



Town of Madison, CT

Board of Finance

Subject to Approval

Minutes of a regular meeting of the Board of Finance held on March 15, 2023, 7:00 p.m.
Madison Town Campus

Present: John Picard, Jean Fitzgerald, Fillmore McPherson, Justin Murphy, Katie Stein

Also present: Stacy Nobitz, Finance Director; Kristen Bartosic, Manager of Budgets and Planning; Peggy Lyons, First Selectwoman; Christina Consiglio, Tax Collector; Russel Pierson Director of Madison Emergency Services
Members of the public

Mr. Picard called the meeting to order at 7:00 p.m.

REGULAR SESSION

1. Pledge of Allegiance. The Board of Finance stood and recited the Pledge of Allegiance.
2. Approval of minutes – Regular meeting of February 15, 2023.

On motion made by Mr. McPherson, and seconded by Ms. Fitzgerald, the Board voted unanimously to approve the minutes of the regular meeting of February 15, 2023 as corrected.

Corrections:

Page 1, Item 4, first paragraph, delete “Mr. Murphy agreed to serve as the new liaison for the Library Board”

Page 2, Item 4, first paragraph, delete “Mr. Murphy agreed to serve in this capacity.”

3. Chairman’s comments.

Mr. Picard thanked the Board members for their hard work during the budget process.

4. Finance member comments/liaison reports.

Ms. Fitzgerald noted that she is disappointed with the passage of the Charter change to increase the Board of Finance to a 7-member Board rather than the current 6-member Board. She believes that a 6-member Board is more inclined to work better together to

get things done. She believes that the current Board is an example of a Board that works very well together.

5. Report from First Selectman

First Selectwoman Lyons noted that at the Board of Selectmen's meeting there was discussion on the School Building Committee and the possibility of proposing adjustments to the project's budget. The Board of Selectmen and Board of Finance will need to have some discussions if a decision is made to recommend that the Town seek additional funds for this project. There is agreement among the Committee that the design is beautiful.

First Selectwoman Lyons also reported that the Town is continuing to look into options to apply for grants to help chip away at the money needed for bonding. One of the focuses is on funds for the Academy School project.

In response to a question by Mr. McPherson, First Selectwoman Lyons noted that the possible new funds would be above and beyond the Contingency included in the projected budget. Mr. McPherson suggested that it might be helpful for the Committee to meet with the Board of Finance.

Ms. Stein suggested that to cover any additional costs, the goal will be to first look for savings and then look to other sources. She noted that design development is a budget item that will be coming up shortly.

First Selectwoman Lyons also noted that the Town is implementing a new process for posting Board and Commission agendas and minutes. The new process will streamline the steps necessary by having the postings go directly through the website. Appropriate staff will be receiving training.

6. Citizen Comments

Mr. Boynton, 21 Bradley Corners Road, was present speaking as a representative of Madison Little League, in support of the Nelson Fields Lighting project request for \$220,000. He requested that the Board take action to approve this item. He noted that the Little League members have increased with 750 youths now participating in the organization, which is a 25% increase in registrations. They are also attracting younger youths with 112 participating in the ages 4 and 5 category. There are a tremendous number of kids now using the facilities who will benefit from this project as it will increase the availability. Encouraging kids to be physically and mentally active and social is important.

Mr. Romanchok, 455 Horse Pond Road, commented that he is also involved with Madison Little League. He supports the request for \$220,000 for the Nelson Fields

Lighting project so the work can move forward as soon as possible since costs could increase if there is a delay. One benefit of the lights is that it would assist with scheduling. With the recent increase in the number of participants this would allow for extended hours for use of the fields. Improved lighting would also improve safety and would also allow additional hours to work on player development.

NEW BUSINESS

On motion made by Ms. Stein, and seconded by Mr. McPherson, the Board voted unanimously to move Item 15, Discuss and take action to approve a projected cost increase for the purchase of a 2023 Ford F550 ambulance re-chassis project for Madison EMS that was previously approved in CIP FY 2021-2022: amount to be funded from the Ambulance Fund, up to next on the agenda.

15. Discuss and take action to approve a projected cost increase for the purchase of a 2023 Ford F550 ambulance re-chassis project for Madison EMS that was previously approved in CIP FY 2021-2022: amount to be funded from the Ambulance Fund.

Russel Pierson Director of Madison Emergency Services noted that the Ambulance Service had received \$192,000 in funding to purchase a 2022 F550 ambulance through the 21-22 CIP. They were notified that Ford is no longer making the 2022 model but that Madison would be eligible for a 2023 model. Because of cost increases and supply chain issues, there would be an additional cost of \$18,214 for the 2023. In addition, the ambulance box is currently 12 years old so would need some additional items at an estimated cost of \$5,353. They are requesting that an amount not to exceed \$30,000 be approved, to come from the Ambulance Replacement Fund, to allow some flexibility for additional chassis items that might be needed.

On motion made by Ms. Stein, and seconded by Mr. McPherson, the Board voted unanimously to approve the request of the Ambulance Service for an additional amount not to exceed \$30,000 from the Ambulance Replacement Fund for a cost increase in the purchase of a 2023 Ford F550 ambulance re-chassis for the Madison EMS, that was previously approved in CIP FY 2021-22.

7. Acceptance of \$5,000 monetary donation from the Madison Foundation and Neighbor-To-Neighbor for MY&FS Emergency fund.

On motion made by Ms. Stein, and seconded by Mr. Murphy, the Board voted unanimously to accept a donation of \$5,000 from the Madison Foundation and Neighbor-To-Neighbor for the Madison Youth and Family Services' Emergency Fund.

8. Discuss and take action on transfer of property taxes to the Suspense Tax Book based on recommendation from the Tax Collector.

Tax Collector Christina Consiglio reviewed her recommendation to transfer \$54,092.17 in property taxes to the Suspense Tax Book and also reviewed the very possible current tax collection rates.

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to accept the recommendation of the Tax Collection and transfer \$54,092.17 in property taxes to the Suspense Tax Book

9. Discuss and take action to approve a special appropriation of \$61,194.20 for Police Department gear, uniforms, and training.

On motion made by Ms. Fitzgerald, and seconded by Ms. Stein, the Board voted unanimously to approve the request of the Police Department for a Special Appropriation of \$61,194.20 from undesignated fund balance to Account #PD3500A/56550, Staff Uniforms, for start-up costs for seven Police Recruits.

10. Discuss and take action to approve a Special appropriation of \$13,148 for replacement and repairs of remote Radio Site HVAC refurbishment.

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to approve the request of the Communications Department for a Special Appropriation of \$13,148.00 from Contingency to Account #CO65800A/53300, Professional Technical, to complete the replacement of one of the nine total HVAC units located over five remote radio tower sites and to perform a high level preventative maintenance service on the remaining eight operating units that have not received service in several years.

11. Discuss and take action to approve a Special Appropriation of \$135,000 to assign fund balance into the Firemen's Pension Reserve Fund.

On motion made by Ms. Stein, and seconded by Mr. McPherson, the Board voted unanimously to approve a special appropriation of \$135,000 from undesignated fund balance to assign fund balance into the Firemen's Pension Reserve Fund.

Ms. Nobitz noted that this set aside into the reserve fund is an effort to offset the budget impact of the changes in the Firemen's Pension Plan for the year 2023-24.

12. Discuss and take action to approve a Special Appropriation into the Fireman's Pension Reserve Fund.

Mr. Picard noted that with the amount of the Fireman's Pension now doubled, the Pension Fund is underbudgeted.

In response to a question by Mr. Murphy, First Selectwoman Lyons noted the Board of Selectmen felt that, because the Board of Finance had begun this discussion, the recommendation for a special appropriation should come initially from the Board of Finance.

On motion made by Mr. McPherson, and seconded by Ms. Stein, the Board voted unanimously to approve a special appropriation of \$1,000,000 from undesignated fund balance into the Firemen's Pension Benefit Fund, pending Board of Selectmen and Town Meeting approval.

13. Discuss and take action to approve the following special appropriations; pending Town Meeting approval where applicable:

a. 6 Radar Speed signs - \$34,547.

Mr. Picard noted that the original request for 6 radar speed signs for \$34,547 has been reduced to 4 signs for \$23,031.

On motion made by Ms. Stein, and seconded by Mr. McPherson the Board voted unanimously to approve a special appropriation of \$23,031 from Contingency for four Radar Speed Signs

b. 4 Stalker Radar Sets Vehicle Mounted Dual Antenna - \$13,023.

On motion made by Ms. Fitzgerald, and seconded by Mr. Murphy the Board voted unanimously to approve a special appropriation of \$13,023 from undesignated fund balance for four Stalker Radar Sets Vehicle Mounted Dual Antennas.

c. Capital Improvement Program – Technology - \$100,000.

On motion made by Mr. McPherson, and seconded by Ms. Stein the Board voted unanimously to approve a special appropriation of \$100,000 from undesignated fund balance to the Capital Improvement Program – Technology.

d. Capital Improvement Program – CNRE - \$3,500,000, pending Town Meeting Approval.

Mr. Picard noted that the goal of approving this special appropriation now is to reduce what will be needed later. Mr. McPherson commented that his preference would be to use a lower number. Ms. Nobitz commented that the figure is based on the 5-year plan so if the infusion is not done this year there will be an impact next year. First Selectwoman Lyons noted that putting the funds in CIP provides flexibility in the event of a crisis because the Board has the ability to move these funds if necessary.

On motion made by Ms. Stein, and seconded by Ms. Fitzgerald the Board voted unanimously to approve a special appropriation of \$3,500,000 from undesignated fund balance to the Capital Improvement Program -/CNRE, pending Town Meeting approval.

e. Capital Improvement Program – CRF - \$100,000.

On motion made by Mr. McPherson, and seconded by Ms. Fitzgerald the Board voted unanimously to approve a special appropriation of \$100,000 from undesignated fund balance to the Capital Improvement Program – CRF.

14. Discuss and take action to approve additional ARPA Round 14 funding requests totaling \$295,000:

a. MLL Nelson Fields Lighting/CIP Approved requesting \$220,000.

On motion made by Ms. Stein, and seconded by Ms. Fitzgerald the Board voted unanimously to approve an additional ARPA Round 14 funding request for \$220,000 for the MLL Nelson Fields Lighting project.

In response to a question by Mr. Murphy, Ms. Nobitz noted that utilities will be an annual expense related to this project which will be under the management of the Beach and Recreation Department.

b. Scranton Library – Creative Loft Tools requesting \$10,000.

On motion made by Mr. McPherson, and seconded by Ms. Stein the Board voted unanimously to approve an additional ARPA Round 14 funding request for \$10,000 for creative loft tools for the Scranton Library.

c. Town tennis court repair and maintenance for \$65,000.

On motion made by Ms. Stein, and seconded by Mr. Murphy the Board voted unanimously to approve an additional ARPA Round 14 funding request for \$65,000 for Town tennis court repair and maintenance.

16. Discuss and take action to approve funding of up to \$65,000 from the Town Planning Reserve for strategic planning services.

First Selectwoman Lyons noted that in January 2023 the Strategic Planning Working Group launched an RFP for services related to updating and completing the Town's 10-year strategic plan. As a result of the RFP process, the Working Group recommends the Town award a consulting contract to SBrands Solutions to provide professional services to the Town for a proposed total budget not to exceed \$65,000 to be funded by the Town's Planning Reserve Account.

On motion made by Ms. Stein, and seconded by Ms. Fitzgerald, the Board voted unanimously to accept the recommendation of the Strategic Planning Working group and award a consulting contract to SBrands Solutions to provide professional services to the Town for a proposed total project budget not to exceed \$65,000 to come from the Planning Reserve Account.

17. Assign liaisons to the following Town Committees:

a. **Academy Building Committee**

Justin Murphy will serve as the Board of Finance liaison to the Academy Building Committee.

b. **Ad-Hoc Facilities Committee**

Fillmore McPherson will serve as the Board of Finance liaison to the Ad-Hoc Facilities Committee.

It was also noted that Katie Stein will serve as the Board of Finance liaison to the Library Committee.

18. Review Financials.

There were no questions or comments regarding the financial reports.

19. Citizen comments.

There were no citizen comments.

20. Adjourn.

On motion made by Ms. Stein, and seconded by Mr. McPherson , the Board voted unanimously to adjourn the meeting at 8:04 p.m.

Respectfully submitted,

Terry Buckley, Clerk