was required, *Chairman Manjos* said not as long as they went out for an RFP, "it's the process that is required." *Board Member Hirsch* asked if they felt the quoted costs were reasonable, the Fire Department representatives said that they were satisfied. It was noted that the purchase of five trucks will replace six. *Board Member Dutches* asked if it is wise to proceed before doing the Fire Feasibility Study, the response was that they are four years behind where the departments wanted to be with apparatus replacement and the Fire Study is at least a year away.

EMS-*Chairman Brenna* said they sold the 8 year old van for \$18,000 and the EMS Commission voted that the money be used to purchase a fly car and it was recommended that they set up a Reserve Account for that purpose. They are looking at used and new vehicles. It was noted that the fly car would serve many purposes such as transporting the two administrators to meetings in hospitals in Bridgeport and New Haven, as well as daily trips to the Jockey Hollow station. In addition, they wanted to have the fly car available to weekend responders so they could expedite providing patient care without having to go to the station for an ambulance. The cost of the fly car ranges from \$18,000-\$30,000.

EMS Proposal to purchase LUCAS 2 devices-The LUCAS 2 device is a manual, electrified CPR device. It is strapped to a patient's chest and within 10 seconds, it begins chest compressions at a rate of 100 compressions a minute and runs by a lithium battery.

Every service in the state has at least one of these devices. *Mr. Bunovsky* said there are three ambulances and the quote for three units was \$43,798.45 though there was a discount if the Town wrote a check which reduced the amount to \$41,106.93. *Mr. Brenna* continued the Town has received the prestigious Heart Safe status and as a continuum of the program, the LUCAS 2 is the perfect device as the Town actively trains residents in CPR and there are AEDs in every Town building. *Board Member Hirsch* asked if all the ambulances were at one central location and if was necessary to have three units; the response was that they are all at Jockey Hollow. Though it is rare to have all three ambulances out at a given time, there often are two ambulances out as well as back to back calls. The life expectancy of the machine is approximately 5 years based on usage and how it is maintained.

Motion to recommend the purchase of 3 LUCAS 2 devices at a price not to exceed \$45,000 to be taken from the Capital Reserve

Motion: (J. Ostaszewski)

To recommend purchase

Second: (D. Dutches)

Discussion: None

Motion passed 4-0

LOTICIP Multi-Use Trail Project-*Chairman Manjos* said the State has approved the project; the Board was provided with a map of the trail. *Board Member Dutches* asked who made the request to extend the trail; *Mr. Bunovsky* said that he did not know where it originated but *Mr. Schatzlein*, Town Engineer, applied for the project. It was stated that they want the connection between Trumbull and Monroe; the State is paying \$1.4 million for the connection though the Town is responsible for the design and Engineering costs of \$150,000. *Chairman Manjos* asked about the State's timeframe; *Mr. Bunovsky* said that you get the money up front; that is how the LOL program works. *Chairman Manjos* said that he feels that this is a subject that needs to be discussed at a joint meeting with Town Council on Capital Projects. *Mr. Bunovsky* said that there is a commitment letter signed by the First Selectman and that he was told that until the Town accepts the check from the State, there is no true commitment.

Salaries of Elected Officials-*Chairman Manjos* said that it was been a long time since there was a review of the salaries of the Tax Collector, Town Clerk and First Selectman. The proposed increase, which is position specific, would go into effect after the 2017 election. *Board Member Hirsch* asked how the proposal came up; *Chairman Manjos* said that it has been a topic during budget season and he brought it up because he felt there were some offices where the salaries are unrealistic but "because it is a tough political issue for many people, it doesn't get accomplished." *Chairman Manjos* added that to attract high qualified personnel, the pay range needs to be increased to be competitive. *Board Member Hirsch* asked if the proposed increase was for all three positions, *Chairman Manjos* said that in his opinion, it should be, but it was something to be discussed; "we don't make the final decision on this, I am looking to make a recommendation to Town Council." *Board Member Dutches* said that she was inclined to wait for Town Council to make a recommendation. *Chairman Manjos* said that not addressing it was doing a disservice to the employees and the taxpayers. *Board Member*

Dutches said that she did not feel that the Town salaries could be compared to the Board of Education employees as their positions required advanced degrees. *Chairman Manjos* said that he felt the First Selectman’s salary range should be in the \$110,000-\$120,000, the Tax Collector should be \$75,000 and the Town Clerk should be \$70,000. It was noted there are different qualification levels for Tax Collectors; *Mr. Cambra* added that both the Tax Collector and Town Clerk have certification and the Board of Finance could recommend that there be a two tier salary structure. *Chairman Manjos* said that he wanted to put this issue on the agenda and he will get updated numbers.

YEAR END TRANSFERS

Request for approval of the following resolutions:

BE IT RESOLVED THAT, in accordance with chapter VIII section 7(g) of the Town Charter that the following budget transfer be approved:

<u>Account</u> <u>From</u>	<u>Account Description</u>	<u>To</u>
1001-10-15101-0005-150001	FS SALARY ADMIN	1,948.00
1001-10-15101-0005-150003	FS SALARY OTHER	1,238.00
1001-10-15101-0040-150001	TOWN CLERK SALARY ADMIN	1,000.00
1001-10-15101-0040-150003	TOWN CLERK SALARY OTHER	1,802.00
1001-10-15101-0050-150001	TAX COLL SALARY ADMIN	1,000.00
1001-10-15101-0050-150003	TAX COLL SALARY OTHER	901.00
1001-10-15101-0060-150001	TREASURY SALARY ADMIN	100.00
1001-10-15101-0080-150001	SR CTR SALARY ADMIN	1,250.00
1001-10-15101-0080-150003	SR CTR SALARY OTHER	2,918.00
1001-10-15101-0110-150001	HR SALARY ADMIN	1,756.00
1001-10-15101-0110-150650	HR FICA & MEDICARE ER TAXES	11,702.00
1001-10-15101-0110-153410	HR PENSION	5,331.00
1001-10-15101-0120-150001	FINANCE SALARY ADMIN	311.00
1001-10-15101-0120-150003	FINANCE SALARY OTHER	5,690.00
1001-10-15101-0130-150001	ASSESSOR SALARY ADMIN	1,769.00
1001-10-15101-0130-150003	ASSESSOR SALARY OTHER	1,850.00
1001-10-15101-0140-150001	ENGINEERING SALARY ADMIN	1,171.00

1001-10-15101-0140-150003	ENGINEERING SALARY OTHER	1,964.00	
1001-10-15101-0145-150001	I/W SALARY ADMIN	1,171.00	
1001-10-15101-0145-150003	I/W SALARY OTHER	509.00	
1001-10-15101-0150-150001	BUILDING SALARY ADMIN	1,667.00	
1001-10-15101-0150-150003	BUILDING SALARY OTHER	1,361.00	
1001-10-15101-0155-150001	P&Z SALARY ADMIN	1,598.00	
1001-10-15101-0155-150003	P&Z SALARY OTHER	2,394.00	
1001-10-15101-0156-150003	P&Z ZON ENF SALARY OTHER	1,285.00	
1001-10-15101-0160-150003	TH MAINT SALARY OTHER	2,032.00	
1001-10-15103-0300-150001	POL SALARY ADMIN	2,537.00	
1001-10-15103-0300-150003	POL SALARY OTHER	5,996.00	
1001-10-15103-0305-150009	POL SALARY DISPATCHER	15,108.00	
1001-10-15103-0315-150003	AC SALARY OTHER	1,394.00	
1001-10-15103-0320-150003	PR SALARY OTHER	1,114.00	
1001-10-15103-0440-150001	FIRE MAR SALARY ADMIN	1,389.00	
1001-10-15105-0500-150001	PW SALARY ADMIN	2,115.00	
1001-10-15105-0500-150003	PW SALARY OTHER	3,793.00	
1001-10-15105-0510-150001	PW SALARY GM ADMIN	1,748.00	
1001-10-15105-0510-150003	PW SALARY GM OTHER	60,129.00	
1001-10-15111-0800-150001	LIBRARY SALARY ADMIN	1,522.00	
1001-10-15111-0800-150003	LIBRARY SALARY OTHER	5,720.00	
1001-10-15111-0810-150001	P & R SALARY ADMIN	1,522.00	
1001-10-15111-0810-150003	P & R SALARY OTHER	<u>10,195.00</u>	
1001-10-15101-0110-150620	HR WAGE ADJUSTMENTS	170,000.00	170,000

Description:

To amend the approved budget for the Fiscal Year ended June 30, 2016 for the transfer of the Budgeted Wage Adjustment

Motion: (D. Dutches)

Motion to amend the approved budget

Second: (J. Ostaszewski)

Discussion: Board Member Hirsch asked why there were wage adjustments, Mr. Bunovsky replied that it was due to open union contracts.

Motion passed 4-0

Request for approval of the following resolutions:

BE IT RESOLVED THAT, in accordance with chapter VIII section 7 (g) of the Town Charter that the following budget transfer be approved

<u>Account</u> <u>From</u>	<u>Account Description</u>	<u>To</u>
1001-10-15101-0050-150003	TAX COLLECTOR SALARY OTHER	209.61
1001-10-15101-0050-150350	TAX COLL DELINQUENT	31,307.68
1001-10-15101-0090-153385	EDC OFFICE EXPENSE	331.61
1001-10-15101-0145-153385	I/W OFFICE EXPENSE	2,292.72
1001-10-15101-0150-150003	BUILDING SALARY OTHER	1,959.62
1001-10-15101-0150-150005	BUILDING SALARY PT	466.26
1001-10-15101-0156-150003	P&Z ZON ENF SALARY OTHER	317.16
1001-10-15103-0315-153580	ANIMAL CONTROL VEHICLE EXP	566.94
1001-10-15103-0400-153390	MFD FIRE OPERATING EXPENSE	2.00
1001-10-15103-0460-153480	EMS UTILITIES EXPENSE	10,627.43
1001-10-15103-0460-153596	EMS REVENUE*	75,453.83
1001-10-15105-0500-150003	PW SALARY OTHER	2,992.06
1001-10-15105-0510-150003	PW SALARY GM OTHER	30,241.04
1001-10-15105-0540-153390	PW TREE WARDEN SALARY OTHER	1,914.00
1001-10-15125-0999-152999	GENERAL FUND TRANSFER OUT	0.41
1001-10-15101-0110-150630	<u>HR INSURANCE</u>	<u>158,682.37</u>
		158,682.37
		158,682.37

Description:

To amend the approved budget for the Fiscal Year ended June 30, 2016 to provide available funds from HR Insurance to cover excess expenditures. This Budget transfer eliminates all departmental budget deficits.

*This represents a decrease to Budgeted EMS Revenue.

Motion: (J. Ostaszewski)

Motion to amend the approved budget

Second: (C. Hirsch)

Discussion: Board Member Dutches asked about the EMS utilities expenses and revenues; Mr. Bunovsky said from a budgetary perspective, we have to keep the revenue associated with their expenditures and net them during the budget.”

Motion passed 4-0

Request for approval of the following resolutions:

BE IT RESOLVED THAT, in accordance with Section 5(a) of the Policies and Procedures for the Capital Reserve Fund that the following transfer be approved:

<u>Account</u> <u>From</u>	<u>Account Description</u>	<u>To</u>
2300-134010	Capital Reserved Assigned Fund Balance (Maintenance Reserve)	\$2,289.07
2300-134010	Capital Reserved Assigned Fund Balance (DPW Equipment)	\$2,183.34
2305-134999	Asbestos Chalk Hill Undesignated Fund Balance	\$4,724.84
2300-134010 \$4,724.84	Capital Reserved Assigned Fund Balance (Asbestos-Chalk Hill)	
2300-134999 <u>\$4,472.41</u>	Capital Reserved Undesignated Fund Balance	
		\$9,197.25
\$9,197.25		

Description:

Transfer of excess Fund balances for completed projects back to Assigned Fund Balance pursuant to Section 5(a) of the Capital Reserve Fund.

Motion: (J. Ostaszewski)

To transfer excess Fund balances

Second: (C. Hirsch)

Discussion: Board Member Dutches asked if the Town received money back from the Asbestos; Mr. Bunovsky said that the project was complete though they will not be getting \$4725; they received \$298,000 of the \$303,000 they spent.

Motion approved 4-0

Request from the Board of Education to transfer their FY2015-2016 Surplus to the Education Capital Reserve Fund Pursuant to CGS 10-248a

Motion to approve the Board of Education transfer of unexpended funds in the amount of \$260,603.59 into the Capital Reserve Fund Pursuant to CGS 10-248a

Motion: (D. Dutches)

To approve transfer of unexpended funds

Second: (J. Ostaszewski)

Discussion: Chairman Manjos said that under State Statute, the Board of Education can take excess unspent funds and put them into a Capital Reserve Account.

Request to appropriate funds from the Education Capital Reserve Fund for costs associated with the Masuk Track and Field Construction Project (Turf Field)

Motion to Approve the Board of Education's Request to Appropriate \$250,000 from the Board of Education Capital Reserve Fund be released to pay the remaining balance on the Masuk Turf and Track Renovation Project

Motion: (C. Hirsch)

To approve appropriation

Second: (J. Ostaszewski)

Discussion: Mr. Bunovsky said the funds would get transferred into the Town Capital Reserve as that is where they are accounting for the Turf Field. He added that there is currently \$157,000 from fundraising and the Board of Education expects that figure to increase. The required funds to finish the project are approximately \$216,000 but they asked for the \$250,000 in case of any unanticipated costs.

Motion approved 3-1 (Dutches)

OLD BUSINESS

Discussion of Chalk Hill (Short-Term Strategy for Parks and Recreation)-The joint meeting between Town Council, Planning and Zoning, Department of Public Works, Board of Education and Board of Finance will be held on Monday, November 7th.

Discussion of Town Attorney and Process of Approving Legal Bills-There was no update at tonight's meeting.

Discussion on Road Progress-There was no discussion at tonight's meeting.

REVIEW OF FINANCIAL REPORTS

Expense and Revenue Summaries-

Departments

Tax Collector-*Mr. Cambra* said that the Collection Rate of 98.8 this year; he said that the Collection Rate on the current levy for the past five years has been a low of 98.8 and the high was 99.1; he asked the Board not to raise the Collection Rate against the Levy. The figures on the report he provided to the Board were as of the close of business yesterday. He is tracking slightly ahead of last year in both current levy and Total Budget. *Mr. Cambra* added, "Last year, I came in at 99.06 current levy and Total to Budget was 101.56 which is a significant number. I expect to be slightly under last year even though I am ahead of it as of now." *Mr. Cambra* continued that he added 5 properties to the Tax Sale and has sent notices to those parties to give them an opportunity to work out their tax burden. There are no abandoned properties; though there are five properties in bankruptcy and forty houses now eligible for the tax sale though he anticipates that the number may be in the range of 16 as of January.

Treasurer's Communications-Monthly Report of Earnings-The refunding was done on Tuesday which resulted in approximately \$300,000 in savings.

BOARD OF EDUCATION

Insurance Fund-*Chairman Manjos* requested a breakdown of the Insurance Fund which will be presented at the next meeting.

Expense Reports-There was no discussion at tonight's meeting.

Motion to Adjourn at 9:30 p.m.

Motion: (M. Manjos)

To adjourn

Second: (C. Hirsch)

Discussion: None

Motion approved 4-0

Respectfully submitted,

**Diane Behringer
Board of Finance Clerk**