Chairman Norman Boucher called the Regular Meeting of Tuesday, February 25, 2020 to order at 6:30 p.m.

MEMBERS IN ATTENDANCE:
Chairman Norman Boucher, Cornelius O’Leary, David Weigert, Michael Ciarcia, Lori Quagliaroli, Paul Riedi and Alternates Mark Whitten and Lacinda VanGieson

MEMBERS ABSENT:
All members were present.

ALSO IN ATTENDANCE:
Finance Director, Amanda Moore
First Selectman, J. Christopher Kervick and Selectman Paul Harrington
Public Works Director, Philip Sissick

PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:
There was no public input.

CORRESPONDENCE:
Chairman Boucher stated that he received requested work shift spreadsheet from the Chief of Police.

ADDED AGENDA ITEMS:
There were no added agenda items.

DISCUSSION WITH FIRST SELECTMAN/SENIOR CENTER:
First Selectman, J. Christopher Kervick stated that the Board of Selectmen recommended coming to the Board of Finance to request funding of $20,000.00 for a Senior Center Needs Assessment, Site Assessment, Schematic Design and Professional Cost Estimate. A quote was received from Jacunski Humes Architects, LLC. This same firm is presently performing the same services for a possible new Public Safety Facility. First Selectman Kervick stated that this firm would add the work for a proposed new Senior Center to the existing contract.

First Selectman Kervick stated although there is not an immediate need for a new Senior Center, there has been large public outcry for one. First Selectman Kervick stated that not all the parts of the quote had to be done at the same time and the proposed architect firm suggested that the Needs Assessment ($5,000) and Site Assessment ($2,000) could be completed now and funding for the Schematic Design ($8000) and Professional Cost Estimate ($5,000) could funded this fiscal year, or funding plans could be included the 2020-2021 budget. A committee is being formed to over-see this proposed project. Mr. Kervick stated that the Board of Selectmen suggested this committee be comprised of nine members which would include: The Senior
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Center Director, one member from CONA, three individuals who regularly use Senior Center services, two members at large, one from the Board of Selectmen, and one from the Board of Finance. Funding of $400.00 was also requested for a Recording Secretary. Chairman Boucher stated that he was interested in being one of the members at large and that Mark Whitten had interest in representing the Board of Finance.

Possible locations for a new Senior Center was discussed.

Selectman Paul Harrington stated he supports the idea of a new Senior Center. He suggested funding the total amount of $20,400.00. Paul Riedi suggested waiting until the fiscal year 2020-2021 budget process is finished before a decision is made. He inquired as to why there is so much urgency. Selectman Harrington stated since the architectural firm is already in Town, now is the time to do this and that costs may increase as time goes on. First Selectman Kervick spoke about a possible funding opportunity that may be available with regard to sale of a cellphone tower.

First Selectman Kervick stated that the Senior Center should be the most accessible building in Town however, it is the least accessible. He stated that the building itself is a relatively functional building, however there is a major parking issue. Seniors have to park across the street and board a van to be taken across Oak Street to the Senior Center. The van is used because there is minimal parking in front of the Senior Center, and the hill that has to be climbed to get to the door is very steep and hazardous to seniors. First Selectman Kervick stated that a Senior Center is an essential municipal part of a community.

The following individuals offered public input in favor of funding an architectural study for a new Senior Center:
Bob Anderson-53 Ross Way  
Mary Campbell-24 Center St.  
Kitty Montemerlo-No address given  
William Rousseau-No address given  
Sandy Sylvester-52 Ross Way  
Gail Steigman-308 South Center St.  
Charles Campbell-37 South Center St.

There was further discussion with regards to funding and need for a new Senior Center. David Weigert made a motion to recommend that the Board of Selectmen set a Town Meeting for approval of funding in the amount of $20,400.00 from Contingency for an Architectural Study Assessment for the Senior Center. Paul Riedi seconded this motion. After discussion, the vote was 6-0 in favor and this motion carried.

BUDGET PRESENTATIONS:

a. **Public Works**—Public Works Director Philip Sissick began the Public Works fiscal year 2020-2021 requested budget with Capitals. First request was for a six cubic yard dump truck to replace a twenty-year old truck, well past the twelve-year life
expectancy. This vehicle is the only truck in the fleet that that will have wing plow which is used to reduce the heights of snowbanks along roads in severe winters. This truck will also be used for other purposes ($240,000).

The second request was for a three-point hitch boom mower which allows mowing of areas that are a hazard to maintain by hand, detention basins which require sub-contractors, hard to access areas and trails which are currently poorly maintained. This unit should increase productivity. There was discussion with regards to locations this machine could be used in Town including those in the TIF district especially the canal park area. This piece of equipment would be an attachment for a tractor which Public Works currently has ($35,000).

The third request included a Hurricane Blower for removal of leaves from Town properties. The efficiency and maneuverability of this piece of equipment provides 10X plus the production rate of tractor blower efficiency. It can also be used for storm clean up of roadways, road surface preparation prior to crack sealing, removal of excess thatch on ballfields and trail maintenance. The current equipment being used is underpowered, tired from decades of use and due to age and parts are no longer readily available ($13,500).

The fourth request was for a utility body service truck to replace a truck that had been out of service for four years. The use for this vehicle would include parts pickup, road service calls, mobile welding and emergency services ($80,000).

A fifth request was for a storage building for trucks and equipment. Due to the lack of storage, much of the Public Works equipment is currently parked outside and deteriorates quicker due to the outdoor elements ($1,050,807.66). Storage locations for equipment was discussed.

Other Capital requests discussed in detail included: Funding for an Engineering Account ($60,000), Sanitary Sewer Installation and Replacement ($1,973,686), Drainage, Flood and Erosion Control ($717,764), Reclaiming and Paving ($661,987), Safety Complex Underground Gasoline Tank Removal and Installation of new above ground tank ($165,000), Installation of mini-split units to eliminate excessive moisture in the Pesci Park Pool House ($16,000), Project Planning for electrical wiring upgrades at Noden Reed ($10,000) and Renovation of Irrigation Systems for sports fields in town ($11,000).

Structural integrity of Town buildings and upkeep of Town properties were discussed with regards to maintenance responsibility along with how priority needs are accessed. There was further discussion about decision making authority regarding structural integrity of Town buildings as there is no clear line as to who manages or
who has decision making authority. Mr. Sissick stated that employees are doing the best of their abilities but the town is not giving them the resources to do their best.

Mr. Sissick continued to discuss the fiscal year 2020-2021 requested operating budget with this board. The total amount of this requested budget was $1,527,935.37. Mr. Sissick explained significant increases which included increases to the Salary and Wages line items due to step increases and classification upgrades, minimum wage increase, contractual increases, and the addition of two employees from last fiscal year. The Professional and Technical Services-Consultant line item increased due to a change in vendors for uniform laundry service and maintenance, CDL physicals, Drug and Alcohol Training and Testing, Mandatory Training for Bloodborne Pathogens, and Lift, Chains and Hoist inspections. The increases in the General Supplies line item was due to shoe reimbursement costs (contractual) and expendable hand tools costs. Mr Sissick agreed to forward further in-depth line item requested increase/decrease information as requested by Michael Ciarcia.

There was lengthy discussion with regards to Board of Education events being held at Town parks and the fact that Public Works not getting reimbursed for work provided for these events. Mr. Sissick stated that most Board of Education varsity events took place at Veteran’s Park last year. The Board of Education cannot provide services because the Board of Education and Public Works have two separate unions. He continued to state that Park and Recreation hosts events and the Board of Education holds events for the Town, but the expense and staffing is not being provided to the Public Works Department who is responsible to maintain event location areas.

Mr. Sissick continued to explain that the increase in the Gas, Diesel and Lube line item was based on historical fuel usage (Price increase-not gallon increase). He also stated that a harsh winter can increase usage/costs considerably. Fuel pump, Veeder-Root, and tank maintenance costs are also included in this line item. Michael Ciarcia initiated discussion with regards to fuel costs.

There was discussion about expectations of the community with regards to available funding. Mr. Sissick stated that his department has been doing more with less. He continued to say that underfunding results in budgeted work not being performed and further decline of infrastructure. Deferred maintenance due to underfunding results in further repair and increase costs.

With regards to the Public Works Snow Removal fiscal year 2020-2021 requested budget, Mr. Sissick stated that he expects there may be a salt shortage next year and that budgeted amount is based on anticipated usage ($163,000).
There was discussion with regards to finished Capital projects and possible remaining balances.

At 11:05 p.m. David Weigert left this meeting. Alternate Mark Whitten voted on behalf of David Weigert for the remainder of the meeting.

**DISCUSS AND ACT ON PRESENTED BUDGETS:**
No action was taken.

**FREEDOM OF INFORMATION (FOI) TRAINING DISCUSSION:**
Chairman Boucher stated FOI training was held last Thursday (February 20, 2020) evening and was well attended.

**TRANSFERS:**
There were no transfers.

**PUBLIC INPUT-BOARD OF FINANCE MATTERS ONLY:**
There was no public input.

**BOARD MEMBER INPUT:**
Chairman Boucher asked if the requested information from the Chief of Police was received. Michael Ciarcia stated that information had been received.

Chairman Boucher stated that he expects large attendance during the Board of Education budget presentation on March 10, 2020.

**ADJOURNMENT:**
A motion to adjourn was made by Lori Quagliaroli and seconded by Mark Whitten. The vote was unanimous and this meeting stood adjourned at 11:40 p.m.

Respectfully submitted,

Terrie-Ann Becker
Board of Finance Recording Secretary
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