

Board of Finance  
Regular Meeting Minutes

Wednesday, November 18, 2015  
Town Hall Auditorium

Present: Chairman Ronald Fedor, John W, Sheehan, Cheryl Larder, Norman Glidden,  
Anthony Jessuck Jr., James Reid, Elizabeth Sabilia

Elected: Daniel M. Steward, First Selectman  
Peter Davis, Selectman

RTM: Thomas Dembek, Moderator Richard Muckle, Majority Leader  
Ted Olynciw Bruce Kruszewski Michael Perkins David Goldstein

Staff: Maryanna Stevens, Director of Finance / Gail Miller, Secretary  
Kristin Zawacki, Public Works Director  
Neftali Soto, Chief Engineer, Utility Commission  
Dani Gorman, Youth Services Director  
Ed Crane, Information Technology Director, Board of Education  
Bernard J. Pisacich, Treasurer

Others: Mark Hopper, Fletcher Thompson

1. Establishment of a quorum and call to order  
A quorum was established and the Regular Meeting was called to order at 7:00 p.m.
2. Welcome New Board of Finance Member: James Reid  
Chairman Fedor welcomed new member, James Reid, and welcomed back the Re-elected members of the Board.

Mr. Sheehan noted that as this is the first meeting of the new Board, the Board should add the appointment of a Chair and a Clerk to the agenda.

**Motion** by Mr. Glidden and **seconded** by Mr. Jessuck to add the appointment of a Chair to the agenda.

**Vote: Unanimous Motion Passed.**

**Motion** by Mr. Glidden and **seconded** by Mr. Fedor to add the appointment of a Clerk to the agenda.

**Vote: Unanimous Motion Passed.**

3. **Appointment of Chair**

Mr. Glidden nominated Mr. Fedor to be Chair of the Board of Finance, seconded by Mr. Jessuck.

The Board unanimously voted to appoint Mr. Fedor as Chair of the Board of Finance.

4. **Appointment of Clerk**

Mr. Glidden nominated Mr. Jessuck to be Clerk of the Board of Finance, seconded by Mr. Fedor.

The Board unanimously voted to appoint Mr. Jessuck as Clerk of the Board of Finance.

RECEIVED FOR RECORD  
WATERBURY, CT  
15 NOV 19 PM 12:06  
ATTORNEY  
TOWN CLERK

5. Public Comment - None
6. Approval and acceptance of minutes of:  
Regular Meeting on October 14, 2015

**Motion** by Mr. Glidden and **seconded** by Mr. Sheehan to approve the minutes of October 14, 2015 as presented.

**Vote: Unanimous                      Motion Passed.**

7. Informational Presentation of the Municipal Complex Project with Tom Burns, Chairperson, Municipal Complex Improvements Building Committee

First Selectman, Daniel Steward made opening comments regarding the project as Mr. Burns was unable to attend the meeting. Mr. Steward requested the Board approve going forward and allowing a \$9 million bonding package to be put together.

Mark Hopper of Fletcher Thompson and Neftali Soto, Utility Commission Chief Engineer were present to provide project information and respond to questions from the Board.

Mr. Sheehan requested a plan layout for the Complex. Mr. Hopper provided a handout of the construction documents to the Board.

Ms. Larder questioned the materials provided and asked why the plans were dated 2012. Ms. Larder expressed her concern that the plans had not been updated.

A lengthy discussion ensued.

Ted Olynciw, RTM Member, 62 Twin Lakes Drive, Waterford, spoke regarding his concerns about this project.

**It was the consensus of the Board, that the information provided was inadequate. The Board requested they return in December with a full presentation to include updated plans and costs. The presentation should also incorporate Mr. Olynciw's questions and concerns regarding the project (see attached letter submitted by Mr. Olynciw).**

8. Discussion of the Board of Education stipend to Youth Services for Counseling Services.

Maryanna Stevens, Director of Finance, explained the Board of Education stipend comes from the Before School Care Fund which is outside of the Board's operating budget. The revenue comes from program fees and program expenditures are paid from the fund. Ms. Stevens will provide more information to the Board for the December meeting.

No action was taken.



11. Consider and act upon a request from the Board of Selectmen on behalf of Bruce Miller, Director of Fire Services for an appropriation in the amount of \$240,300 from Capital and Non-Recurring Line Item #20500-31520 Undesignated Fund Balance to Designated Capital and Non Recurring Line Item #20523-57733 Oswegatchie Firehouse Building Improvements which represents the funding for Design Development in the replacing of the Oswegatchie Fire Station, based upon its consistency with the Capital Improvement Program and contingent upon approval of the Board of Selectmen at the Regular Meeting scheduled for Tuesday, November 17, 2015.

The Board of Selectman tabled this request at their meeting on Tuesday, November 17, 2015.

**Motion** by Mr. Jessuck and **seconded** by Mr. Sheehan to table this request pending action by the Board of Selectmen.

**Vote: Unanimous**

**Motion Passed.**

10. Consider and act upon a request from the Board of Selectmen on behalf of Maryanna Stevens, Director of Finance and IT Chairperson, for an additional appropriation in the amount of \$5,400 to Line Item # 10107-54130 Computer System Support for the purchase of 6 workstations (3 at the Police Department and 3 at Dispatch). This request is contingent upon approval of the Board of Selectmen at the Regular Meeting scheduled for Tuesday, November 17, 2015.

The Board of Selectman approved this request at their meeting on Tuesday, November 17, 2015.

**Motion** by Mr. Sheehan and **seconded** by Ms. Larder to approve the request as stated from Contingency Line Item # 10121-59010.

**Vote: Unanimous**

**Motion Passed.**

13. Old Business

Mr. Sheehan requested a final copy of the FY17 Budget Guidelines be sent to the Board.

Ms. Sabilia requested an update on the School Constructions Projects.

Ms. Stevens advised she will be requesting the State audit the Elementary School Projects. The School Building Committee as well as the Board of Education must vote to accept the High School as complete in order to request an audit for the high school. As of October 2015, there was approximately \$80,000 in commitments.

Ms. Larder expressed her dissatisfaction with the architect on the Municipal Complex Project. Mr. Steward stated he is open to alternatives.

13. Old Business (continued)

Ms. Larder also requested an update on the Cohanzie School Remediation and Reimbursement.

Mr. Steward advised the Cohanzie School is a "clean site" and there is a potential buyer for the property.

Ms. Stevens stated she has been notified the reimbursement of \$841,000 for the project should be in by November 25, 2015.

Mr. Glidden expressed his concerns with how the various building committees operate. He feels there should be published guidelines for the building committees to follow.

Mr. Sheehan advised the various building committees are under the purview of the Representative Town Meeting.

14. New Business - None

15. Liaison Reports

Mr. Sheehan reported on the Board of Selectmen and RTM (see attached).

Mr. Glidden reported the Oswegatchie Firehouse Building Committee is scheduled to meet on November 19, 2015 although he is unsure if the meeting will take place as their request was tabled at the Board of Selectmen level.

Mr. Fedor reported on the Fleet Management Variance Committee:

1. Maryanna Stevens is reviewing the Plan with regard to vehicle replacement costs and replacement dates. There seem to be many discrepancies.
2. When ordering replacement vehicles the cost will include all additional equipment: lights, attachments etc.
3. Reviewing the need for SUVs vs. Cars and making the fire truck specs uniform for all departments.

16. Correspondence

- a) Board of Finance Approved 2016 Regular Meeting Schedule
- b) Board of Finance Approved FY2016/2017 Budget Hearing Schedule
- c) Letter from the State Re: Taxation of Seasonal Parking
- d) Letter from ADA Coordinator, Sally Ritchie, to resident regarding access to Waterford Beach.
- e) Board of Education Special Meeting Agenda for 10/22/15
- f) 11/02/15 Status of Contingency FY2016 from Town Accountant
- g) 10/14/15 Periodic Financial Statements (09/30/15) from Town Accountant
- h) 11/10/15 Periodic Financial Statements (10/31/15) from Town Accountant

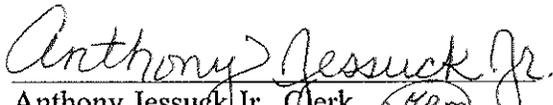
17. Adjournment

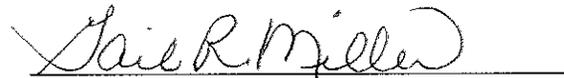
**Motion** by Mr. Glidden and **seconded** by Mr. Sheehan to adjourn the Regular Meeting of the Board of Finance at 9:23 p.m.

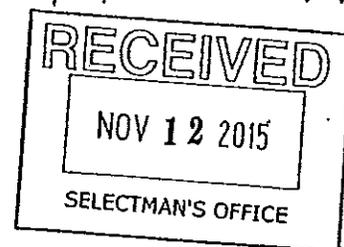
**Vote: Unanimous**

**Motion passed**

Respectfully submitted,

  
Anthony Jessuck Jr., Clerk *ARM*

  
Gail R. Miller, Secretary



Public Works Director  
Public Works Department  
1000 Hartford Turnpike  
Waterford, CT 06385  
November 8, 2015

Re: Waterford Municipal Complex – Proposed Renovations

A summary of the Supporting Documentation: Municipal Complex prepared by Schoenhardt Architecture (no date) indicates the following:

Positive Points

1. The scope of work is limited primarily to the interior renovation of the existing structure.
2. The structures are in good condition and of sufficient integrity to support the proposed renovations.
3. All exterior masonry is in very good condition.
4. All floors in the garage areas are concrete slab construction and are in good condition.
5. No additional garage space is needed.

Negative Points

1. The cost per square foot is excessively high ----\$ per square foot.
2. Two areas of soil contamination have been identified requiring soil removal and remediation in the areas of the bus lot and an underground oil storage tank spill behind the DPW garage.
3. All of the mechanical & electrical systems in the garage areas have to be replaced.
4. The entire roof over the garage has to be replaced.
5. Existing bathrooms are inadequate and non ADA compliant.
6. All existing interior finishes will be replaced.
7. New fire walls between the garage and office areas.

Questions:

1. Will a construction consultant be hired to perform value engineering on the entire design prior to bidding the project?
2. Will a construction consultant be retained following receipt of the bids to work with the apparent low bidder to develop cost savings based upon the consultant's and the low bidder's suggestions?
3. Will the bid package include a place for bidders to include voluntary alternates?
4. Will there be a clerk of the works hired for this project or will someone from Public Works Department perform and insure the quality of the work?

5. Have you considered just building a new structure on this same site instead of renovating the existing structure?
6. Have you considered using a pre-engineered type building?
7. Can this project be done in phases?
8. How many office staff are there each in Public Works and Sewer & Water Departments?
9. How many field employees are there is both departments?
10. 24% of the proposed addition or 2,541 SF is designated as "Circulation". This seems to be high. Why so much?
11. What is the total cost of the A & E Services for this project?
12. What is the projected cost for A & E services during construction?
13. The new vestibule or secure room appears to be excessively large. Please explain.
14. There is a new very large training room. Why is this needed since we already have a conference room.
15. How often will the training room be used? There are dozens of other Town facilities within our Town that have ample space for training including Town Hall, Community Center, Library, Fire Houses, etc. Along with this are other facilities like Charter Oak Credit Union just down the street.
16. Why the need for a shower room?
17. What is the deal with the bus company? What are the lease terms? Who made the agreement from the Town? Can the lease or agreement be broken? Are there other places where the busses can be relocated in Town? There are presently 40 busses and 40 cars used by the drivers. This is extremely valuable property that could be better used by Public Works.
18. Regarding the soil contamination, can we separate this out of the budget for the new building? Is grant money available? Can this work be started sooner than later? Is the State dictating when this work must be done? Can this work be put off for some later date?
19. I would like to see the Space Needs Assessment prepared by the Architect.
20. Why are we removing the 26' by 51" section of this building? What is the current condition of this building?
21. Is the proposed security system wireless?
22. Is a Geo exchange system being considered?
23. Will solar roof panels be employed in this project?

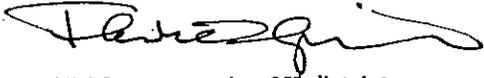
Other Comments:

1. The General Conditions should include that the General Contractor provide the owner on a daily basis a copy of the Daily Construction Report indicating among other items a listing of all trades working on the job, visitors, weather conditions, deliveries and a summary of work performed each day by each trade.

I would appreciate hearing from you. I would be very pleased to attend one of your meetings to discuss the above questions. Just let me know the date, time and place.

Sincerely,

Theodore (Ted) Olynciw



RTM Representative 2<sup>nd</sup> district

62 Twin Lakes Drive

Waterford, CT 06385

Cell: 860-912-2075

cc: Board of Selectman

Board of Finance

**Liaison Reports  
November 18, 2015**

**Board of Selectmen**

11/17/2015 - BOS postponed the Oswegatchie Building Committee request for design funding until the committee answered a series of questions that they were provided at the meeting. The BOS also postponed the boundary line agreement regarding property located on the south shore of Millers Pond at the request of the Town Attorney since some parts of the boundary line had not yet been agreed upon.. The board accepted the resignations of Alan Metivier from the Economic Development Commission, Gwen Hughes from the Planning and Zoning Commission, Nancy Hicks from the Conservation Commission and appointed Ryan Riebschlager to the Economic Development Commission, to fill the term of Alan Metivier from 09/01/2015-08/31/2019' Debra Walters and John O'Neill to the Historic Properties Commission for term from 11/01/2015-10/31/2020 and Eileen Olynciw to a term from 11/01/2012 to 10/31/2017. Building Manager Wayne Frazer provided a detailed update on status of current in progress projects and the planning status of future projects including a work in progress regarding planning for repair and updating of town buildings. I recommend that the BOF request a copy of the report for all members.

**Representative Town Meeting  
New RTM meets on DEC 7, 2015**