

OCT 22 2019

TOWN CLERK'S OFFICE

EAST HAVEN, CONN.

East Haven Board of Finance

TOWN CLERK Special Meeting Minutes

October 8, 2019

The East Haven Board of Finance held a Special Meeting on Tuesday, October 8, 2019 at 7:00 P.M. in the Mario Giaimo, Joseph Vitale Meeting Room on the lower level of East Haven Town Hall, 250 Main Street, East Haven, CT 06512.

1. **Roll Call**

2. **Read and Approve Minutes from Regular Meetings held on June 19, 2019 and August 21, 2019.**

Noreen Clough makes a motion to approve Minutes from Meetings on June 19, 2019 and August 21, 2019, and Beth Purcell seconds. All in Favor. Motion Carried.

3. **Old Business**

Audit is coming along. Paul Rizza said there are a few payments that need to be cleared up. In total about \$600.00.

4. **New Business**

None

5. **Public Comment**

None

6. **Proposed Revised Ordinance**

An ordinance making appropriations for various public improvements aggregating \$6,950,000 for the 2019-2020 capital budget and authorizing the issuance of \$6,950,000 bonds of the town to meet said appropriations and pending the issuance thereof the making of temporary borrowings for such purpose.

Refer to Town Council.

Noreen Clough made a motion to table item 6 and move on to number 7. Beth Purcell seconds. All in Favor.

Noreen Clough made a motion to go back to number 6.on the agenda. Beth Purcell Seconds
Noreen Clough made a motion to discuss with a referral to the Town Council.

Discussion: Erica Forte spoke. There were 2 requests given to Board of Finance. An original and revised one. The Board of Education revised the 5 year capital request so that year one only includes those items directly related to safety and security and health of our students relative to their learning environments. It is broken down by school. At the high school there are fume hood replacements in the culinary area as well as the science labs, a replacement of the turf field. The culinary department we have new stoves and ovens that have been purchased but are unable to be used because we don't have proper ventilation.

We have to replace the turf field and resurface the track. Most likely after this fall season it will no longer be able to be used. Anthony Verderame, the Athletic Director spoke. He states we are on year 15 of the field and the average life expectancy is 12 years. Typically every 2 years we do a thorough cleaning decompacting. They take out all of the artificial grass and clean it. They remove all the debris and trash out of it and then put the artificial turf back. Before they put it back they glue all the seams, like a typical old style rug. They redistribute the pellets. The problem is now the artificial grass is so short and worn fill can't be added to it to make it softer. The seams are getting loose. If you look at the field from an aerial view there is more black than green. We are at a point where we are pretty sure we won't be able to play on it. We have been doing this process every year for the past 3 years. The cost is \$67,000.00 usually. Every year it has increased because we need more done. This is an opportunity to be proactive instead of reactive per Mr. Verderame. The gentlemen who cleans it every year states we are at the limit. Board member Ralph Vitale asked if the field would be ready by spring if they started to fix it now. Mr. Verderame stated that they would be able to do the complete demo after Thanksgiving. This is coming from the original builders. Get the field pretty much ready to go. The problem is the track because they have to mill it out. The rubber surface has to be above temperature for a certain number of days to cure. Mr. Verderame spoke to the track coach and the athletes. They are all in favor of training in North Branford on the road and will make those accommodations for the new track. The track again itself is worn out and cracked. Nobody has been hurt. At the end of this winter it will cost another \$5,000.00. to \$7,000.00 to fill the cracks just to get through the season. It isn't just a football field. The parents, grandparents, children walk and play on the turf, dads are playing football. Soccer uses this field, the physical education uses it as well. It is a multi-use field. The volume of children that play sports now and the year round sports, we have to have an astro turf. Superintendent Forte stated it is also a place for community events and fundraisers as well as walk a thons and health initiatives. It serves youth sports as well as the high school. We are committed to the safety of our students and would most likely not be able to host any track meets at home in the spring given its condition. Chairman DePalma asked if we used all 6 lanes on the track field. Anthony Verderame said yes. If we went to 8 lanes, a championship size would be amazing except we would have to put the asphalt further and wider around and move the bleachers. The cost of that would be excessive. Down the road the field at the middle school may be an option for 8 lanes. The old Crisafi field we use for middle school track practice. We use the track at the high school for meets. The designs on this is putting a little extra of a barrier, about an extra foot and a half on each side for safety. Right now lane 6 is closer to the fence. It will be a much safer field.

Superintendent Forte stated there are also some funds in the high school line for a seal and repair of the facade before we actually received a proposal for the repair on that. She further stated that there has been some erosion on the building. Vinny (Consiglio) has been working closing with architects and town building committee people and Capasso company to talk about options for that facade. Chairman DePalma asked if anything was falling off. Superintendent Forte stated that in the front of the building there is this round piece that comes off, it isn't brick it is cement. When you look at it you will see cracking in it. Some of the pieces are chipping away. It is nearly 20 years old so Vinny has to work with a company to remove that piece and fix it. Instead of replacing that, which is about \$120,000.00, we came up with the idea of filling it all in with a decorative brick, a different color, which would come to about \$70,000.00 and it still maintains its appeal. It is still decorative and it wouldn't look like you took something off the building.

In district wide in the back we added some additional funds for facade repair. It is not just a decorative component we experienced, a section of brick alongside the athletic entrance that had to be repaired for just over \$10,000.00 and we have some repairs going on in the back of the school with the brick by the loading dock area and there are a few other isolated areas that we also need to address. The \$75,000.00 and \$25,000.00 should cover it.

If you look below, (on paper) at the middle school, we put \$90,000.00 in the upgrading off the fire alarm and \$65,000.00 in the upgrading of the fire alarm at the middle school and that is in an effort to combine those 2 systems since the buildings are attached. Fire and police are tied in separately but the buildings are attached and the recommendation was that it sits on one. Chief Marcarelli clarified that they are not connected to the fire department. They are connected to a monitoring company that monitors and then they dispatch. That was all done years ago by Copper Wire and everything now is IP base and ISDN.

Also in that Academy line is \$150,000.00 to install the elevator in that building. This would get the ground work done. When you come in the main entrance you take a right and then you walk into the academy hallway classroom on the left and the classroom on the left above would take an eight by eight area out the classroom. We have not been cited for ADA at all. It is about reworking the schedule and where kids are in the building and it becomes very intrusive and constricting to have to keep certain kids on the same level.

Deer Run we have \$25,000.00 for the sewer lines. We are not connected to the sewer line in the back, the front is. We have to spend \$7,000.00 or 8,000.00 to pump it out. Vinny Consiglio sat with WPCA to figure out a route. This would be a complete hook up. No re paving yet. We don't want to pave if we have the opportunity to do this prior. Board member Ralph Vitalie asked if we had any environmental issues. Vinny Consiglio said no. He stated we had Kevin there, WPCA and 3 contractors there. It is a big plus.

Ferraro School: Additional funds to refurbish the modular there and upgrade the fire alarm and work on the deciding on the modular and a few other upgrades. There are temporary modular there that are supposed to be there for 10 years and have been there for 25 years or close to it. It is starting to deteriorate and rot. We have to strip the outside, reinsulate and put a permanent fixture on the outside, do a roof over it and the ball park is \$50,000.00 or \$60,000.00. It needs to be done.

Tuttle School. There are some air handler units that need replacing, also the upgrade of a security system there. There are some general dollars in district wide for cafeteria equipment across multiple schools as we continue to upgrade and create a safer environment. There is a lot of carpet and tile replacement district wide, carpet for health related allergens; the rugs at the middle school are old. No mold has been detected. The rugs are over 20 years old. We are trying to decrease our chronic absenteeism and one of the issue that we see are kids with allergies, asthma. Rugs of that age do not support our efforts on that. We have exterior lighting, \$10,000.00. There are some schools like Tuttle and Overbrook Schools that have darker spots and the principals are asking to be illuminated for security purposes. There is a facade repair in addition to what you saw under the high school. We do need some lavatory renovations throughout the district. We have some schools that are pretty full and we need to add bathrooms in order to have enough for students to access. There are some sidewalk repairs at some various schools as well as boiler replacements. When we put this together, Honeywell or the Town had not determined an option. We knew they weren't going to be able to do all the boilers across all the schools but we didn't know which ones they were going to do. This would be for Ferraro, Overbrook and Tuttle. Only the middle school and Momauguin are on the Honeywell project. Chairman DePalma stated that when Honeywell came before us, we didn't hear all but these schools. Originally it was going to be Tuttle and Overbrook and two at the middle school which is our biggest expense. Honeywell was asked to switch Tuttle and Overbrook. They do work but they are 25 years old and all boilers need upgrading but we had a cracked one down in Momauguin down in the steam boiler room which is our second most expensive so I asked if they could do those two and they made the switch. So they are doing the 2 at the middle school and 2 at

Momauguin. They are getting tested and cleaned and they will get us through the winter but we need to start changing them per Vinny Consiglio. The fact that Honeywell had Overbrook and Tuttle on their project originally indicates they need to be replaced; in addition Ferrara School would be included. Chairman DePalma states for the Honeywell project we bonded 7.2 million.

Paul Rizza spoke to the Honeywell project manager. He had questions on the \$500,000.00. It is a very confusing thing. There were a number of people throwing one school or another or one boiler or another at a time into the fire and I asked how much money coming from boilers in the Honeywell money and they were going to get back to Paul. So Paul does not know what the \$500,000.00 will be used for. Rich DePalma stated that he was under the impression that when we bonded for Honeywell, we bonded on the high side. Paul said not true. There was money available that is contingency number one if you're looking at over a 7 million dollar project it could be something fairly large or something else that we find out if we knock a wall down. At this point you can't just be pulling money out of something that has already been discussed and voted on. They have been working on it. Paul gets copies of their minutes, they are still telling Paul that the project will be completed for most part in 10 months. We gave them 2 million on day one but there are a lot of things in motion. The contract wasn't set up on a payments made on invoice or voucher. It was a percentage right off the top.

Per Ms. Forte: Honeywell has been great in not disrupting instruction time. They had to decide where the greatest needs were. They have been excellent to work with. There are other boilers outside of that project. We have Tuttle and Overbrook in the initial project and then realizing Momauguin was the more serious need in the middle school where we still have a couple of boilers hanging out there that we don't want to get caught off guard this winter because last year was hairy. We were functioning on one boiler and we thought we were going to have to send kids home. Beth Purcell asked if the new boilers will be the same ones that Honeywell will be installing. Ms. Forte would like to keep that streamlined. Would Honeywell do these additional boilers? Paul said this is a contingency and that is why it is in there. A good number for a boiler is \$120,000.00 per Vinny Consiglio. Noreen asked how are they at the high school? We put a lot of money into them. Big high school and big money. Chairman DePalma "you have about \$400,000.00 in outside bonds projects that you are working on. That \$400,000.00 that has been approved for your projects. Is that all allocated toward projects that you are working on or want to work on? Ms. Forte said it is either completed, under way, or not started that we want to start. We spent a half of million pretty quick. Some projects we don't want to start, like paving at Deer Run, without doing the sewers first.

Board member Noreen 's concern: she states that if we don't do a lot of this I see lawsuits coming down that could cost a lot more than one million.

Chairman DePalma's stipulation would be this: Between the Honeywell project and the boilers keep us apprised of the status. He wants a report. Paul said he can get minutes from Honeywell.

There is a similar report (highlighted for the Board) per Vinny Consiglio. It shows what we did and it starts at the finance office.

Beth Purcell asked if this is additional money. Ms. Forte said the original request was \$4.6 million and the \$150,000.00 is what was being recommended but she said how about if I revise my request to only those items aligned to safety, security and the health of students and that is when I came back with \$2.3 million The new bond is written with the removal of the \$150,000.00 and the 2.3 million was substituted in its place.

We would go out to bid because the project is more than \$7,000.00. Once we get a spec that will go out to bid. The only thing we will do is will put in a time line when you advertise it how many days it is out there the bids are due back and we would open them and then shift them back to the board.

Noreen asked/stated. We have 3 schematics and are all over 1 million. These are options. One is with a fence one is with a fence. Per Mr. Verderame.

Roll call, all in favor, motion carried.

This conversation occurred after roll call:

Paul stated that there is something that may or may not occur with what I will call our 2nd borrowing. We approved 7.2 million, the original borrowing and came up with 4.7 million and then added 2.3 million totaling 14.2 million. As of June 30th we only owed in total 20 million. This will move us up to 34 million. If you go back and look at our capital programs over the last 5 years it has been 2 million ton 3 million. We got an upgrade in June from Moodys. They hadn't spoken to us in 4 years. They upgraded us and one of the questions they asked was other than the 7 million, we had that in process, they said how much more money are we going to borrow, I didn't know at that point, I said probably 2 or 3 million . We went from 7million to 14million so we are about 4 million over the high water mark that I spoke to them about. It wouldn't surprise me if we went to the 14 million level and we are downgraded. Now I know we don't like that, but there is a way for us to look at the other 6 million dollars. If we don't borrow the 6 million, but something like 3 million there is only 9 months left in our year. We didn't even get to the point of having it appropriated yet. That is a way would to stay within our bound. Some vehicles can't get ordered yet, stagger order. The Honeywell project pays for the bond; that is the grand plan.

The problem with the 2nd 7 million is that we will not be able to get our hands on the cash for at least 2 months and that is if everything clicks perfectly. The rest of the plan, say if we got that appropriation, put the 2.3 million on the side, we are looking at the 7.2 million and 4.5 million. We already sold the 7 million, now we are not going to need 100% of that money, not in a 9 month time period. Town council can approve it and you don't borrow it until you need it.

7. **Biddy Basketball Transition**

To:	01-120-0694 Other Contractual Services	\$19,750.00
From:	01-885-0689 Contingency	\$19,750.00

Noreen Clough made a motion to discuss. Beth Purcell seconds.

Discussion: This money will be used for custodial and clean up. It is hard to tell the time frame but probably the full rotation of their schedule. Roll call. All in favor.

8. **Various**

To:	01-662-0110 Regular Salaries	\$3,400.00
	01-665-0115 PT wages	<u>\$3,080.00</u>
		\$6,480.00
From:	01-662-0201 Electricity	\$3,400.00
	01-665-0541 Art Supplies	\$2,300.00
	01-665-0523 Household Supplies	<u>\$ 780.00</u>
		\$6,480.00

Noreen Clough made a motion to discuss. Beth Purcell seconds.

Discussion. These transfers are just to clean up old year. Roll Call. All in favor.

9. **Various**

To:	01-332-0190	OT Wages	\$ 13,408.00
	01-224-0530	Gasoline	\$ 57,400.00
	01-334-0110	Regular Salaries	<u>\$ 78,200.00</u>
			\$149,008.00
From:	01-332-0132	Shift Diff	\$ 13,408.00
	01-224-0192	Seasonal OT	\$ 33,400.00
	01-224-0120	Snow Wages	\$ 22,500.00
	01-224-0450	Bldg Main	\$ 1,500.00
	01-334-0150	Vacation Pay	\$ 47,500.00
	01-334-0191	Garcia Payments	<u>\$ 30,700.00</u>
			\$149,008.00

Refer to Town Council.

Noreen Clough made a motion to waive the reading of the account numbers. Beth Purcell Seconds.
Noreen Clough made a motion to discuss with a referral to the Town Council. Beth Purcell seconds.

Discussion: Noreen Clough asked why the regular salaries were short for the fire department. Chief Macabrely stated that the transfer for regular salaries is short because they had a long term injury and we had people in training and while they are in training they still need coverage in the department so it is like we are paying two people for same job. Snow wages we had money left. Public works. Paul stated we had an increase in vehicles. Rich stated that this was a lot of money for gas. Rich DePalma asked Ken McKay to ask the question at the Town Council meeting why they are short \$57,000.00 in gas money. Beth Purcell asked Paul Rizza if we knew what the budget is for public works for gas. \$90,000.00 is budget per Joe Zullo. Roll call, all in favor. Motion carried.

10. **Fire Department**

To:	98-1-09	Fire House-Repairs	\$100,000.00
From:	99-1-03	Land Improvement	\$ 44,000.00
	99-01-05	Roof Repair	<u>\$ 56,000.00</u>
			\$100,000.00

Refer to Town Council.

Noreen Clough made a motion to discuss with a referral to the Town Council. Beth Purcell seconds.

Discussion: The council itself started the discussion. A committee from members of Town Council went to Station 4, Bradford Manor. Paul Rizza had worked with a couple of members of the Town Council and went through some of the older bonds and picked up surplus monies and that is what we are moving to to get the work done. Chief Marcarelli stated it is largely cosmetic, paint, re pointing the brick, exterior work. The building also needs interior work done such as drywall, paint, and ductless air conditioning units in the living quarters if possible. The entire back hall of the fire hall needs to be sided, possibly roof work as there is a leak. Roll call, all in favor, Motion carried.

11. **Schedule of Meetings list for 2020**

Rich DePalma made a motion to approve the schedule of meetings for 2020, Rich Esposito seconds.
All in favor.

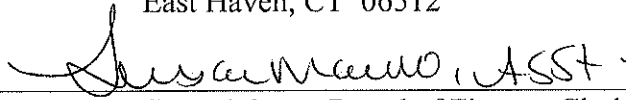
Joe Zullo stated that in 8 years that he has been here it has been the best board to work with and he will miss this board and they thanked Paul Rizza.

12. **Adjournment**

Noreen Clough made a motion to adjourn at 8:11 P.M. Beth Purcell Seconds.

Dated This 22nd Day of October, 2019,

East Haven, CT 06512

A handwritten signature in cursive script, appearing to read "Susan Mauro, ASST.", is written over a horizontal line.

Susan Mauro, Board of Finance Clerk