



Town of Groton, Connecticut

45 Fort Hill Road
Groton, CT 06340-4394
Town Clerk 860-441-6640
Town Manager 860-441-6630

Meeting Agenda

RTM Finance Committee

Chairperson Beverly Washington, Reps. Jordan Brayman, Clarence Casper, Rosanne Kotowski, Brandon Marley, Robert Martin, and Bruce McDermott

Wednesday, January 10, 2018

6:15 PM

Groton Senior Center, 102 Newtown Road

SPECIAL MEETING

1. CALL TO ORDER
2. ROLL CALL
3. UNFINISHED BUSINESS
4. NEW BUSINESS

2017-0287 Supplemental Appropriation for Contingency

RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO CONTINGENCY

WHEREAS, the Town Charter provides for supplemental appropriations to the Adopted Budget, and

WHEREAS, during FYE 2018 budget deliberations, only the labor agreements for the CILU-Telecommunicators employees had been settled and those wage increases were included in a department's FYE 2018 Budget, and

WHEREAS, during FYE 2018 budget deliberations additional funding was included in the FYE 2018 Contingency function to partially cover the cost of undetermined wage/salary increases for the remaining employee groups; CILU-Clerical, United Steelworkers-Parks/Public Works, Police, AFSCME-Supervisors and Non-Union, and

WHEREAS, wage increases for three of those groups (CILU-Clerical, AFSCME-Supervisors, Non-Union) have been incorporated into a department's FYE 2018 budget through a General Contingency transfer, and

WHEREAS, wages increases for the Police are now known and should be incorporated into the department's FYE 2018 budget through a General Contingency transfer, and

WHEREAS, the current Contingency balance will be insufficient to cover wage increases and other unforeseen/unexpected expenses that may occur during the year, now therefore be it

RESOLVED, that \$350,000 is appropriated from the General Fund unassigned fund balance to the Contingency function 1074 and referred to the RTM under Rule 6.5.3 for approval.

Legislative History

12/5/2017 Mayor Referred Town Council Committee of the W

12/12/2017 Town Council Committee of Discussed the Whole

Finance Director Cindy Landry described the request for a supplemental appropriation from the General Fund to Contingency. Wages associated with settled labor contracts were not included in FYE 2018 department budgets. Ms. Landry will be requesting a transfer from Contingency to cover the wages, but the balance in Contingency is insufficient. Contingency was originally approved at \$650,000. The current balance is \$344,376. One additional labor contract is still in negotiations. Ms. Landry is requesting this item be referred to the RTM under Rule 6.5.3 so that the adjusted figure can be included in the FYE 2019 budget.

Councilor Obrey stated she feels the Town does not have to accept union increases.

12/12/2017	Town Council Committee of the Whole	Recommended for a Resolution	
1/2/2018	Town Council	Deleted from Referral List - Action to be taken	
1/2/2018	Town Council	Adopted and referred under Rule 6.5.3	Representative Town Meeting

2017-0288 Contingency Transfer for Wage Increases and Other Items

RESOLUTION FOR FYE 2018 GENERAL CONTINGENCY TRANSFERS

WHEREAS, the Town Charter provides for General Contingency transfers during the year, and

WHEREAS, during FYE 2018 budget deliberations, only the labor agreements for the CILU-Telecommunicators employees had been settled and those wage increases were included in a department's FYE 2018 Budget,

WHEREAS, during FYE 2018 budget deliberations, labor agreements/pay plans were not known and were not included in a department's budget for the remaining employee groups; CILU-Clerical, United Steelworkers-Parks/Public Works, Police, AFSCME-Supervisors and Non-Union, and

WHEREAS, wage increases for Police are now known and should be incorporated into a department's FYE 2018 budget through a General Contingency transfer, and

WHEREAS, the retirement of the former Town Manager resulted in additional expenses in Function 1010, Executive Management, and

WHEREAS, during budget deliberations funds were included in the General Contingency in anticipation of wage adjustments occurring during the fiscal year for a total Contingency appropriation of \$650,000, now therefore be it

RESOLVED, that \$415,052 is transferred from the General Fund Contingency function (#1074) to the following General Fund departments/functions and referred to the RTM 6.5.3 for approval:

TRANSFERS FROM CONTINGENCY TO FUNCTIONS

Function	Department	TOTAL
1001	Legislative Policy	\$ 32
1003	Voter Registration	\$ 503
1005	Town Clerk	\$ 3,940
1010	Executive Management	\$ 63,650
1011	Information Technology	\$ 5,878
1013	Finance	\$ 12,655
1024	Public Safety	\$ 271,589
1035	Public Works	\$ 10,030
1046	Planning & Development	\$ 9,650
1051	Human Services	\$ 9,052
1063	Library	\$ 18,637
1064	Parks & Recreation	\$ 9,436
	Total	\$ 415,052

Legislative History

12/5/2017	Mayor	Referred	Town Council Committee of the W
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12/12/2017	Town Council Committee of the Whole	Recommended for a Resolution	
<i>In response to Councilor Zeppieri, Finance Director Cindy Landry explained each of the transfers from Contingency to the various functions.</i>			
1/2/2018	Town Council	Deleted from Referral List - Action to be taken	
1/2/2018	Town Council	Adopted and referred under Rule 6.5.3	Representative Town Meeting

2017-0289 Supplemental Appropriation for Town Hall Complex

RESOLUTION INCREASING APPROPRIATION FOR TOWN HALL COMPLEX PROJECT IN THE FYE 2018 CAPITAL BUDGET FROM CAPITAL RESERVE FUND BALANCE

WHEREAS, a project was approved in the FYE 18 Capital Improvement Program (CIP) entitled “6) C) Town Hall Complex” to complete the third phase of a multiple phased project to prepare the Fitch Middle School for reuse; and

WHEREAS, the Public Works Department received six bids on Thursday, November 9th for the work and there is insufficient funding (to include a construction contingency) to award the lowest base bid; and

WHEREAS, in order for the project to proceed, additional funding in the amount of \$75,000 (including a 10% construction contingency) must be appropriated; and

WHEREAS, the Finance Director has determined that there are sufficient funds in the fund balance of the Capital Reserve Fund; now therefore be it

RESOLVED, that the FYE 2018 CIP project 6) C) Town Hall Complex be increased by an additional appropriation of \$75,000 from the Capital Reserve Fund's fund balance.

Refer to RTM 6.5.3

Legislative History

12/5/2017	Mayor	Referred	Town Council Committee of the W
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12/12/2017	Town Council Committee of the Whole	Discussed
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Director of Public Works Gary Schneider described the request to approve additional funds in the amount of \$75,000 from Capital Reserve Fund fund balance to complete a code compliance project at the Fitch Middle School. This is the third phase of the reuse plan for the building. In FYE 2018, Mr. Schneider requested \$400,000, but it was reduced to \$300,000 by the RTM. A proposed dance floor has been eliminated from the plans. Two of six bids for the project were under \$400,000, but the lowest base bid (\$339,000) should include a 10% contingency. When the project is completed, the Town will be able to vacate William Seely School.

Councilor Moravsik expressed support for the dance floor. Mr. Schneider noted that the Director of Parks and Recreation has made the recommendation based on a cost analysis. The dance floor would be an additional \$25,000.

If funding is approved, Mr. Schneider would plan to vacate William Seely at the beginning of June 2018.

Councilor Obrey expressed support for a recreation center at the school; however, she feels that without a plan, the Town should not spend any more money on the facility. Mr. Schneider noted that Wing A cannot be occupied because it does not meet health and safety codes. Town Manager Burt agreed with not doing the project piecemeal, but he wants to put the Poquonnock Bridge Fire Marshal at Town Hall Annex, which means that Registrars' equipment being stored at the Annex would have to be moved to Fitch Middle School.

12/12/2017	Town Council Committee of the Whole	Recommended for a Resolution
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1/2/2018	Town Council	Deleted from Referral List - Action to be taken	
1/2/2018	Town Council	Adopted and referred under Rule 6.5.3	Representative Town Meeting

- 5. **Consideration of Committee Referral Items as per Referral List**
- 6. **ADJOURNMENT**

For the committee to meet, we need a quorum. Please let the clerk's office (441-6644) know ASAP if you will not be able to attend this meeting.