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Patrick B. O'Sullivan
TOWN CLERK



Board of Finance Regular Meeting

Zoom Meeting

Monday, July 20, 2020 7:00 p.m.

(Unapproved)

Attendance

Board Members Present: Chairman Kevin Houlihan, Vice Chairman James Leahy, Kevin Moffett, Patricia Romano, and P. J. Shanley

Board Members Absent: Joseph Nuzzo

Staff: John Cifarelli, Finance Director; Paul Britton, Town Engineer; Deborah Satonick, Recording Secretary

1. Call to Order

- Chairman Houlihan called the meeting to order at 7:06 p.m. and made the introductions of everyone present. He reviewed Governor Lamont's Executive Order 7B regarding the COVID-19 pandemic. There will be no in-person attendance and the meeting will be broadcast live on OGAT. Questions can be emailed to jcifarelli@orange-ct.gov and will be addressed at the meeting.
- Chairman Houlihan requested that an additional item "Replacement of Police Armor Kits" be added on the Agenda for discussion. He also requested that Item #8 be moved to Item #3 on the Agenda.

*Mr. Moffett made a motion to add "Replacement of Police Armor Kits" to the meeting Agenda, seconded by Ms. Romano. All were in favor and the motion **PASSED**.*

*Mr. Moffett made a motion to move Item #8 "Request to Fund Sprinkler System Conversion at Silverbrook II" to Item #2 on the Agenda. Ms. Romano seconded the motion and all were in favor. The motion **PASSED**.*

2. Request to Fund Sprinkler System Conversion at Silverbrook II – Town Engineer Bob Britton

- Mr. Cifarelli explained that the wet sprinkler system pipes in the attic froze during the winter of 2018 and damages were extensive. Residents needed to be temporarily relocated to provide a momentary remedy of installing temporary heat for the remainder of the winter. This short-term remedy cost approximately \$5k per month.
- Mr. Britton presented a handout explaining three possible remedies to permanently correct the situation, highlighting the cost and impact of each of these three options on the residents. After careful review, the Board of Finance agreed that Option #2 was the best choice, being the least costly and having the least impact on residents. This option will leave the existing piping in place and convert the existing wet-pipe system into a dry-pipe system. Mr. Britton estimated that yearly maintenance will be slightly higher than that of a wet system, running about \$1k-\$2k more. The cost for the conversion is \$162,500, and the new system would need to be approved by the Fire Marshall.

Mr. Leahy made a motion to approve \$160k from the Capital Fund to convert the wet- sprinkler system at Silverbrook II to a dry-sprinkler system, as outlined in Option #2, as presented by Mr. Britton. Ms. Romano seconded the motion. All were in favor and the motion PASSED.

3. Amity Update & Vice Chairman’s Report

- In the absence of Mr. Nuzzo, Mr. Leahy presented a brief update on Amity. Their closure due to COVID-19 was on March thirteenth and they continued with remote learning for the balance of the academic year. Mr. Leahy reported that their current 2020-2021 budget increase is 2.49%. He also reviewed their current surplus and their Medical Reserve at 30% funding. He pointed out that their ongoing surpluses indicate that Amity has been overtaxing residents. Lastly, their consideration of transferring a portion of their surplus into their Capital Reserve might not, according to Town Attorney Marino, be legally allowed.
- Mr. Leahy highlighted the “Go Fund Me” fundraiser accessed from the Orange Town website. The \$50k Challenge includes an additional two fundraisers during the summer to support our volunteer fire department.

4. Discussion and Approval of Minutes

A. May 7, 2020 Special BOF Meeting

- The Board members reviewed the minutes and made revisions as necessary.

Mr. Leahy made a motion to approve the revised May 7, 2020 Special Board of Finance minutes, seconded by Mr. Moffett. All were in favor and the motion PASSED.

B. May 18, 2020 BOF Budget Hearing

- The Board members reviewed the minutes and made revisions as necessary.

Ms. Romano moved to approve the revised May 18, 2020 Board of Finance Budget Hearing, seconded by Mr. Moffett. All were in favor and the motion PASSED.

C. May 18, 2020 Special Meeting

- The Board members reviewed the minutes and made revisions as necessary.

Ms. Romano moved to approve the revised May 18, 2020 Board of Finance Special Meeting, seconded by Mr. Moffett. All were in favor and the motion PASSED.

5. Request to Fund Purchase of New Fire Marshall Vehicle

- Mr. Cifarelli reviewed the current trucks in the Fire Department. The 2006 Ford Expedition, which is the current Fire Inspector’s vehicle, has been taken out of service due to structural issues too costly to repair. Mr. Vincent, Town Fire Marshall, presented a memo with a quote for a new vehicle including radio, lights, sirens, vault box, and lettering. The total cost is approximately \$49,295.60. It was noted that there is a shortage of vehicles to purchase due to the COVID-19 pandemic.
- The Fund Balance is healthy at 18% and can be used to fund the vehicle, if desired. He noted that some of the current surplus might be needed in the future to purchases supplies in order to reopen the schools in light of COVID-19. There was a brief discussion about the consideration of transferring funds from the Fund Balance to the Capital Account retroactive to June 30th.

Mr. Leahy made a motion to allocated \$50k from the current 2019-2020 surplus to purchase the new vehicle for the Fire Department, as outlined in the memo. Surplus funds from the following line items will be transferred to 21220009-57320 Fire Marshall Vehicles and encumbered:

- 21302014-51200 Salary-Pool Staff \$5k*
- 21330025-51100 Salary-Asst. Sanitarian \$15k*
- 21345025-51100 Salary-Van Drivers \$15k*
- 21420021-55200 Insurance-General Liability \$15k*

Mr. Moffett seconded the motion and all were in favor. The motion PASSED.

6. Request to Fund Two Police Vehicles

- Mr. Cifarelli advised that there is a need for two police vehicles that can be funded at \$100k either from the Capital Account or from current surplus. One vehicle is to replace a car that was totaled in 2019 and the second is a new car. Mr. Cifarelli gave a brief update on police retirements and noted that the Police Department is down three positions and a few officers are out on Workman’s Compensation.

Mr. Leahy made a motion to allocated \$100k from the current 2019-2020 surplus to fund two police vehicles. Surplus funds from the following line items will be transferred to 2120009-57320 Police General Services Vehicles and encumbered:

*28000002-57320 Police Special Duty \$83,400
67000004-58200 Insurance Fund \$16,600*

Ms. Romano seconded the motion and all were in favor. The motion PASSED.

7. Replacement of Police Armor Kits

- Chairman Houlihan advised that this request was #2 on the 2020-2021 Short Term Capital Projects. The current armor kits are heavy and they need to be replaced. The armor kits include a shield. A quote was submitted on June 27th for \$26,830.

Mr. Shanley moved to approve the request for new Police Armor kits, not to exceed \$30k out of the Capital Fund. Mr. Moffett seconded the motion and all were in favor. The motion PASSED.

8. Review Revenue & Expense Reports for 6/30/2020

- The Revenue and Expense Reports were reviewed by each individual line item from the reports generated through the new Munis System. Some highlights include: Revenue savings are from salaries and there has been a small savings in expenditures; the Board of Selectmen will increase the fee on demolition material at the Transfer Station beginning on September first; Mr. Cifarelli requested that the Town encumber funds in the Library book budget as well as the remaining funds in 21273003-56220 Library Electricity to be used to paint the Library next year. Mr. Cifarelli noted that the pool has recently reopened.
- Mr. Cifarelli suggested the possibility of a Special Meeting in the fall to meet with the members of the Pension Board and the Auditor. Mr. Leahy also requested that the Recording Secretary update the Next Steps List.

9. Adjournment

- Chairman Houlihan requested a moment of silence in memory of Danny Donnelly and expressed condolences to the family.

Mr. Shanley made a motion to adjourn the meeting at 9:43 p.m., seconded by Ms. Romano. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick, Recording Secretary