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TOWN OF EAST HAVEN BOARD OF FINANCE

MINUTES FOR AUGUST 19, 2020 7:00 P.M. REGULAR MEETING

TO THE RESIDENTS AND TAXPAYERS OF THE TOWN OF EAST HAVEN AND OTHER INTERESTED PARTIES:

Noreen Clough read into the record:

Due to Governor Ned Lamont's March 10, 2020 declaration of a public health emergency and civil preparedness emergency and his subsequently issued Executive Orders 7B and 7D: and, due to the spread of the Coronavirus Disease 2019 in the State of Connecticut including New Haven County, in-person public access to this meeting will not be permitted. **This will be a 100% electronic meeting.**

The Public can access and participate in this Special Meeting from a computer, tablet, or smartphone:

Join Zoom Meeting

<https://us02web.zoom.us/j/89438427903?pwd=bDlYVdzaTJiV1pTVTI1WDEwNENSdz09>

Meeting ID: 894 3842 7903
Passcode: 713110

If you do not have internet access, you can DIAL IN using your phone:

Dial by your location
+1 646 558 8656 US (New York)

Meeting ID: 894 3842 7903

The East Haven Board of Finance held a Regular Meeting on Wednesday, August 19, 2020, to commence at 7:00 P.M. via ZOOM, in order to transact the following:

I. Roll Call

Mayor Joseph Carfora, Richard DePalma, Noreen Clough, Beth Purcell, Ralph Vitale, Rich Esposito and Al Purzycki were present. Jim Keeley, Finance Director was present as well.

II. Read and Approve Regular Meeting Minutes from July 15, 2020.

Beth Purcell made a motion to approve the Regular Meeting Minutes from July 15, 2020. Rich DePalma seconds, all in favor.

III. Old Business

Beth Purcell asked Jim Keeley for an update on the Honeywell project. Per Jim, there is no update right now. They are still working out some kinks and Jim is hopeful to have a meeting soon to see where we are. Beth Purcell asked if they were able to work in the schools this summer and Jim answered yes to the best of his knowledge. Rich DePalma asked the Mayor about the status of DC Moore. Mayor Carfora stated we are in the process of getting Mr. Mauro a purchasing agreement. Mayor Carfora stated we have not heard back from him or legal counsel. Rich DePalma asked if he thought this deal would go through. Mayor Carfora was unable to comment on that right now. Mayor stated that if this deal did not go through, it will not be vacant for years.

IV. New Business

Noreen Clough asked how we were progressing with the 19/20 budget with the auditors. Jim Keeley stated he met with the auditors last week as well as dealing with them electronically. They are currently not waiting for anything from Jim. We probably won't close the year out until the end of August which is the norm per Jim Keeley. As far as getting the stuff done, Jim stated he would not be surprised if they are backed up with all municipalities right now. Some things can be done electronically and some things can't be done electronically and they have to physically be here so yes we run the risk of being a little late this year, but hopefully not. Noreen Clough thanked Jim for sending out the June reports and revenue reports stating it helped out quite a bit. Rich DePalma asked if these transfers will close out 19/20 year. Jim Keeley stated it will not finish everything up, but we will be about 90 to 95 % done. We are going through some straggling bills and we do have some instances where department heads have not gotten me back some transfers yet.

Beth Purcell stated that it has come to her attention that the BOE has been processing multiple invoices so things are not getting put out to bid as well as the \$200,000.00 Deer Run playground was not put out to bid and the \$25,000.00 Momaguin facade repair was not put out to bid. She asked Jim if there was any communication with the BOE business office. Jim stated he does have communication with them and it has been fairly good so far. Jim stated if the BOE does not use capital money, it does not come through us so he does not see it. Jim believes they had a waiver on the facade but Jim was not 100% certain on that. Jim has no knowledge about the playground. Beth Purcell stated she heard they were doing 7 purchase orders so that it was under the \$7,000.00 cap and they did that twice so they did about 14 purchase orders so that they were all under. Rich DePalma stated it was a capital transfer on our side, correct. Beth stated it was for equipment they bought. Momoguin may have been capital improvement. Jim Keeley stated we don't have access to their system so he did not want to guess. Rich DePalma asked Jim if the BOE ends the year on June 30th because they have 2 or 3 payroll after that that get counted for 18/19. Jim stated that was correct. Jim stated that the way it works with their contract is that when they get paid in July and August it is still considered the fiscal year from the prior year. We have given them all their money to date. Rich stated it is hard to look at their year end report with payroll still pending. Jim stated we send them

over all their money so it is fully expended on our side. We will not know until the auditors go in on their side.

V. Public Comment

None.

VI. Public Works:

Voting on acceptance of truck lease(s) and refer to Town Council.

Beth Purcell makes a motion to vote on the acceptance of truck(s) lease and refer to the Town Council, Noreen Clough seconds.

Discussion: Al stated as long as McDermott adds a couple of electric vehicle charging locations to their facility so that their employees can charge at their facility rather than our town facility.

Roll call, all in favor, motion carried.

VII. Fire Department: Refer to Town Council

Noreen Clough made a motion to waive the reading of account numbers, Rich DePalma seconds.

To:	01-334-0110 Salary	\$125,588.00
	01-334-0110 Salary	<u>1,056.00</u>
		\$126,644.00

From:	01-334-0115 PT wage	\$ 363.00
	01-334-0140 Longevity	\$ 400.00
	01-334-0150 Vacation	\$ 46,000.00
	01-334-0160 Holiday	\$ 5,786.00
	01-334-0165 Pers. Day	\$ 216.00
	01-334-0191 Garcia	\$ 71,761.00
	01-334-0310 Mileage	\$ 100.00
	01-334-0450 Bldg Mtint	\$ 30.00
	01-334-0482 Communications Eq	\$ 189.00
	01-334-0505 Books & maps	\$ 743.00
	01-334-0681 Phys & medical	\$ 379.00
	01-334-0694 Other Contract	<u>\$ 677.00</u>
		\$126,644.00

Noreen Clough made a motion to discuss and refer to the Town Council and Beth Purcell seconds.

Discussion: Rich DePalma asked Chief Marcarelli howare the salaries and overtime going to be handled going into next year with adding the positions. Chief stated that next year's budget was crafted with the number of vacancies taking into account for the new positions. Chief stated he can't anticipate what's going to happen with injuries For example this year alone Covid-19 was responsible for about \$87,000 in overages. Those items come out of the regular salary. Rich DePalma asked if we were able to apply for any state money for Covid-

19.

Chief Marcarelli stated we were able to apply for state money. About \$75,000.00 which will go back to general fund. That grant landed us at 85%. 25% is the responsibility of the municipality. We went first for the 85% on the cost share on behalf of the federal government to see what we received and then we got about \$75,000.00 of that, so now we will start chipping away at the state resources which are trickled down from the federal government. In theory the \$87,000.00 we spent in overtime for Covid-19, we would be eligible for 75% from the feds. Account number 110 is regular salary account for clarification.

Noreen stated she came up with a total of \$193,000.00 for regular salary and wondered if that was all due to Covid-19? Chief Marcarelli said no and he has it broken down. \$182,530.00 is for on the job injuries and does not include Covid-1; Family and medical leave accounted for \$11,895.00; Extended sick, non-job related was \$20,500+ and Covid-19 was \$84,816.00. There is a larger number of members of our department at the end of their career and more susceptible to injury. We are anticipating that we are going to see a lot of retirements trickle in, we have 3 this year and we have some that we are anticipating in January and starting to trickle out before the end of next year. Rich DePalma asked if he started the process of replacing them. Chief Marcarelli stated we hired 3 individuals to replace 2 current vacancies and 1 anticipated vacancy and we have retirement papers on that individual so they are leaving. That person will start the academy on the 24th of the month. They have to take the written and oral exam. The test is new and they are trying something new because of Covid-19.

Roll call, all in favor, motion carried

VIII. Fire Department: Refer to Town Council

To:	01-334-0671	Regular Salary	\$ 66,678.72
	01-334-0190	Overtime	98,530.05
	01-334-0165	Personal days	<u>1,939.11</u>
			\$167,147.88
From:	01-885-0255	Street & Traffic	\$ 45,000.00
	01-885-0689	Contingency	100,000.00
	01-885-0643	Postage & Freight	20,000.00
	01-085-0644	Rental of Equip	<u>2,147.88</u>
			\$ 167,147.88

Noreen Clough made a motion to discuss and refer to the Town Council and Beth Purcell seconds.

Discussion: Jim Keeley stated the last item (Rental of Equip) should be 01-885-0644. This is just a continuation per Noreen Clough and Chief Marcarelli explained everything in Item VIII. This is a transfer out of other areas of his department.

Roll call, all in favor, motion carried

IX. Fire Department: Refer to Town Council

To:	01-334-0202	Water-Public Fire	\$ 25,598.00
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	01-334-0202	Water-Public Fire	<u>7,468.00</u>
			\$ 33,066.00
From:	01-334-0534	Fuel	\$ 25,598.00
	01-334-0191	Garcia	<u>7,468.00</u>
			\$ 33,066.00

Noreen Clough made a motion to discuss and refer to the Town Council and Beth Purcell seconds.

Discussion: Rich DePalma asked why we were short with the water. Chief Marcarelli stated that we were short the last 3 years on water. There have been increases and the account was so habitually underfunded. We also use this for damaged hydrants and we have 3 hydrants under subrogation for insurance claims. We have asked for additional money in that account and we didn't receive the increases that we needed.

Roll call, all in favor, motion carried

X. Public Works: Refer to Town Council

To:	01-226-0677	Recycling Serv	\$ 50,000.00
	01-226-0676	Waste Collection	\$110,000.00
	01-226-0674	Trashmaster	<u>\$ 62,000.00</u>
			\$222,000.00
From:	01-665-0110	Senior Ctr. Sal.	\$ 45,000.00
	01-665-0115	Senior Ctr. PTW	\$ 12,000.00
	01-444-0694	Other Contractual	\$ 20,000.00
	01-885-0255	Street/traffic light	\$ 83,000.00
	01-167-0910	Retirement Fund	<u>\$ 62,000.00</u>
			\$222,000.00

Beth Purcell made a motion to remove this item from the agenda and Noreen Clough seconds. All in favor. This item was removed as it was previously voted on.

XI. Board of Education: Refer to Town Council
Change request for 2019-2020 Capital Funds. Refer to Email dated 8/17/2020 from Erica Forti to Jim Keeley.

Noreen Clough made a motion to discuss and change request for 2019/2020 Capital Funds. Beth Purcell Seconds.

Vinny Consiglio stated that this is an (inaudible) land that is (inaudible) for Tuttle School for air conditioning. Honeywell did some repairs but we did not have to use that money so we are looking to keep the money where it is but use it for (inaudible). We have 300 units and we replace 20 to 25 each year and also the chiller at the high school has major problems.

Rich DePalma asked Vinny Consiglio if basically we were saving Honeywell money available for future?

(The undersigned clerk was unable to transcribe most of item XI due to the inaudible recording via zoom.)

Roll call, all in favor, motion carried

XII. Capital Improvement Plan

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

Jim Keeley stated the capital improvement plan was a little late this year. He and the Mayor sat down and looked at all the department requests and were hoping to keep the capital improvements under two million dollars this year. Last year both the capital improvement with the Honeywell project we had a lot of debt out there. Close to \$6,000,000.00 from last year and we have to bond \$4,000,000.00 of that. Jim Keeley further stated that they went through this to try to get what the town needed from the requests from the departments and still be financially sound. We started going through the process and then discovered the ice rink is not functional so we had more than we would have liked, but is the only way to get it up and running which the mayor thought was very important to the town and the residents.

Jim stated to the Board that what you have in front of you is the request from the departments. The left column is what the department requested and then what the mayor recommended and then you will see the \$3.472 million. Out of that we are going to request \$772,000.00 for L.O.C.I.P. So that would be money that we could use so we could reduce it down to \$2.7 million of actual bonding money and out of that \$1,000,000.00 is just for the ice rink. There are a few other things that are on the larger side. \$495,000.00 for police cameras which to my knowledge is now mandatory. We worked with the BOE and we had cut it down to \$300,000.00.

Rich DePalma asked if any of the funds for Police available through grants/reimbursements. Jim Keeley said to best of his knowledge no, but police and fire are very good about getting grants.

Rich DePalma asked Frank Butler about the ice rinks and inquired as to how bad they are. Frank Butler stated the original is from 1973 and over the years they rot out and they are buried in the concrete and when they start leaking, there is no way to fix it other than cut them out and re do the concrete and put new ones back in. They have better technology today but the original life time of those is about 25 years and we got about 40 years. We did well with how long it lasted. There is no sign it is leaking until it starts leaking. Beth Purcell asked if this impacts the hockey season this year. Frank stated yes and East Haven teams were notified quickly and then notified Guilford, Branford and all the coaches and explained the situation. They are going to, as far as East Haven Youth Hokey and High School, they are going to pay more for ice time but they do have somewhere to skate. We will look at 6 months between going out to bid, equipment being ordered, etc.

Jim Keeley stated \$1,000,000.00 bonding and \$300,000.00 we would get reimbursed through L.O.C.I.P program. Currently we are budgeting for paving from the L.O.C.I.P program for \$472,000.00; We have \$772,000.00 in that program and we like to have a little extra but this year with the ice rink and the financial situation we are trying to defer money as much as we can so if the state is willing to pay \$300,000.00 we are willing to accept it. They give us an allocated total and we need to request with the state and they approve this capital improvement project has to be part of your 5 year plan so that is why

it is included in there but separate because it has to be part of the town's 5 year plan for L.O.C.I.P monies. If this gets approved then we send a request to the state to give them a copy of the 5 year plan and a copy of the minutes where it was approved.

There is a discussion with the Board and Jim Keeley about the capital improvement plan. The Board was given on 2 separate dates, by the undersigned clerk, a 2 page Capital Improvement plan and a 4 page plan provided to her by Jim Keeley. Some Board members were looking at the 2 page and not the 4 page and there was confusion with the numbers. That was cleared up.

Beth Purcell asked about the west end revitalization, and wondered if there was grant money available we received that has not been spent yet. There is a small amount and to the best of Jim's knowledge they are trying to apply for more. We only put in a minimal amount this year to keep the project going. The idea is to apply for more grant money also. Beth also asked if it would be in addition to the \$20,000.00. Jim Keeley stated yes, more money we will be getting in and therefore not coming out of tax payers pockets.

Rich DePalma asked about the \$125,000.00 for dispatch command vehicle. Police chief stated that the command vehicle is a multifaceted vehicle. It is used at special town events such as the fireworks. We share it with North Haven and Hamden and it is from 2003 and it actually needs more work. Availability of the vehicle is challenging sometimes and it needs well over the amount of money we are requesting. Noreen Clough asked if "secure the parking lot" is for cameras. Chief Lennon stated it entails a bunch of things, paving, and also we have evidence vehicles and we don't have a fenced in area to secure things and we should and there are some cameras built in to it but it is also factored into the video recording equipment which is for our building.

Noreen Clough asked Chief Marcarelli about station 4 repairs. Chief stated that this is for all station repairs. The average age of our fleet is around 20 years and we have 3 vehicles in the fleet that are over 20 years; Engine 7 is a spare that runs out of headquarters so when another apparatus is going in for repairs that is put in its place and it is 1991; Engine 6 is 1991 and engine 5 is a 2001 and that is probably in the worst shape. Our plan is to replace engine 4 and make that a spare and we would get a new truck to replace engine 4 and lease the balance. The 200 would go toward the pay down and remainder of apparatus will be leased. Chief Marcarelli stated last year he got a grant for \$550,000.00 to replace a fire truck. Engine 4 was actually in last year's capital and it can't wait. The state regulations require they be road worthy. We should retire them after 20 years according to the national consensus standard. Chief Marcarelli said our calls went down during Covid-19. The period between March and July the calls were slowed down. Most people were not going to the ER, we are probably about 1,000 calls down from where we were but we are already seeing it start to trend up again.

Noreen Clough has a question for Mike Milic, Assessor, about his request. Mike Milici stated the leaks in his office have been ignored by the previous administration until OSHA and East Shore Health got involved. Due to the leaks we received a lot of damage on the carpets and the rugs and other things and OSHA said it has to be torn down. Mike Milici put it in the capital budget because it needs to be done basically through "orders" to do it.

Noreen Clough asked about the \$100,000.00 about the land improvement. Mayor Carfora

stated they are doing the paving and upgrading the office down there. Rich DePalma asked if we rent that big machine to grind up? Mayor stated it isn't cheap it is about \$25,000.00 to do it. The Mayor stated they are thinking about putting the scale down there to weigh everyone with debris, etc. We are going to do an overall improvement of the landfill per Mayor Carfora.

Beth Purcell confirmed that the total is \$2.7 million to approve tonight and approving the 20/21 and not the 5 year plan. Jim said correct but we ask for the 5 year plan to get ahead of things.

Chief Marcarelli clarified and wanted the Board to amend his request to read "fire stations repair and improvements" and not just station 4 as this was an error. **Noreen Clough made a motion for the fire department capital improvement plan to include all fire stations repair and improvements. Beth Purcell seconds, roll call, motion carried.**

Roll call for the capital improvement plan, all in favor.

XIII. Adjournment

Noreen Clough made a motion to adjourn and Beth Purcell seconds. **All in favor.**

**Board of Finance Clerk
Susan Mauro
August 28, 2020**