

**TOWN OF DARIEN
BOARD OF FINANCE
REGULAR MEETING
MARCH 22, 2016**

ATTENDANCE: Jon Zagrodzky, Chair; Frank Huck, Vice Chair; Diana Maguire,
James McLaughlin, Bruce Orr, James Palen
ABSENT: David Lopiano
STAFF: Jennifer Charneski, Finance Director
OTHERS: Department Heads as noted during presentations; Jack Davis, RTM

CALL TO ORDER.

Mr. Zagrodzky called the meeting to order at 7:30 p.m. A quorum was present.

The Chairman requested a change to the order of the agenda so that the budget discussions and presentations and would be next.

Budget Discussions

The directors and heads of following departments came forward and provided a review of budget issues and recommendations: Human Services; Planning/Zoning/EPC; Building Control; Public Works; Parks & Recreation; Police Department.

Human Services: Ms. Olive Hauser stated that, as requested last month, she was here to provide further review and support for a full-time person transition from the current two part-time positions.

Ms. Hauser outlined the operational challenges they face in the department and the increase in effectiveness with a full-time position. Board members asked questions and there was a discussion on the positive impact to the overall efficiency for the department. Questions and comments were fielded and a discussion ensued, followed by questions from the member of the RTM in the audience. It was noted that the item would be taken up under the budget transfer item further on the agenda.

Planning, Zoning and EPC: Mr. Jeremy Ginsberg noted that he had distributed to the Board of Selectman a written outline on residential and commercial projects in development in the Town of Darien. He highlighted the short and long range plans consistent with the Plan for Conservation and Development. There was discussion on management of storm water and drainage guidelines. Mr. Ginsberg then spoke on the

future plans in development for the redesign of Noroton Heights Center and Noroton and West Avenue intersections.

Mr. Ginsberg explained that current staffing limitations prevent adequate management of the programs in place, and with residential and commercial expansion, there is a tremendous need for additional staff. There was discussion about the long term requirements and the needs based on the Town plan for development. Mr. Ginsberg reiterated the need for staffing is current and will continue into the foreseeable future, and is very much necessary to sustain the implementation of existing projects and plans that are in development.

Questions and comments from the Board were fielded and a discussion ensued, followed by questions from the member of the RTM in the audience.

Public Works: Mr. Gentile came forward and spoke about the project of restoration of town roads, and that this will be further developed to be brought forth for a recommended plan of capital improvements. Mr. Gentile added that the next step with the natural gas expansion is a dual fuel heating systems at the schools that is being developed with Public Works and Mr. Lynch.

Questions and comments were fielded from the Board members and a discussion ensued, followed by questions from the member of the RTM in the audience.

Parks & Recreation: Ms. Pamela Gery, Director came forward and provided an overview of the plan for 2016-17 that included a review of the revenues generated from the current programs in place. She credited Mr. Coghlan for managing the many Town recreation and summer programs that are self-sustaining and provide a broad spectrum of programs for the residents. She highlighted that in consideration of the small departmental staff, further programs would have limited capability to be managed. It was noted that work on the Weed Beach Master Plan continues in line with responses to the surveys and public information sessions.

Questions and comments were fielded from the Board members and a discussion ensued, followed by questions from the member of the RTM in the audience.

Police Department: Chief of Police Lovello came forward and provided an overview of the plan for 2016-17 that included a review of overtime and staff development in view of promotions and upcoming retirement.

Questions and comments were fielded from the Board members and a discussion ensued, followed by questions from the member of the RTM in the audience.

Presentation on Street Lighting Program – Tanko Street Lighting Proposal

Representatives from Tanko delivered the power point presentation as referred by the Board of Selectmen. Questions and comments were fielded on the proposal and a discussion followed. A summary of the savings was outlined as follows:

- The acquisition cost for the lights and poles, including the audit is approximately \$169,000.
- The total cost is approximately \$400,000
- The town rebate on the project is approximately \$86,000.
- The net cost is approximately \$314,000.
- Approximate payback is 3 years.

Mr. Gentile, Director of Public Works came forward and provided a supplemental review of the proposal and fielded comments and questions.

Discuss and Take Action on Proposed Refunding.

Mr. Mark Chapman, the Town’s Financial Advisor, presented the analysis on the proposed refunding and outlined the impact on the operating budget. A discussion ensued and questions and comments from the Board members were fielded.

- ** MR. MCLAUGHLIN MOVED TO APPROVE THE PROPOSED REFUNDING AS PRESENTED**
- ** MR. PALEN SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

Transfers

Human Services Department – Full-Time Salaries \$16,774

Ms. Charneski reviewed the transfer request with the Committee and noted that it was presented earlier tonight. A brief discussion followed

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10501011-81002	Part-Time	\$16,774	10501011-81001	Full-Time	\$16,774

- ** MR. ORR MOVED THE BUDGET TRANSFER AS PRESENTED.**
- ** MS. MAGUIRE SECONDED.**
- ** THE MOTION TO APPROVE THE BUDGET TRANSFER PASSED UNANIMOUSLY.**

Board of Education – Resurface Black Top at Royle School \$14,000

Mr. Lynch came forward and outlined the transfer and referred to the supporting documentation as contained in the agenda packet.

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
31300094-916821	Holmes Fire Alarm	\$14,000	35513094-916905	Resurface Black top Royle School	\$14,000

- ** MR. ORR MOVED TO APPROVE THE TRANSFER AS FOLLOWS:
BOARD OF EDUCATION – CAPITAL:
RESURFACE BLACK-TOP AT ROYLE SCHOOL - \$14,000**
- ** MR. PALEN SECONDED.**
- ** THE MOTION TO APPROVE THE BUDGET TRANSFER PASSED UNANIMOUSLY.**

Board of Education – Capital:

Hydronic baseboard Heating at Central Office \$40,000
Emergency Generator at Holmes School \$4,000

Mr. Lynch came forward and outlined the transfer and referred to the supporting documentation as contained in the agenda packet.

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
31300094-916017	Convert Oil Burner to Dual Fuel	\$40,000	35513094-916820	Hydronic Baseboard Heating at C.O.	\$40,000
31300094-916821	Update Fire Alarm	\$4,000	31300094-916018	Emergency Generator At Holmes	\$4,000

- ** MR. MCLAUGHLIN MOVED TO APPROVE THE TRANSFER AS FOLLOWS:
BOARD OF EDUCATION – CAPITAL:
HYDRONIC BASEBOARD HEATING AT CENTRAL OFFICE \$40,000
EMERGENCY GENERATOR AT HOLMES SCHOOL \$4,000**
- ** MR. PALEN SECONDED.**
- ** THE MOTION TO APPROVE THE BUDGET TRANSFER PASSED UNANIMOUSLY.**

Transfer From Contingency:

RTM – Clerical Services \$1,000

FROM:			TO:		
Acct. Number	Account Name	Amount	Acct. Number	Account Name	Amount
10704000-86600	Contingency	\$1,000	10103011-82004	Clerical Services	\$1,000

**** MR. MCLAUGHLIN MOVED TO APPROVE THE TRANSFER AS PRESENTED**

**** MR. PALEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Financial Report

Mr. Zagrodzky said that he had discussed potential improvements on the monthly reports with Ms. Charneski. Ms. Charneski then reviewed the details of the report with the Board.

There was discussion and it was noted that the positive impact of changes made to the format outlines the various projects that may have been completed, the residual funding remaining, with notation of where the projects over budget.

Approval of Minutes

01/19/2016

**** MR. ORR MOVED THE MINUTES FROM THE MEETING OF JANUARY 19, 2016 AS PRESENTED.**

**** MR. PALEN SECONDED.**

**** THE MOTION TO APPROVE PASSED WITH FIVE VOTES IN FAVOR, NONE OPPOSED AND ONE ABSTENTION (MAGUIRRE)**

02/09/2016

**** MR. HUCK MOVED THE MINUTES FROM THE MEETING OF FEBRUARY 9, 2016 AS PRESENTED.**

**** MR. PALEN SECONDED.**

**** THE MOTION PASSED WITH FIVE VOTES IN FAVOR, NONE OPPOSED AND TWO ABSTENTIONS (ORR, MCLAUGHLIN)**

03/01/2016

**** MR. PALEN MOVED THE MINUTES FROM THE MEETING OF MARCH 1, 2016 AS PRESENTED.**

**** MR. MCLAUGHLIN SECONDED.**

**** THE MOTION PASSED WITH FIVE VOTES IN FAVOR, NONE
OPPOSED AND TWO ABSTENTIONS (ORR, MCLAUGHLIN)**

Special Assignment/Committee Reports

No reports presented.

Chariman's Report

Mr. Zagrodzky reported that the budget reviews continue and asked Board members to forward further questions to him for referral to the Finance Director.

Other Business

None

Adjournment

**** MR. ORR MOVED TO ADJOURN
** MS. MAGUIRE SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 10:35 p.m.

Respectfully submitted

Diana Maguire
Clerk, Board of Finance

Prepared by

M. Knox
Telesco Secretarial Services
(Reports referred to as contained in the agenda packet)