

<https://www.youtube.com/watch?v=o13OCaoBBUE&t=2939s>

\*\*\*\*\*FINAL\*\*\*\*\*

**BOARD OF FINANCE  
MEETING MINUTES  
March 11, 2020**

The Regular Monthly Meeting of the Board of Finance was held in Seminar Room 295 A/B at the Board of Education Administrative Offices, 501 Kings Highway East, on Wednesday, March 11, 2020, at 7:30 pm.

**MEMBERS PRESENT** Edward Bateson, Jim Brown-Chair, Lori Charlton, Christopher DeWitt-Vice Chair, Mary LeClerc-Secretary, Sheila Marmion, John Mitola, Jack Testani, James Walsh

**ALSO PRESENT** Interim CFO Caitlin Bosse, CAO Thomas Bremer, Mill Hill Elementary School Principal Kevin Chase, Selectman Thomas Flynn, Mill Hill Elementary Building Committee Chair Thomas Quinn, David Stein-Silver Petrucelli, FairTV

1. Call to Order – Chairman Brown called the meeting to order at 7:33 p.m.
2. Pledge of Allegiance – Mr. Brown led the Pledge of Allegiance.

Mr. Brown said he is in contact with the First Selectwoman and the Town Attorney who are working on developing a system for future meetings.

3. To Hear, Consider and Act Upon the following Bond Resolution as recommended by the Board of Selectmen entitled “A Resolution Amending and Restating the Resolution Entitled, ‘A Resolution Appropriating \$22,000,600 for the Costs Associated with the Renovation and Expansion of Mill Hill Elementary School and Authorizing the Issuance of Bonds to Finance Such Appropriation’ to Increase the Amount of the Appropriation and this Bond Authorization by \$1,274,900 to a Total of \$23,275,500” consisting of four pages, a copy of which is attached\* hereto

**Mr. Testani motioned to approve the item. Mr. DeWitt seconded the motion.**

Mr. Quinn opened by reviewing the revised estimate with a series of cost reductions and noted they don’t know what financial or timing impact the coronavirus will have on the project. Mr. Stein began describing the schematic phase process and value engineering of the project. Adjustments were made by adding and removing to the schematic scope of work and they were able to reduce contingency and soft costs to save a considerable amount of money.

Mr. Quinn said they believe the contingency will take care of the cost escalators. Mr. Bateson questioned the value engineering in eliminating the classroom. Mr. Stein explained it was reduced about 700 sq. feet equating to an insignificant 1/5% of the budget or \$10,000 and that the Principal was in favor of. Mr. Quinn said it wasn’t in the ED spec. Mr. Walsh asked them to explain how does the Building Committee design something that wasn’t in the ED spec. Mr. Chase explained other schools don’t have so it was a reasonable deduction. Mr. Quinn said this was the only instance.

Mr. Bateson recalled a discussion with the WPCA about rerouting the sewer line. Mr. Stein explained the paving, landscape, rooftop HVAC, acoustical and curbing reductions. Mr. Bateson asked them to forward the Chairman what ed specs were approved in 2019 and where we are now. Mr. Quinn will submit. Mr. Brown requested Ms. Bosse get bond counsel opinion on ED specs and bonding resolution and what is the leeway of the building committee, he thought they had to be exact for this and future work as well. Mr. DeWitt asked why hazmat isn't included. Mr. Quinn replied it's a separate budget. Ms. LeClerc requested they put together a one-page detailed table of what was originally approved and based on new plans show where we are now. Mr. Quinn will compile and send to Ms. Bosse.

The schematic design vs design development scope and cost increases were then examined in detail for Site Work and Building Interior Systems.

Mr. Mitola asked what the next steps were. Mr. Quinn said they will go out to bid mid to late April.

Mr. Walsh asked about the \$1,275,000 variance where it shows you spent \$800,000 in design contingency. Mr. Stein said it essentially rolls up, 5% was added across the board and gets filtered into other line items because there is no more design contingency when we get to this point.

Mr. Brown asked Mr. Quinn what he suggested to do on the next project since setting a budget on schematic design creates a problem every time because you don't have any engineering work. He suggests setting up the process that allows you to spend money on engineers to look at electrical to see if there are major surprises because now we go in with a cookie cutter. There was further discussion on how to better estimate.

**Mr. Walsh motioned to amend bonding resolution Page 1 Resolved: 1. Line 4 insert "money can only to be spent on construction costs to renovate and expand Mill Hill Elementary School pursuant to the specs approved June 11, 2019, to reduce from a 504 to 441. Mr. Testani seconded the motion.**

Mr. Mitola is concerned about the changing bond resolution and the BOS. Mr. Walsh suggested the Chairman have Ms. Bosse refer to bond counsel. Ms. Bosse believes if the BOF changes the language it has to go back to BOS. Mr. Walsh wants language included. Mr. Brown will follow up with Ms. Bosse.

**The amendment carried unanimously, 9-0.**

**Mr. Walsh motioned to approve the bonding resolution as amended. Ms. Charlton seconded the motion which carried unanimously, 9-0.**

4. To Hear Consider and Approve for Delivery to the RTM, the Senior and Disabled Tax Relief Ordinance Update Recommendation from the BOF Senior and Disabled Tax Relief Subcommittee

**Mr. Walsh motioned to approve the item. Mr. DeWitt seconded the motion.**

Mr. Brown gave background and thanked the Senior and Disabled Tax Relief Committee for all their time. Mr. DeWitt said the Tax Assessor, Mr. Murray, is not present and Mr. Bremer is representing FSO. Mr. DeWitt went through the power point presentation to give an overall understanding of the process and then reviewed recommended changes.

Ms. Marmion asked Mr. Bremer to explain the \$400,000 total credit number on the revenue side under summaries in the First Selectwoman's budget. Mr. Bremer explained the amount we are crediting the class of people is shrinking so from one year to the next we added \$400,000. The number decreased from the previous year. Ms. Bosse said the actual is less than the budget was in 2020 so they used the three-year actual and added \$400,000. Mr. Bremer said so the amount we are actually spending has decreased. Mr. Walsh asked what else is in the line item and asked for a three-year average. Ms. Bosse will get the other credit from Ms. Gardiner who will send a follow up. Mr. DeWitt said the 13% is based on budget not actuals.

Mr. DeWitt completed the overview, continued with the actual recommendation and noted changes. He said the BOF doesn't write ordinance. The Committee will make a recommendation on behalf of the BOF and then it goes through LNA and RTM.

Mr. Walsh researched the trust language which was added in paragraph five. A signed sworn affidavit was added under penalty of perjury similar to other Town's language he said. They discussed how to best communicate to the seniors. Mr. DeWitt emphasized they wanted to give the most benefit to the most people and get something out ASAP. There was a further discussion on implementing a 3% random audit to prevent fraudulent applications.

95-9 C.

Second sentence:

The Tax Assessor shall *remove* "randomly" and *add* "some shall be randomly done".

The Tax Assessor shall randomly audit *remove* "3%" and *add* "at least 15 of the applications a year, but may audit more of the applications at the Tax Assessor's or his designee's discretion"

95-11

First sentence:

*remove* "an amount equal to 2.5%"

Second sentence:

*remove* "or what is"

*add* "whichever is less"

Mr. Walsh motioned to add "shall not exceed what is budgeted in a municipal year." Mr. DeWitt will draft something for review. Add to end the proration formula for the amount of decreased each individual participant would be 1 minus budget over project budget.

95-15 Tax freeze – remove all of A. 1-6. Mr. DeWitt said there are zero participants, no one takes advantage of this.

95-15.1 The Assessor *remove* "shall" and *add* "is required to report to the RTM "as well" as the Board of Finance

95-15.4 RTM Review Committee was considered.

Ms. Marmion will send language for proration. Mr. Walsh will make changes and distribute to the body before Monday.

**Mr. Testani motioned to table to date certain of the Monday, March 16 Special meeting at 7:00 p.m. Mr. DeWitt seconded the motion which carried unanimously, 9-0.**

There was discussion on keeping meeting dates, locations, Charter deadlines and how they will move forward with teleconferencing to include department heads and the public.

5. To Hear and Approve Minutes from November 19, 2019, November 26, 2019, December 3, 2019, December 16, 2019, January 7, 2020 and February 5, 2020

**Mr. Mitola motioned to approve the November 19, 2019, minutes. Mr. DeWitt seconded the motion which carried, 6-0-3. (Bateson, Charlton, Testani abstained)**

**Ms. LeClerc motioned to approve the November 26, 2020, minutes. Mr. DeWitt seconded the motion which carried 6-0-3. (Bateson, Marmion, Walsh)**

**Ms. LeClerc motioned to approve the December 3, 2019, minutes. Mr. Walsh seconded the motion which carried unanimously, 9-0.**

**Mr. Mitola motioned to approve the December 16, 2019, minutes. Mr. DeWitt seconded the motion which carried 8-0-1. (Walsh abstained)**

**Mr. DeWitt motioned to approve the January 7, 2020, minutes. Ms. Charlton seconded the motion which carried unanimously, 9-0.**

**Mr. Testani motioned to approve the February 5, 2020, minutes. Ms. LeClerc seconded the motion which carried unanimously, 9-0.**

6. To Hear, Consider and Act Upon Any Communications – none.

7. Adjourn

**There being no further business to come before the Board, Mr. Mitola moved to adjourn the meeting at 10:44 p.m. Mr. Walsh seconded the motion which carried unanimously, 9-0.**

Respectfully submitted,  
Sheila Tesei