

TOWN OF THOMPSON
BOARD OF FINANCE
Thursday, February 19, 2015 Meeting

MINUTES

PRESENT: R. Faucher, Chairman
S. Witkowski
P. Dery
L. Groh
A. McGarry

ABSENT: L. Guillot (previously notified the Chair)

ALSO PRESENT: M. Chinatti, Interim Recording Secretary
Members of the Public (sign in sheet attached to these minutes)

RECEIVED
TOWN OF THOMPSON, CT
2015 FEB 26 P 3:51
Clerk: [Signature]
TOWN CLERK

I. ROLL CALL

Chairman Faucher called the roll. A quorum was present.

II. APPROVE MINUTES

- a. January 15, 2015 Regular Meeting
(**M/S/C McGarry/Witkowski**) to approve the minutes as presented. R. Faucher abstained – was not present at the meeting; motion carried.
- b. February 5, 2015 Special Meeting
(**M/S/C McGarry/Witkowski**) to approve the minutes of the meeting with the following corrections:
 - ✓ Meeting date s/b February 5;
 - ✓ Dery s/b Dery;
 - ✓ Last paragraph on P. 1, line 5 – 1.5% s/b 1.15%;
 - ✓ P. 3, line 1 – “until” s/b “when”**VOTE ON THE MOTION:** 4 aye; L. Groh abstained – was not present at the meeting; motion passed.

III. CORRESPONDENCE

R. Faucher

- Proposed Budget Meeting Schedule w/attached Quaddick Lake Association letter. He noted the Budget Schedule will be taken up under new business.

IV. CITIZENS' COMMENTS – **None**

V. SELECTMAN'S UPDATE: PAUL LENKY

- Dunkin' Donuts is scheduled for a preliminary meeting with PZC at its February meeting; the location proposed is where the package store and two trailers is on Riverside Dr., adjacent to Thatcher Rd., and construction will include a drive-thru and indoor seating;
- It is anticipated Dollar General will be submitting plans to P&Z for its March meeting;
- Building permits – residential alterations - \$89,280, non-residential - \$9,000, sheds/barns - \$41,000 and 12 miscellaneous permits \$47,105.18; for a total of \$196,385.18, and permit fees collected - \$2,031.
- P. Dery asked if there is a report on the library HVAC, to which P. Lenky responded that he did not, but would provide at the next meeting.

Dr. Jolin reported at the last meeting he was asked for an insurance update re the oil spill and stated he has correspondence from them labeled "Confidential Business" or "Ongoing Negotiations" so he could not elaborate. He stated he could say the school's attorney is in correspondence with the insurance company, and the school was provided a copy of the policy and it appears they are covered for what happened. He further stated the appeals are covered. He stated the school is submitting documentation of what happened, photographs, etc. and is in that process now. He stated the school's attorney asked to meet with him (Jolin) the week after next to go over an update. He stated he couldn't say what would happen, but there is activity going on. He indicated the hope the tank would be replaced by the end of the fiscal year.

R. Faucher asked if the State reimbursement would be received prior to the end of the fiscal year, to which Dr. Jolen stated the goal is to get it done in April or May, after which the paperwork would be submitted and it is hoped the reimbursement would be received by the end of the fiscal year.

Dr. Jolin stated DEEP was on site this date (February 19) for an inspection and meeting with school officials. He stated he couldn't say definitely, but the news looks good. He stated efforts are being accepted by DEEP, and they are saying the school is doing the right thing and doing things to make the situation better. He stated he'd given the Board cost estimates at the last meeting, and efforts do appear to fall within those limits. Dr. Jolin stated the only other thing the school is being asked to do is three underground test holes triangulating around the spill, locations being the tennis court, the playground and in the area where the spill occurred. He stated the cost for those holes should not exceed \$15,000 for the three of them. He stated the school is still working off of the temporary tank.

R. Faucher stated the two remaining tanks have less than two years worth of life left, and asked if there was a rough estimate of what replacement would cost, to which Dr. Jolin stated basically it would be no different than the cost for the one being done now. R. Faucher stated the school needs to start planning for that now because that will be a big number, and if it is going to happen in Fiscal Year 2015-2016, the Board needs to know as soon as possible. Dr. Jolin stated the school board would be meeting on March 5 and he hopes to be able to provide cost for this Board after that. He stated he should be able to make the March 5 Budget Meeting also.

Dr. Jolin stated he also wanted to add one other item: The school is working to lock in the oil price tomorrow (February 20), Monday (February 23), or Tuesday (February 24). He stated Orla (McKiernan-Raftery) has been working with the school's oil company, noting that the current price is \$2.11 so the school is going to try to get very close to that. He stated between the Town and the school usage is close to \$150,000 gallons. O. McKiernan-Raftery stated the Town is currently paying \$3.13.

VI. TOWN FINANCIAL UPDATE: ORLA MCKIERNAN-RAFTERY

O. McKiernan-Raftery reviewed the report document provided in members' agenda packets (copy attached to these minutes). She stated a detailed schedule will be emailed to members tomorrow (February 20).

R. Faucher stated that last year at this same time the Town was .6% behind on tax collection, to which O. McKiernan-Raftery responded that R. Morin stated because February 1 was on a week end, and there was snow on the following Monday, he said what's happening for the remainder of the month of February brings it in line.

VII. TOURTELLOTTE BOARD OF TRUSTEES UPDATE

R. Faucher stated a meeting with Crestwood Investment Advisors, scheduled for February, got snowed out and has been rescheduled for March 2.

VIII. OLD BUSINESS – **None**

IX. NEW BUSINESS

- a. Board of Selectmen – Line item request for Executive Assistant for remainder of this, and inclusion for next, fiscal year

K. Forrester discussed where funds would come from, and O. McKiernan-Raftery gave a detailed explanation, noting that \$16,042 was budgeted and \$4,241 was spent, leaving \$11,081. She stated proposed is

transferring \$4,747 from the overtime line. R. Facuher asked if the proposal had been approved by the Town's attorney, to which P. Lenky and K. Forrester stated it had.

P. Lenky stated he sent a letter to the union regarding the change and has had no negative report nor has he received any response at all.

L. Groh stated he had a lot of questions. He asked if anyone was doing the IT work, to which K. Forrester responded that had been moved into Professional Services and Computer Solutions is doing the IT work. She stated the budget is in Data Processing and the \$4,300 will be moved into that. P. Dery asked why it is not known if the budget will be exceeded, to which K. Forrester responded it is her opinion the budget would not be exceeded, barring any unforeseen issues. P. Lenky stated IT support is on an as-needed basis, when needed.

L. Groh asked if any union members expressed concerns, to which P. Lenky responded no. He stated he sent a letter to the President and to the Union Agent on December 19, negotiations are ongoing, but nothing has been said. K. Forrester stated this wasn't in negotiations, and that it never came up in negotiations.

L. Groh stated he thought the Town already had an Executive Administrative Assistant, to which P. Lenky responded not to his knowledge. L. Groh stated the position that includes HR has been that Assistant, to which P. Lenky responded he wasn't aware of that. P. Lenky stated the new position will be a secretary/clerk and will take a lot of work that's been distributed through Town Hall and duties currently being done by the HR position that HR doesn't need to be doing and keep the Assistant in the office longer hours. L. Groh asked why the First Selectman didn't look at the HR position and take some of the funds from there, stating it was his understanding another position in the Town Hall, the Floater position, would be used in case of absences and asked if that was ever utilized, to which P. Lenky stated it is utilized, the majority of the time in the Assessor's Office, that it filled in for the Building Clerk once, and in the First Selectman's office, and that when the Tax Office is busy the Floater can't be taken from that office. K. Forrester stated the new position includes an additional five hours per week.

R. Faucher asked if the proposal was approved by the Town's Labor Attorney, to which P. Lenky responded that he (Labor Attorney) was the one who set everything up for the Selectmen. He stated the salary will be up a little bit next fiscal year and if cuts can be made elsewhere that is what his office is prepared to do. He stated it is important to have someone in that position. R. Faucher stated he was concerned about the union, saying they'll "let you go and come after you later."

P. Dery stated that because of the position taking time off the funds would come from not paying that person, and that he thought this Board was told there would be no transfer. R. Faucher stated the transfer would happen at the end of the fiscal year. P. Dery stated his thought that this Board should decide if it will approve the transfer instead of waiting until the end of the year. R. Faucher stated that all transfers are done at the end of the year and that it's pretty much a formality.

L. Groh stated that if what is being requested is a line item for an Executive Administrative Assistant and increase for the next fiscal year, something is being asked for that hasn't even been through the budget process. He stated his opinion that everything's on the line. He stated he doesn't want to see the Board of Finance commit to next fiscal year. P. Lenky responded, stating that he is asking for funds to keep the position for the rest of the current year, and he would like to keep the position for next fiscal year. P. Dery stated funds can be transferred without this Board's "blessing", to which L. Groh responded the Town could get in trouble for that unless it's an emergency, and noted snow plowing as an example. He stated he has concerns about it. R. Faucher stated he understood L. Groh's concerns but, at the same time, that office has to be manned. He stated that one person has been lost and the other one had issues going on. He stated there's some strict importance to that. L. Groh responded that he could understand that, and stated he would not propose cutting the position that was already there, noting that it is needed in that office.

R. Faucher asked if it was fair to say that with the volume of work there are not enough combined hours to get the work done, to which P. Lenky stated that the proposal is a better use of the resources. He stated he needs the office to operate better than it has been, noting work that has not been getting done is now getting done by the person currently in the position. L. Groh stated, just from a management standpoint, he does not think the office should be looking for more funding because of one person's incompetence to get the job done, and that other steps need to be taken to address that.

R. Faucher stated he would agree to fund for the balance of the current fiscal year, but going forward he doesn't commit to it for next fiscal year. He stated his thought that the taxpayers deserve a better "check" than that. L. Groh agreed, saying the office needs to function and needs money to do so, however, he is not in favor of funding a new position as a Board of Finance member. He stated he is in favor of funding to get the office through, but not funding a new position that could be eliminated next fiscal year.

P. Dery asked if the position was vacant, to which P. Lenky responded the office will no longer have a Secretary/Clerk position but the new Executive Assistant position will take over that position's responsibilities. He stated he will not get into the HR position, noting it is a confidential, delicate situation. P. Dery asked if the position would be posted, to which P. Lenky stated the position was already posted and had a response of 22 applicants, noting that the posting was not for the current position, but the new position. He stated the existing position is not open.

L. Groh stated what he meant by funding was that the office has to run, and that by going into the Overtime line item that could possibly keep it going through the end of this fiscal year.

S. Witkowski questioned if the office had an HR person and an assistant, to which P. Lenky responded there was a Secretary/Clerk at that time. He stated that person was out on sick leave and then for three months there was no one performing the duties so an interim was hired. He stated more duties were assigned the interim, and the new position was created. S. Witkowski stated her opinion that a new position was not created, but the current job description was rewritten, to which P. Lenky responded yes.

R. Faucher noted that the new position would be adding payroll, and that the current hours are 15 in the Selectman's Office and 10 in the Public Works Department. P. Lenky stated the hours in the Selectman's Office were increased to 20 and that Public Works hours remained at 10.

R. Faucher asked if what is being asked is for this Board to vote at this meeting to make the position permanent, to which P. Lenky responded he would like it to be permanent for next fiscal year but "let's just get it funded this year." R. Faucher stated his agreement, and added that, going forward, it has to be on the table in June.

P. Dery solicited S. Smith for comment.

S. Smith stated a meeting was held recently and it was requested this be brought to the Board of Finance because it is, in her opinion, a new position. She stated there is a job description for the new position that does entail a little of what that person would be responsible for in personnel issues. She stated the Board might want to do a Needs Assessment for that office to see what is needed, and to see if the job description really fits with what the Town needs.

A. McGarry asked why not just hire a new person to replace the one that left instead of creating a new position, and asked why this option was chosen. P. Lenky stated there would be personnel duties involved with the new position, which precluded it from being a union position. A.

McGarry stated that, instead of replacing the person who left, duties are being taken from elsewhere and added to the new position. P. Lenky responded, stating that a lot of the duties of that position were put out to other people that should have stayed with that position. A. McGarry questioned if replacing the position would cause work not to get done/compromise the efficiency of the office and that, if yes, the Town needs to talk about it but he is reluctant to vote on something that he doesn't understand what he's voting on.

S. Witkowski stated it sounds like the position was posted and went through the process. R. Faucher stated it sounds like the work couldn't get done, and that if we go through the Budget session he would like to address this. P. Lenky stated that the new position currently handles some union and personnel issues also. R. Faucher stated he understood, but was not sure it would work. He stated he is in favor of funding it through to the end of the year. S. Witkowski asked R. Faucher if what he meant was he was going to be funding the new-title position or the previous title, to which R. Faucher reiterated it should be done through the end of the year.

S. Witkowski stated union negotiations are still ongoing. K. Forrester stated the Board of Selectmen worked together on the job description and she wanted to change it. She continued, stating Attorney Weinstock (Labor Attorney) participated and he said it should not be a union position. L. Groh asked for clarification re the new duties, asking if they would include all of the previous (union) position responsibilities plus personnel, to which R. Faucher responded not all, and P. Lenky added it would include a lot of it. K. Forrester stated part of the issue, in her opinion, is why the Board of Selectmen is moving it, stating that changes the Board (of Selectmen) may want to make can't be discussed at this time. She stated she has stepped in to do HR and cleared that with both attorneys.

L. Groh stated the HR Director position is also the Personnel Director position, with a lot of responsibilities. He asked if what would be done is taking a lot of those personnel responsibilities away and giving them to the new position, to which K. Forrester responded the new position would assume a lot of them.

A. McGarry stated the Board of Finance has jurisdiction over this and would vote on it temporarily or permanently, and it seems like Board is getting too deep into this. He suggested the issue needs to be crystallized in the Town Hall and then brought back and presented to the Board. He stated it seems this Board is getting more involved than it should.

K. Forrester stated the Board of Selectmen met and put together the job description and agreed that is what the Board (of Selectmen) needed and

is here to ask for the funding for that line item. R. Faucher stated he is in favor of funding it for the rest of this fiscal year, but he is not comfortable for the next fiscal year right now.

L. Groh stated his agreement with A. McGarry, that he is not in favor of creating a new line item in the middle of a budget. He stated he is in favor of the work getting done and for this Board to do what it needs to do to get that done, but he is not in favor of creating a new line item in the middle of a budget. He asked, qualifying that his question may be a question for the attorney, whether the money should come out of Professional Services as opposed to the Overtime line item. K. Forrester stated it is not coming out of Professional Services, to which L. Groh responded that he knows it isn't right now and that it is currently being funded through the Overtime line item, which K. Forrester confirmed. L. Groh stated that all he was saying was for the rest of the fiscal year if the office is not going to use a union person would it come out of Professional Services as opposed to the Overtime line item. O. McKiernan-Raftery responded that Overtime is to cover the additional staff, and she thought what the Board of Selectmen is requesting is a line item transfer. L. Groh stated that he is fully aware of the conversation, and he agrees with R. Faucher. He stated the Board of Finance wouldn't usually make a line item transfer until June. O. McKiernan-Raftery stated she thought it would be considered a budget adjustment as opposed to a budget transfer. R. Faucher stated he considers it a transfer at this point and those don't usually happen until June. He stated the office needs to run and there are extenuating circumstances, a backlog of work to be done. He stated that as long as the dollar amount is small it's a formality for the Board to transfer.

P. Dery stated that if there is a vacant position and it can be posted it should be posted and see if someone can be hired to get the work done. L. Groh asked if the new position was already filled and P. Lenky responded the person is a temporary.

R. Faucher stated the matter needs to be taken up during budget session, and that the Board doesn't have to make a decision now for next fiscal year. He stated he would like to get some information in the meantime. He suggested documentation be provided showing "the old way and the new way and where we are." L. Groh stated he is not in favor of funding the line item of Executive Administrative Assistant, but that he is in favor of the First Selectman being able to do what he needs to do for the office to function. He stated if it's another vacancy with another position in the office and things need to be done to get that work done, he is in favor of that, but that he is not in favor of a new line item.

P. Lenky stated that the person will be temporary until this gets figured out.

- b. First Selectman – Funding request of \$178,080 for replacement of Quaddick Rd. bridge

P. Lenky gave an overview of the request, and R. Faucher asked it had been considered to put the bridge replacement in the Capital budget for next fiscal year. P. Lenky responded that he did not know if it could wait until then. R. Faucher stated he doesn't want to go to referendum, and that if it is put in the Capital the net request would be \$45,000. He asked, if the commitment is made to put it in the Capital budget in July would the extra month really matter. P. Lenky stated he has been talking with an engineer and to the State and different towns that did similar projects, and it appears the project could be done for no more than \$350,000.

M. Chinatti elaborated on the First Selectman's comments, stating that the bridge is sorely in need of replacement, and that the last State inspection ranked it at 31% for safety and efficiency. She stated that the Town was previously awarded an \$800,000 grant through the Federal/Local Bridge program, but due to program requirements completion of the project would take between three and four years. She continued, stating that the State determined the bridge eligible for emergency funding and committed to fund 49.12% of a \$497,100 total project cost. She stated that the State's funding portion would be dispursed to the Town upon its (State) receipt of the supplemental application under the State/Local Bridge Program. She stated funds have been committed, and are set aside, for this project and that they are certain. She stated the bridge is deficient to the point of the State closing it sooner rather than later if the repairs are not made. P. Lenky stated, if the State were to close the bridge, the Town would be required to fund emergency response services from other towns, which funds are not currently allocated and could be substantial.

M. Chinatti stated she could approach the State with the question and ask if a funding allocation in the Capital budget for Fiscal Year 2015-2016, which begins July 1, would be acceptable. R. Faucher stated that if the State would not agree to that, the Board would have to hold a Special Meeting. M. Chinatti noted that, if the requested funding is approved and the project exceeds the \$350,000 total cost estimate, an additional funding request would have to be made.

L. Groh asked if there was money in the road fund, to which O. McKiernan-Rafoery stated there is a \$440,000 balance in the paving account. R. Faucher stated the \$178,000 could be taken out of that account, and that he believes there is no issue with doing that.

(M/S/C Groh/McGarry) to take \$178,080 from the paving account.

P. Dery suggested the motion simply state to take funds out of the paving account, without listing a dollar amount, to which R. Faucher stated an amount must be specified.

VOTE on the motion: Groh – yes; Dery – yes; McGarry – yes; Witkowski – yes; Faucher – yes. Carried unanimously.

c. WPCA Phosphorous Project – Request for Bond of \$750K

Sam Stillwell, Chairman of WPCA, provided background for the request. He stated that, three years ago, DEEP issued an Order that the Authority must install a phosphorous mitigation process. He stated the engineering phase is complete, and that DEEP provided some funding for that portion. He stated the Authority now needs to advertise for a contractor to perform the work, and that paperwork will be submitted to DEEP and USDA for matching funds to assist with accomplishing the work. He stated the project was estimated at \$450,000 last year, and additions to that amount would include temporary mitigation; he stated the estimated cost now is between \$475,000 and \$480,000. He stated there will also be extra costs going forward for chemicals and maintenance required on the system, once it is installed. He stated a rate increase was implemented last year in anticipation of this, and that the Authority has approximately \$180,000 in its cash reserve fund. He stated income of slightly over \$450,000 is expected this year, and expenses of between \$330,000 and \$340,000 are anticipated. He stated he is not sure if the Town has to back WPCA on the loan; that question has been asked of the auditors, for which they are awaiting a response. He stated the proposed project is the largest the Authority will have done, and it is hoped the Town will back the Authority on the loan. He stated the Authority hasn't heard from USDA, but that they (Authority) can't do it without the Town's assistance. He stated, based on the budget today, they can; however, going forward, there are at least four or five new DEEP requirements coming down in the next 10 years, which will be quite costly.

O. McKiernan-Rafoery stated she is awaiting clarification as to whether WPCA could borrow the money on its own, without help of the Town.

S. Stillwell stated the Authority has been to the Board of Selectmen and that Board approved approaching this Board.

O. McKiernan-Rafoery stated the Authority anticipates going out to bid in June, and that it would tie into the Town Meeting and Referendum for this budget cycle.

R. Faucher asked, if the Town were to back the loan, would the Authority absorb the debt service, to which S. Stillwell responded it would.

L. Groh asked if the matter could be addressed next month, to which O. McKiernan-Raftery responded it could. L. Groh stated that, as there are a few unanswered questions, he would be in favor of moving forward with it but not vote on it at this meeting.

R. Faucher stated his concern with the cost estimate of \$480,000 and loan amount of \$750,000, to which S. Stillwell responded it has to do with the way USDA sets the money assigned for the project, and that \$225,000 is set aside for the Authority right now. R. Faucher stated the ultimate bond would actually be what the project costs, and that the request should be "not to exceed" \$750,000.

L. Groh stated that there was talk last year about tying into Putnam, and the cost of that vs. doing the upgrades, to which S. Stillwell responded that the upgrades proved to be extremely cost effective. He stated he and D. Chaput met with Putnam, noting the low estimate for the work necessary to tie-in was \$5,000,000, and the high end was \$10,000,000. He stated EPA is interested in regional systems, but this would be way too expensive, and the expense can't be justified with the limited customer base the Authority has. L. Groh stated he is in favor of voting on the request next month.

R. Faucher stated the matter would be on the Board's agenda for its March meeting, under Old Business.

- d. Board of Selectmen – Request for Additional Funds in the amount of \$6,825 in Capital Improvements – Building Improvements to Purchase HVAC Equipment for the IT Room

K. Forrester stated the Town must replace the Quality system server and the Vision server. She stated funding was allocated in 2013 for both servers; however, the room where the servers are housed must be air conditioned, noting that the room temperature now, without the air conditioning, oftentimes gets extremely hot. She stated purchase of the subject equipment would be the most cost-effective way to address the need. She reiterated that the PO issued previously was for the two servers, and did not include the air conditioning.

P. Dery asked if this is the reason the Tax Office could not meet State requirements, to which K. Forrester responded that the system on the server isn't being supported anymore. She stated necessary software can't be installed on the server currently in use, and that the new server comes with the software.

S. Witkowski asked if the subject request is an estimate just for climate control, not including the servers, to which K. Forrester responded that is correct.

L. Groh stated he is in favor of waiting for the budget season, to which K. Forrester responded that the heat in the room where the servers are housed "fries" the servers, and that the system purchased, should the Board approve the request, can be attached to the building which would negate the need for removal in the winter. She stated the Town is currently non-compliant with DMV, and it has been for several months.

R. Faucher asked what the balance of the Contingency account was, estimating \$70,000, which O. McKiernan-Raftery confirmed.

(M/S/C Faucher/McGarry) to approve the purchase of the HVAC, funds to come out of the Town's Contingency account.

L. Groh stated he is aware it is needed but he still thought it should wait until budget season.

R. Faucher stated that, if it were \$60,000 as opposed to \$6,000, he could see that.

P. Dery stated the problem is causing problems for the citizens, with motor vehicle registrations to be held up.

VOTE on the motion: L. Groh – yes; P. Dery – yes; A. McGarry – yes; S. Witkowski – yes; R. Faucher – yes. Carried unanimously.

- e. Town Planner – Request for \$1,000 for UCONN engineering work associated with the Blain Road Footbridge Project

M. Chinatti provided background for the Board, referring to her February 11 memo (copy attached to these minutes). She stated that the project was included in hand-over documents she received upon assuming her current position, and it was listed at that time as "high priority/no funding available." She stated that discussions with E. Greenough, USACE revealed that project engineering is the "stumbling block" to getting the bridge replaced. She stated she was told by E. Greenough that Army Corps has funding and will purchase the pre-fab bridge and accomplish installation, but that it does not have the funding available for its Engineering Department to do the engineering which, per E. Greenough, would cost USACE between \$20,000 and \$30,000. She stated that, after contacting many educational institutions with engineering programs, UCONN agreed to assist. She stated it is the Senior Project for the assigned students, and that H. Epstein, Head of the Department hopes

that the Town will provide some sponsorship of the total \$7,000 cost. She stated that K. Durlach, Chairman of the Thompson Trails Committee, had spoken with H. Epstein, who expressed his hope to her (Durlach) that the Town would commit \$3,000, but that sponsorship of a lesser amount would be accepted. M. Chinatti continued, stating the matter will be addressed at the March Trails Committee meeting, and that she approached the Recreation Director, who indicated it would also be on the Recreation Commission's March agenda. She stated replacement of the bridge, which was removed by the USACE in 2011 due to safety concerns, is extremely important to again connect the West Thompson Lake span to the Town's existing trails system and that, since word of the project has gotten out, many people have expressed their hope that it will be completed. She noted that the former bridge span was approximately 53', and that E. Greenough informed her they are looking at a span of approximately 100' for the replacement.

R. Faucher asked M. Chinatti if she could get the USACE commitment (bridge purchase/installation) in writing, to which she responded she would make that request.

L. Groh stated a motion could be made contingent upon receiving written confirmation from USACE, to which R. Faucher stated he wanted to wait to see the letter to confirm it will, indeed, construct.

R. Faucher stated he would also want to see the Town indemnified from any issues/liability(ies) that may arise in the future to ensure that taxpayers are protected. S. Witkowski stated her opinion that there is more of a liability to not have a bridge there. R. Faucher asked that M. Chinatti provide an answer from the Town's Attorney for next month's meeting, and stated the matter would be taken up at that meeting under Old Business.

- f. Accept Letter of Resignation from Andrew Richardson, Recording Secretary

(M/S/C Dery/Groh) to accept the resignation of Andrew Richardson as Recording Secretary for the Board of Finance. Carried unanimously.

- g. Discuss Budget Workshop Meeting Dates and Possible Action

R. Faucher stated that the former Recording Secretary did not file the meeting dates, so he (Faucher) filed them to make sure a room was reserved. He stated the only issue he has is that Dr. Jolin indicated he (Jolin) also has the auditorium reserved for March 12 in case he (Jolin) wasn't ready for his assigned March 5 date.

(M/S/C Groh/McGarry) to accept the Budget Meeting Schedule as presented. Carried unanimously.

X. ADJOURN

(M/S/C Groh/Dery) to adjourn at 8:54PM. Carried unanimously.

Respectfully submitted,
Mary Ann Chinatti, Director of Planning & Development
Interim Recording Secretary




TOWN of
THOMPSON

PLANNING AND DEVELOPMENT OFFICE

MEMORANDUM

TO: Board of Selectmen
Board of Finance

FROM: Mary Ann Chinatti, Director of Planning & Development 

DATE: February 11, 2015

SUBJ: Blain Road Footbridge Replacement – \$1,000 Funding Request

As members may be aware, the Blain Road Footbridge replacement has been investigated by the Thompson Trails Committee, working with the Planning & Development Department, for a number of years. Design of the bridge is the forefront hurdle, per Army Corps.

After numerous failed requests of educational institutions with Engineering Departments to take on the project, UCONN's Civil Engineering Department has agreed, and its students will perform the required area survey and design plan prep for the project; students will perform the work under the supervision of a Professional Engineer. Howard Epstein, the Department's Head, had indicated to me in January of this year that the Department likes to have projects at least partially sponsored by the recipient; he stated an estimated total project cost of \$7,000, and he hoped the Town would be receptive to at least a partial contribution toward that cost.

Karen Durlach, Chairman of the Thompson Trails Committee, spoke with Mr. Epstein last week, and he indicated that sponsorship in the amount of \$3,000 would be appreciated, but that he'd be appreciative of whatever amount the Town was willing to contribute. It is respectfully requested that the Board of Selectmen support this Department's request for, and that the Board of Finance appropriate, \$1,000 toward the surveying and design portion of the project. Ms. Durlach indicated to me that she would bring up at the next Trails Committee meeting the possibility of that Committee also contributing some funds toward the sponsorship.

Per Catherine St. Andre, USACE, design would cost \$20,000 - \$30,000 were ACE to do the work, and it currently does not have funds available to put toward that project. Given, that cost could be reduced to the \$5,000 range if a local engineer were hired, and paid, by the Town to do the work; however, not only would it be a savings to the Town for the students to complete the engineering portion of the project, it would also be the first step to bringing the project to fruition and a valuable learning experience for the students, under the supervision of professionals.

MUNICIPAL BUILDING

815 RIVERSIDE DRIVE, P.O. Box 899 NO. GROSVENORDALE, CONNECTICUT 06255
TELEPHONE (860) 923-9475 x130 • FAX (860) 923-9897

As an aside, Mr. Epstein said to me that he is interested in larger trails projects for his students as well.

BACKGROUND:

This is a project that was included in the Handover Documents received when I started; however, there was no detail provided, other than "active with high priority; no funding currently", and no file for the project existed. Through research, and discussions with Karen Durlach, Chairman of the Thompson Trails Committee, and Ed Greenough, US Army Corps of Engineers, the following was found:

The Army Corps had to remove the bridge in around 2011 because of safety issues, and they would like it rebuilt. It is, as well, extremely important to our trails system here in Thompson. The bridge design is the forefront hurdle. Two of the abutments are unusable; new abutments will be needed, farther out than the existing abutments, on solid ground, and the easterly side is the problem re erosion. New approaches will also be necessary. The new bridge will need to be raised above flood stage to allow high water debris to flow under the bridge without hitting and damaging it, with ACE determining the safest lowest elevation. ACE is looking for the bridge to be a 6' w bridge, with pedestrian/bicycle access only, and the length dependant on abutment placement. ACE would like to keep it less than 100' (the previous bridge was approximately 13'w x 54'l). The area survey is the first step, and some design-build can be done from that; ACE has also indicated that Army Corps is looking to replace the bridge with a pre-fab bridge similar in design to the Continental pedestrian truss bridge on the following link: <http://www.conteches.com/products/bridges-and-structures/truss/continental-pedestrian-bridge.aspx>. Mr. Greenough reiterated that the abutment designs are the main issue.

For Members' information, Mr.Greenough informed me that other work would include purchase of the replacement bridge for which, he stated, ACE has the funds, and installation, which he stated could be done by Army Reservists.

It is understood that a number of critical items are before the Boards for support and for funding; however, this investment, should the request be approved, would be a substantial benefit to the Town, and to its residents and visitors.

Thank you in advance for your favorable actions.

:MAC

To all whom this may concern and effect:

Effective immediately I am resigning from my positions within the Town of Thompson; as recording secretary for the Board of Selectmen, Board of Finance, and the Economic Development Commission.

There were many reasons that compelled me to resign during last night's Board of Selectmen meeting. I feel strongly that there are some instances of corruption and nepotism going on in the town of Thompson's local town government that make me feel incredibly uncomfortable being employed by the town and, to be completely honest, I do not want to compromise my personal integrity by continuing to be employed by the town.

The situation with Starr Road is appalling to me, though I would like to offer a public thank you to Selectman Shaina Smith for doing the right thing at the December 17th, 2014 Public Hearing. So much evidence has been brought before the town yet the citizens continue to be silenced time and time again. Perhaps if Mr. Rawson hadn't donated to the town of Thompson on multiple occasions this would not be the case. The situation with the town hiring family members of current town employees (one being the Second Selectman) is unethical and borders on illegal from what I see from my vantage point – I know many concerned citizens share this view. The situation with the website not containing archived agendas or minutes, along with currently containing no audio recordings of meeting files, also seems suspicious to me as many citizens have been doing their own homework on matters such as the Starr Road issue by referencing back to past meetings. As Paul Baer made clear last night, these files are very small and would not congest the website as Mr. Lenky insinuated both at last night's meeting and during his recent interview with WINY radio. Also, Mr. Lenky flat out lied to the public last night when he claimed he was misquoted by WINY as saying that Mr. Baer "walked away from the job." Mr. Lenky did, in fact, say that as I was able to hear the audio from WINY myself tonight – and we all know that Mr. Baer did not simply walk away, that is a complete misrepresentation of facts. Lastly, Mr. Lenky's behavior, as an elected official, in yelling and screaming at one of the town's citizens is, in my opinion, completely uncalled for and, frankly, reprehensible. All of these instances, essentially, snowballed into my reaching a breaking point and making the decision to resign. I hope that, if nothing else, my walking out will wake some of the town officials up into realizing that government exists for the people. I hope this clears up how I'm feeling this morning as I know these sentiments are shared by many of Thompson's citizens.

Respectfully,

Andrew Richardson

**FINANCIAL REPORT
JANUARY
Fiscal 2015**

Revenue (Schedule I)

Schedule I shows revenues for the fiscal year. The report also shows the annual budget adopted, the current month, and the % of budget received year to date. The last two columns show the year to date and % of budget for the same period last year.

Property Taxes

Property taxes are ahead of last year in dollars (\$228K) and less than budget by 1.2%. Current taxes are higher than last year in dollars (\$219K) and less than budget by 1.1%.

Prior tax collections are \$1.3K higher than last year.

Motor vehicle supplement is \$4.4K higher than last year.

State and Federal Grants

Total received year to date is 46.4% of budget.

ECS: Quarter 3 received totally \$1.921K.

Pequot Indian Grant: 1/3 received totally \$24K

Local revenue

Total year to date is 74.7% of budget totally \$421K. Conveyance fees are up 35%.

Expenses (Schedule II-A)

Expenses year to date are committed 67.6% committed of budget versus 60.9% same period last year and 19% higher than last year. Expenses continue in line with budget.

A detailed schedule will be handed out at meeting.

Balance Sheet (Schedule III)

Cash increased by \$3,571,221 for the month. Compared to last year, cash is higher by \$69,559.

Surplus (Schedule IV)

Projected after adjustments is \$2,055,264.

Contingency

None of the contingency of \$70,000 has been used.

Town of Thompson
YTD January 31, 2015

SCHEDULE I
REVENUE SUMMARY

Description	Adopted Budget FY 15	Actual 1/31/2015	June 30, 2015 Year to date Fiscal 2015	% Budget	Adopted Budget FY 14	Same period fiscal 14	% Budget
3010 General Property Taxes							
CURRENT TAXES	\$ 13,895,815	\$ 3,530,120	\$ 12,664,640	91.1%	\$ 13,503,708	\$ 12,445,444	92.2%
PRIOR YEARS	\$ 220,000	\$ 16,499	\$ 150,424	68.4%	\$ 170,000	\$ 149,133	87.7%
INTEREST & LIEN FEES	\$ 140,000	\$ 10,638	\$ 84,245	60.2%	\$ 140,000	\$ 81,543	58.2%
MOTOR VEHICLES SUPPLEMENT	\$ 125,000	\$ 109,501	\$ 109,501	87.6%	\$ 120,000	\$ 105,082	87.6%
Total	\$ 14,380,815	\$ 3,666,758	\$ 13,008,810	90.5%	\$ 13,933,708	\$ 12,781,202	91.7%
3020 State and Federal Grants							
ELDERLY HOMEOWNER	\$ 85,000	\$	\$ 85,421	100.5%	\$ 85,000	\$ 85,029	100.0%
DISABILITY	\$ 2,400	\$	\$ 2,297	95.7%	\$ 2,650	\$ 2,412	91.0%
GRANT IN LIEU-PILOT	\$ 9,523	\$	\$ 14,022	147.2%	\$ 9,156	\$ 13,004	142.0%
IN LIEU OF TAXES - FEDERAL	\$ 2,480	\$	\$	0.0%	\$ 2,156	\$	0.0%
BOATING	\$ 2,500	\$	\$	0.0%	\$ 2,500	\$	0.0%
EDUCATION EQUALIZATION (ECS)	\$ 7,682,218	\$ 1,920,555	\$ 3,841,110	50.0%	\$ 7,678,747	\$ 3,839,374	50.0%
SPECIAL EDUCATION PLACEMENT	\$ 550,000	\$	\$	0.0%	\$ 550,000	\$	0.0%
TRANSPORTATION	\$ 124,612	\$	\$	0.0%	\$	\$	0.0%
NONPUBLIC HEALTH	\$ 7,500	\$	\$	0.0%	\$ 1	\$	0.0%
NON-PUBLIC TRANSPORTATION	\$ 5,354	\$	\$	0.0%	\$ 7,500	\$	0.0%
MAGNET SCHOOL TRANSPORTATION	\$ 10,000	\$	\$	0.0%	\$ 10,000	\$	0.0%
TELEPHONE ACCESS LINE TAX	\$ 19,000	\$	\$	0.0%	\$ 20,000	\$	0.0%
ADDED VETERANS	\$ 19,000	\$	\$ 18,519	97.5%	\$ 19,700	\$ 18,820	95.5%
STATE REVENUE SHARING	\$	\$	\$		\$	\$	
FIMA	\$	\$	\$		\$	\$	
PEQUOT INDIAN GRANT	\$ 68,805	\$ 23,638	\$ 23,638	34.4%	\$ 59,439	\$ 27,436	39.1%
STATE OF CONNECTICUT - OTHER	\$ 15,000	\$ 2,673	\$ 6,718	44.8%	\$ 15,000	\$ 9,350	62.3%
MANUFACTURERS PHASE OUT	\$	\$	\$		\$	\$ 1,109	
Total	\$ 8,603,392	\$ 1,946,866	\$ 3,991,725	46.4%	\$ 8,461,849	\$ 4,019,775	47.5%

**SCHEDULE I
REVENUE SUMMARY**

2 of 2 pages

Town of Thompson
YTD January 31, 2015

SCHEDULE II-A
EXPENSE SUMMARY

DEPARTMENT	ORIGINAL BUDGET	REVISED BUDGET	Month of January	EXPENDED YEAR TO DATE	OPEN PO'S	TOTAL COMMITTED	AVAILABLE BUDGET	% USED
BOARD OF FINANCE	\$ 24,631	\$ 24,631	\$ 242	\$ 21,395	\$ -	\$ 21,153	\$ 3,478	85.9%
BOARD OF SELECTMEN	\$ 25,823	\$ 25,823	\$ 460	\$ 19,307	\$ -	\$ 18,848	\$ 6,975	73.0%
FIRST SELECTMAN	\$ 128,144	\$ 128,144	\$ 7,691	\$ 68,909	\$ -	\$ 61,219	\$ 66,925	47.8%
DATA PROCESSING	\$ 44,075	\$ 44,075	\$ 2,142	\$ 31,676	\$ 7,691	\$ 37,842	\$ 6,233	85.9%
FINANCE & TREASURER	\$ 145,514	\$ 145,514	\$ 8,126	\$ 87,341	\$ 18	\$ 79,234	\$ 66,280	54.5%
TAX COLLECTOR	\$ 146,918	\$ 146,918	\$ 8,012	\$ 79,032	\$ 239	\$ 71,391	\$ 75,527	48.6%
ASSESSOR	\$ 98,880	\$ 98,880	\$ 3,601	\$ 47,916	\$ -	\$ 44,314	\$ 54,566	44.8%
BOARD OF ASSESSMENT APPEALS	\$ 4,385	\$ 4,385	\$ -	\$ 1,975	\$ -	\$ 1,975	\$ 2,410	45.0%
ELECTIONS & REGISTRATIONS	\$ 50,705	\$ 50,705	\$ 1,550	\$ 30,839	\$ -	\$ 29,315	\$ 21,390	57.8%
TOWN CLERK	\$ 122,804	\$ 122,804	\$ 6,002	\$ 64,707	\$ 9,650	\$ 69,781	\$ 53,023	56.8%
TOWN COUNSEL	\$ 49,500	\$ 49,500	\$ 13,277	\$ 40,464	\$ 18,761	\$ 55,843	\$ (6,343)	112.8%
PROBATE COURT	\$ 10,095	\$ 10,095	\$ -	\$ 10,095	\$ -	\$ 10,095	\$ -	100.0%
TOWN HALL BUILDING	\$ 101,146	\$ 101,146	\$ 7,203	\$ 48,864	\$ 21,689	\$ 65,934	\$ 35,212	65.2%
FIRE MARSHALL	\$ 14,439	\$ 14,439	\$ 996	\$ 6,971	\$ 1,500	\$ 7,475	\$ 6,964	51.8%
FIRE DEPARTMENTS	\$ 476,980	\$ 476,980	\$ 46	\$ 338,382	\$ 50,950	\$ 395,514	\$ 81,466	82.9%
EMERGENCY MANAGEMENT	\$ 2,013	\$ 2,013	\$ 34	\$ 747	\$ 167	\$ 914	\$ 1,099	45.4%
CANINE OPERATION	\$ 27,494	\$ 27,494	\$ 1,763	\$ 14,398	\$ 1,048	\$ 14,305	\$ 13,189	52.0%
TOWN GARAGE	\$ 31,800	\$ 31,800	\$ 5,359	\$ 19,273	\$ 8,929	\$ 27,214	\$ 4,586	85.6%
PUBLIC WORKS	\$ 828,271	\$ 828,271	\$ 66,087	\$ 430,673	\$ 39,150	\$ 413,979	\$ 414,292	50.0%
GROUND SUPPLIES PARKS	\$ 20,500	\$ 20,500	\$ 78	\$ 8,855	\$ 354	\$ 9,214	\$ 11,286	44.9%
TRANSFER STATION	\$ 309,270	\$ 309,270	\$ 17,594	\$ 140,771	\$ 7,558	\$ 143,353	\$ 165,917	46.4%
CEMETERIES	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	0.0%
SNOW REMOVAL	\$ 216,000	\$ 216,000	\$ 29,717	\$ 103,888	\$ 3,271	\$ 103,835	\$ 112,165	48.1%
BUILDING OFFICIAL	\$ 82,566	\$ 82,566	\$ 4,520	\$ 45,628	\$ 400	\$ 41,708	\$ 40,858	50.5%
BUILDING BOARD OF APPEALS	\$ 10	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ 10	0.0%
GENERAL SERVICES	\$ 72,362	\$ 72,362	\$ -	\$ 47,263	\$ 9,572	\$ 56,835	\$ 15,527	78.5%
VETERANS SERVICES	\$ 4,719	\$ 4,719	\$ 330	\$ 2,081	\$ -	\$ 1,751	\$ 2,968	37.1%
PUBLIC HEALTH NURSING	\$ 38,242	\$ 38,242	\$ -	\$ 38,242	\$ -	\$ 38,242	\$ 0	100.0%
LIBRARY ADMINISTRATION	\$ 364,344	\$ 364,344	\$ 16,137	\$ 201,836	\$ 20,858	\$ 208,485	\$ 155,859	57.2%
LIBRARY/COMMUNITY CTR BLDG	\$ 136,371	\$ 136,371	\$ 1,691	\$ 45,901	\$ 36,966	\$ 82,946	\$ 53,425	60.8%
CELEBRATIONS	\$ 2,365	\$ 2,365	\$ -	\$ 500	\$ -	\$ 500	\$ 1,865	21.1%
HISTORICAL SOCIETY	\$ 975	\$ 975	\$ -	\$ -	\$ -	\$ -	\$ 975	0.0%
RECREATION COMMISSION	\$ 86,445	\$ 86,445	\$ 4,686	\$ 52,380	\$ 976	\$ 48,599	\$ 37,846	56.2%
ECONOMIC/COMMUNITY DEVEL	\$ 64,504	\$ 64,504	\$ 3,492	\$ 36,757	\$ -	\$ 33,265	\$ 31,239	51.6%
PLANNING & ZONING COMMISSION	\$ 29,911	\$ 29,911	\$ 1,415	\$ 11,921	\$ 252	\$ 10,804	\$ 19,107	36.1%
ZONING BOARD OF APPEALS	\$ 3,138	\$ 3,138	\$ 257	\$ 1,863	\$ -	\$ 1,606	\$ 1,532	51.2%
INLAND WETLANDS COMMISSION	\$ 24,291	\$ 24,291	\$ 1,391	\$ 12,493	\$ -	\$ 11,102	\$ 13,189	45.7%
CONSERVATION COMMISSION	\$ 18,049	\$ 18,049	\$ 1,016	\$ 9,897	\$ -	\$ 8,881	\$ 9,168	49.2%
ECONOMIC DEVELOPMENT	\$ 2,492	\$ 2,492	\$ 108	\$ 787	\$ -	\$ 680	\$ 1,812	27.3%
FRINGE BENEFITS	\$ 1,102,625	\$ 1,102,625	\$ 64,399	\$ 616,932	\$ 164,400	\$ 771,096	\$ 331,529	69.9%
MUNICIPAL INSURANCE	\$ 63,250	\$ 63,250	\$ -	\$ 49,812	\$ 13,674	\$ 63,486	\$ (236)	100.4%
CAPITAL EXPENDITURES	\$ 330,900	\$ 343,900	\$ 34,034	\$ 239,326	\$ -	\$ 205,291	\$ 138,609	59.7%
TRANSFERS	\$ 359,300	\$ 509,300	\$ -	\$ 509,300	\$ -	\$ 509,300	\$ -	100.0%
DEBT RETIREMENT	\$ 887,713	\$ 887,713	\$ -	\$ 813,510	\$ -	\$ 813,510	\$ 74,203	91.6%
CONTINGENCY FUND	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000	0.0%
TOTAL EXPENSES	\$ 6,625,459	\$ 6,788,459	\$ 313,456	\$ 4,352,907	\$ 418,073	\$ 4,590,831	\$ 2,197,628	67.6%

**Town of Thompson
as of January 31, 2015**

**SCHEDULE III
GENERAL FUND BALANCE SHEET**

	UNAUDITED 7/31/2014	UNAUDITED 8/31/2014	UNAUDITED 9/30/2014	UNAUDITED 10/31/2014	UNAUDITED 11/30/2014	UNAUDITED 12/31/2014	UNAUDITED 1/31/2015
ASSETS							
Cash and cash equivalents	\$ 9,374,761	\$ 8,172,484	\$ 6,119,344	\$ 6,080,289	\$ 4,433,339	\$ 3,879,662	\$ 7,450,883
Investment							
Receivables (net)	\$ 7,851,132	\$ 7,168,823	\$ 7,008,808	\$ 6,906,679	\$ 6,827,205	\$ 5,439,784	\$ 1,781,550
Inventory							
Due from other funds	\$ 538,981	\$ 664,950	\$ 539,904	\$ 771,135	\$ 93,143	\$ 230,072	\$ 327,150
Total assets	\$ 17,764,874	\$ 16,006,257	\$ 13,668,056	\$ 13,758,103	\$ 11,353,687	\$ 9,549,518	\$ 9,559,583
LIABILITIES							
Accounts and other payables	\$ 14,885	\$ (3,935)	\$ 16,065	\$ 14,163	\$ 11,738	\$ 15,108	\$ 8,584
Due to other funds	\$ 1,838,132	\$ 1,894,469	\$ 2,041,077	\$ 1,999,691	\$ 2,074,360	\$ 2,041,015	\$ 2,149,680
Deferred revenue	\$ 7,781,018	\$ 7,128,905	\$ 6,968,889	\$ 6,866,761	\$ 6,790,983	\$ 5,399,866	\$ 1,741,632
Total liabilities	\$ 9,634,035	\$ 9,019,439	\$ 9,026,031	\$ 8,880,615	\$ 8,877,080	\$ 7,455,989	\$ 3,899,895
FUND BALANCES							
Reserved	\$ 145,383	\$ 137,619	\$ 127,410	\$ 122,290	\$ 114,997	\$ 99,136	\$ 94,093
Unreserved	\$ 2,407,917	\$ 2,383,764	\$ 2,383,764	\$ 2,383,264	\$ 2,383,264	\$ 2,388,626	\$ 2,388,626
Current year increase (decrease)	\$ 5,577,539	\$ 4,465,435	\$ 2,130,851	\$ 2,371,934	\$ (21,652)	\$ (394,233)	\$ 3,176,969
Total fund balance	\$ 8,130,839	\$ 6,986,818	\$ 4,642,025	\$ 4,877,488	\$ 2,476,608	\$ 2,093,529	\$ 5,659,688
TOTAL LIABILITIES AND FUND BALANCES							
	\$ 17,764,874	\$ 16,006,257	\$ 13,668,056	\$ 13,758,103	\$ 11,353,687	\$ 9,549,518	\$ 9,559,583
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ -
Cash Change this month	\$ 5,222,923	\$ (1,202,277)	\$ (2,053,140)	\$ (39,055)	\$ (1,646,950)	\$ (553,677)	\$ 3,571,221
Cash Change from last year	\$ 758,108	\$ 246,628	\$ (84,350)	\$ (629,731)	\$ (13,463)	\$ 222,066	\$ 69,559

**Town of Thompson
as of January 31, 2014**

SCHEDULE IV

2/17/2015 16:14

Surplus Fiscal 2015

Surplus as of 06/30/14	\$ 2,383,264	% 9.91%
Budgeted use of Surplus	\$ (165,000)	
 Projected Surplus before Adjustments	 \$ 2,218,264	 9.22%
12/18/2014		
Transfer to Capital Expenses - Building Improvements		
Oil Tank Replacement	\$ (163,000)	
 Projected Surplus after Adjustments	 \$ 2,055,264	 8.54%
 REVISED Budgeted Expenditures-2015	 \$ 24,052,357	

VOLUNTARY

2-19-15 BOARD OF FINANCE MTG.

SIGN IN SHEET
(PLEASE PRINT)

Joseph H. Gaucher

BILL WITKOWSKI

John Mahon WINY

Rikki MC

KEN BEAUSOLEIL

Linda Jarmolowicz

Karen Durlach

Orly James

David M. Selt