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On 2/22/2022 @ 10:55 AM  
Attest: Winnie Talbot  
Town Clerk

TOWN OF PLAINFIELD  
BOARD OF FINANCE  
REGULAR MEETING  
MINUTES

The Board of Finance for the Town of Plainfield held a Regular Meeting on Wednesday, February 16, 2022, at 6:30 p.m. at the Plainfield Town Hall. The meeting was called to order by Chairman Gorman at 6:30 p.m.

Members present: Dean Gorman, Don Kivela, Gary Stalaboin, Adrian Ferrari, Tom Sinkewicz and Linda Fedor (alternate).

Members absent: Ted Dumaine, and Keith Sheeley (alternate)

Also present: Kevin Cunningham, First Selectman; Art Gagne, Selectman; Kelly Vachon, Finance Director, Paul Brenton, Superintendent of Schools and Ron Lussier, School Finance Director.

Chairman Dean Gorman gave Linda Fedor voting privileges. Linda Fedor accepted.

**Acceptance of minutes from January 19, 2022 meeting.**

*Gary Stalaboin motioned to approve the minutes of the January 19, 2022 meeting. Don Kivela seconded. Discussion: Linda Fedor stated that under New Business/D. "To discuss and act upon Board of Education 2% Policy" she abstained. All in favor with corrections, motion carried. (NOTE: Audio file was reviewed and there were no abstentions noted).*

**New Business:**

- a. **Discuss and set amounts for Town Procurement Policy.** Dean Gorman stated that they were advised that the policy needs to be reviewed by the Town Attorney. Kevin Cunningham suggested also by the Charter Revision Commission. *Linda Fedor motioned to table agenda items A & B until reviewed by the Town Attorney. Seconded by Adrian Ferrari. All in favor, motion passed.*
- b. **Discuss and set amounts for BOE Procurement Policy.** *Tabled*
- c. **Discuss and act upon auditor bid:** Kelly Vachon reported that the first-year bid price is \$60,500 the current price is \$61,000. The RFP was posted on CT GFOA site, and we received one bid from Marcum. This bid is priced out for 4 years, we will be charged more if there is additional auditing needed but we don't usually have to do this. *Gary Stalaboin*

*motioned to accept the Marcum bid for 4 years to do the Town audit. Seconded by Don Kivela. All in favor, motion passed.*

**d. HVAC presentation for school facilities:**

Paul Brenton, Superintendent, shared the HVAC and roofing study to the Board. The last study was done 5 years ago and went out to bid again and was awarded to H.F. Lenz for HVAC. He reviewed the prioritization of the HVAC projects:

Group 1 – ECC repair approximately \$50,800 needs to be done immediately and PHS commissioning is due.

Group 2 – PMS is neediest, they have two rooms with no heat approximately \$2,083,000

Group 3 – MES many systems not functional and PCS central main handlers outdated and does not heat throughout the system and parts are obsolete. The ECC controls are outdated and recommend this get addressed

Group 4 – Is the lowest priority.

The next step is to take the projects to the CIP meeting on the 23<sup>rd</sup>. They are also waiting on the State regarding \$8,000,000 in funds for school heating systems. Regarding the roof on the high school, there are no structural issues but to strengthen the roof with a beam is necessary.

**e. Discuss MBR (Minimum Budget Requirement) and opportunities presented by reductions in enrollment and ECS funding and potential improved efficiencies:**

Superintendent Brenton reported that he received notification that the MBR is fixed for next year and next week he will have documentation to share and request this agenda item to be tabled.

*Gary Stalaboin motioned to table until more information is provided. Seconded by Don Kivela. All in favor, motion carries.*

**f. Review Town Budget Statement:** The budget was reviewed by the board and the following was noted:

- MRSA sales tax hasn't changed, they receive it in June and expect full amount
- Local Revenue – jumped in the past month, Kelly Vachon will keep an eye on the police miscellaneous revenue
- Property tax – more payments coming in
- Police other duty – posted at the end of the year, right now revenue is about \$40,000
- Town clerk general index – previous month was higher, discussed dollar fund
- Marshal salaries – line item hasn't been used much
- Economic Development – printing line item hasn't been used in 3 years
- Recreation – part-time salaries are used mostly at beginning of fiscal year
- Unemployment credit – won't be there next month
- Capital expenses building repairs – spent about \$4000 a month due to the pool
- Vehicles – Still waiting on delivery of vehicles

*Gary Stalaboin motioned to accept the town financial report. Seconded by Don Kivela. All in favor, motion passed.*

**g. Review BOE "encumbrances":** Superintendent Brenton reported on the 2% set-aside Capitol projects for all the schools. The repair to roof unit #12 was unexpected, gym floor in Shepard Hill is needed and bid being reviewed. MES Café doors and asbestos tile removal scheduled to be done at end of June/July. Heaters in process to be replaced and a

grant was received. The security system needs an upgrade and there is also a drainage issue. Fire alarm RFP is scheduled for February – controller is out of date. Asphalt playground needs to be done. Also reported were the PHS projects to be done – retaining wall and playground doors. PCS needs library windows and plow truck needs to be replaced. He explained how level 1 funds pay for the internet and category 2 funds offset infrastructure – servers, etc. To upgrade the wireless structure will be about \$358,000 with reimbursement of 80%. Hallway heaters we are waiting on quotes. The drainage system gets moved out of budget to CIP which the BOE approved last week.

- h. **Review BOE Budget Statement:** Not available to review, will have it for the next meeting.

#### **Citizens Participation**

Sean Peterson asked if the tractor/snow blower was purchased and the status of the ice rink. Kevin Cunningham stated that the tractor/snow blower was purchased but the ice rink is not in this year's budget.

Naomi Smith asked about the new lighting. Kevin Cunningham stated that they are waiting to put in the cement for base and that we have the poles.

#### **Adjournment**

*Gary Stalaboin motioned to adjourn the meeting at 7:18 pm, seconded by Adrian Ferrari. All in favor, motion passed.*

*Respectfully submitted by,*

*Suzanne Krodel  
Recording Secretary*