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**TOWN OF EAST HAVEN
BOARD OF FINANCE**

MINUTES FOR DECEMBER 16, 2020 7:00 P.M. REGULAR MEETING

Noreen Clough read into the record:

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

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/83689740645?pwd=ZFhHSU1qR3daMFZTYmxWaG0wT0Nldz09>

Meeting ID: 836 8974 0645

Passcode: 964920

One tap mobile

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The East Haven Board of Finance held a Regular Meeting on Wednesday, December 16, 2020, which commenced at 7:00 P.M. via ZOOM, in order to transact the following:

I. Roll Call

Rich DePalma, Noreen Clough, Beth Purcell, Rich Esposito and Al Purzycki (joined at 7:20) were present. Mayor Joseph Carfora and Ralph Vitale were absent. Jim Keeley, Finance Director was also present.

II. Read and Approve Regular Meeting Minutes from September 16, 2020.

Noreen Clough made a motion to approve the Regular Meeting Minutes from September 16, 2020. Beth Purcell seconds. *All in favor.*

III. Old Business

RE: AUDIT

Rich DePalma asked Jim Keeley how the audit is going. Jim Keeley stated that the audit should be out by the end of the month. Jim stated right now they sent him most of the schedules. They have not sent me over any of the footnotes, however I've been going through all the schedules to make sure we're in agreement. Jim also forwarded to the Board of Ed so that they could have time to review the numbers and be in agreement also. As discussed, prior, this was going to be a bad year per Jim. Nothing has come up on the audit that is out of the ordinary and what we didn't expect. It isn't good. Another year with losses. As we discussed with what we're doing with this budget there is a lot that deals with past revenue budgeted. Right now, Jim does not have a final copy and he doesn't even have a draft. Jim stated that he requests from them every year is the 60 funds just on the Town side rolled up into different groups. We have not asked for an extension and they (auditors) have not asked for an extension, so the audit should be done on time.

RE: HONEYWELL PROJECT

Bob Platt from Honeywell was also on the Zoom meeting to give an update. The Honeywell project is complete. We have also completed all the change orders associated with it. We have a sign off from the Mayor and his team on all ECM (Energy Conservation Measures) which means all the energy conservation measures have been completed. Those include lighting upgrades throughout the Town which includes JMMS, East Haven Academy, Deer Run, Ferrara, Overbrook, Momauguin, and Tuttle. As for the Town buildings Bob Platt stated they did the Animal Shelter, Central Fire, Community Center, Counseling Center, Public Works, Station 4, the Library, the Beach House and Foxon Fire. The boilers were also done in the school buildings and the town buildings. Inaudible... Police got a complete upgrade with the boilers as well as a building management system, for Public Works and Station 4. Bob further stated they put kitchen hood controllers at the high school and well as? Walk in? Coolers, freezers, and controllers. We did them at the high school, middle school, East Haven Academy, Tuttle and we did a lot of the improvements for the building management system. Everything is remote and online. People with the admin rights can sign in and check temperatures and adjust temperatures within the parameters of the agreement that Honeywell has with the Town of East Haven. Those vary by buildings as far as temperatures. We strive to get the greatest savings which was the whole idea of this project. Inaudible..... helping alleviate a lot of the cost associated with new equipment by incorporating new equipment into the energy performance contract. This is an energy saving project and as much as we'd love to touch

every building, every boiler, every window and door that might be leaking we couldn't do that. At the beginning we went and did an energy performance audit. We went out and found out the worst of the worst and that's how we came up with the energy savings to support the project. Rich DePalma asked Bob Platt if we were meeting the projections that we're stipulated. Bob answered we haven't done that first year because we literally just signed off. You have reaped the rewards of construction savings. Inaudible. With new gas? Fire? Equipment, new air conditioning equipment at the town hall as well as inaudible. Caulking of doors windows weather stripping. There will not be a report until the first year. Rich DePalma asked when that would be. Bob answered probably January of 2022. The project was accepted on December 1st so 60 days after that will probably be the first report. Bob said the town does have access to the United Illuminating bills so you can see the gas bill, electric, etc. should you wish. The undersigned Clerk lost zoom service for short time. (Complete audio can be found on East Haven Town Website)

The engineers and energy conservation companies are scratching their heads on how we are we going bona fide this whole Covid-19 so Bob said to just be prepared for that. Noreen Clough asked if the library was included. Bob answered yes, we did the lighting and he upgraded some of the building management systems so now we can see it on the front end so to speak and the town and the schools are separate but we can log in and so can Bruce at the Library to see what the temperature is in and request changes. The temperature can fluctuate depending on the circumstances. For instance, the Senior Center is supposed to be 72 degrees. We don't expect it to be at 68 degrees there. The police department is 24/365. They are maintaining 72°. The Schools' are at 68 degrees but there are variances.

Rich DePalma asked Jim Keely if we exhausted the bond. Jim said we exhausted it. Bob Platt stated we were able to do some good things in addition to our energy performance contract to help the Town. Honeywell has a contingency and Bob could use it at his discretion. Bob stated we have added quite a few perks so to speak. For instance, we needed to replace some motors from 1974. Each one was \$7,500, including installation and rather than approach the town and ask for \$15,000 from the Town, I have the option to take it out of the contingency. The undersigned clerk believe Bob stated he exhausted all of his \$68,000 contingency (a bit inaudible). For the Town Hall we were scheduled to do "x" amount of windows and repair so they could open and close. Just speaking with employees of the Town Hall over 14 months from the Mayor all the way downstairs to Candy Bob stated he built a relationship. We were able to make 14 Windows being able to open and close. Bob spoke with the new Administration and the Mayor and he brought him up to speed on everything and he (Mayor) was very appreciative and we talked about the lighting of the new field at the high school and I told him what we can do and we brought in the right people. His concern obviously is not having the job completed because in the past some of the jobs have not been completed. The Mayor called me several times about concerns and we completed the project and we are now in the Warranty stage and have a one-year warranty from December 1st. We are following up on any items that we might have that are minimal. The good thing is that the town utilized is an outside engineering firm that was paid for through the project. We walked the project every month for the progress and payments. Everything was done by the book every month.

IV. New Business

The Board was wondering if Attorney Luzzi was at this meeting for an update on the cases. The undersigned clerk stated she didn't believe he was actually in the meeting he just hosted the zoom. The undersigned clerk will add this subject to the next Agenda for an update on legal cases with the Town.

V. Public Comment

None

VI. Purchasing

To: 01-105-0110-Regular Salaries \$12,000.00

From: 01-885-0689-Contingency \$12,000.00

Noreen Clough made a Motion to Discuss, Beth Purcell seconds.

Jim Keely stated that we have our Purchasing Agent Katie DePonte who was working 20 hours a week and we are now trying to move her up gradually. The people who have been around for a while may remember 10 years ago, we had a Purchasing Agent and a Purchasing Manager and they were both full time positions so we went from two full-time positions to a part-time position. It has always been my thought that purchasing should be a full-time position but we need to get our money's worth out of the position and we have a lot of different things going on right now as you're aware we are looking at more programs which would place more work on the purchasing department. I would also like to get her more involved with the bids and the bid specs going out. And the internet is great, but sometimes it leads to more work because we just have a lot more options now. Years ago, we have had a limited number of suppliers. Things are different now. There is more work now and we have state bids that are being utilized and it is a great way for us to save money, unfortunately it takes more time to go through that process. Rich DePalma asked if it would free Jim up from some of his duties. Jim answered no it would not free him up because it's two separate jobs. A lot of what Katie will be doing will be taken off the secretary's plate. As for the bids, I am trying to have more purchasing come through purchasing. I have implemented a new purchasing policy which I work with Katie on and that was one of the main focal points that things should be sent down to purchasing for her to go out to see the best price, but again it's more time involved and that is why we are asking for an increase in time. The supervisors contract expired so we will have discussions with them about having it moved to a full-time position.

Rich asked if this was a full-time position right now and Jim Keeley said no but it is a full benefit position. Noreen Clough wanted to know that while we are putting money in salaries, does that increase the benefit side? Jim Kelly said no because we just have two full-time positions and when they cut the last person down to part-time one of those agreements was that they would have full medical benefits. Beth Purcell asked if this position also is included for the Board of Education or do they have their own purchasing person. Jim stated the Board of Education has their own Purchasing person. Noreen Clough clarified that we're going to move this from 20 hours to 30 hours and then going to look to negotiate with a supervisors Union for 37.5 hours if it works out. Jim said yes. We are willing to give

more hours but we need to get more out of the department and see results. Noreen Clough stated that a purchasing policy is great and you will save a lot of money that.
Roll call. All in favor, Motion carried.

VII. Schedule of Meetings list for 2021

Noreen Clough made a motion to accept the Schedule of Meetings at 7:40P.M.
Beth Purcell seconds. *All in favor.*

VIII. Adjournment

Noreen Clough made a motion to adjourn at 7:40 Beth Purcell seconds. *All in favor.*

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