

*These minutes have not yet been approved*

**BOARD OF FINANCE**

**Town of Essex  
29 West Avenue  
Essex, CT 06426  
Conference Room A**

**October 18, 2018**

**MINUTES**

In attendance: Keith Crehan, Chairman, Campbell Hudson, Vice Chairman, Mary-Louise Polo, Edward Tedeschi, Vin Pacileo III and Ethan Goller

Others in attendance: Norman Needleman, First Selectman  
James Francis, Treasurer  
Kelly Sterner, Finance Director  
Aron Schumacher, Fire Chief  
Paul Fazzino, Sr., Engineer

Meeting called to order at: 7:04 p.m. by Keith Crehan

**APPROVAL OF THE AGENDA:**

A request to add item 5B – Supplemental Appropriation of \$25k for tree removal under Selectmen’s Report.

***Mary-Louise Polo made a motion to approve the agenda as amended adding item 5B, seconded by Ethan Goller. Passed unanimously. Motion carried.***

**APPROVAL OF THE MINUTES:**

Correction to Page 5 of minutes from September 20, 2018 with “VP” in the adjournment motion being typed out as Vin Pacileo.

***Ethan Goller made a motion to approve the minutes as amended of September 20, 2018, seconded by Vin Pacileo. Passed unanimously. Motion carried.***

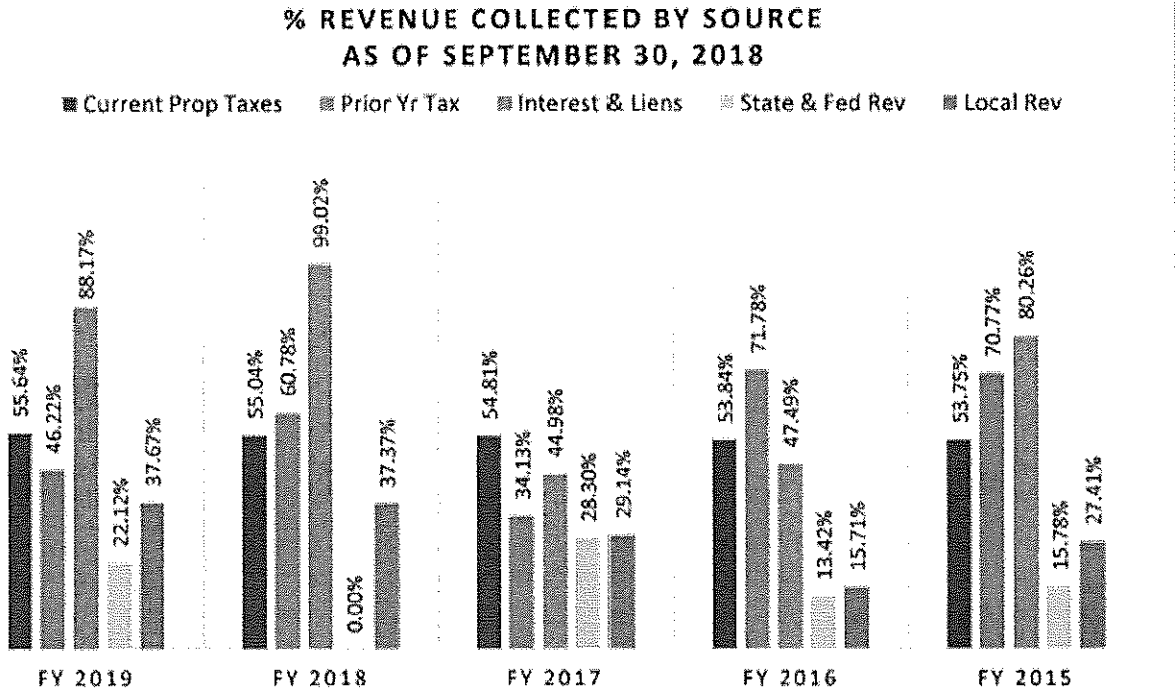
**FINANCIAL REPORT:**

Kelly Sterner, Finance Director, provided the following financial report for the fiscal year through the month ending September, 2018:

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**REVENUES**

September brought in \$128.2k of property tax revenue. This advances the current property tax collection rate to 55.64% at the end of September 2018.



As of September month end, the YTD total tax collections were \$12,749,631 or 55.65% of the fiscal year total. Interest and Liens fees contributed \$25.3k to the total tax collections. Revenue from State sources are unchanged from August month end. September is the month for transfer station permit renewals so \$27.4k of the month’s local revenue receipts of \$61k reflects transfer station revenue. Total revenues collected have reached 54.28% of budget versus 53.37% for September 2017 and 53.07% at September 2016 month end.

**EXPENDITURES**

Expenditures for the month of September totaled \$1,343,278.76 and brings total spending YTD to \$6,071,457 or 25.2% of budget. Selectmen’s budget expenditures YTD total \$2,555,292 or 31.64% as of the end of September 2018 compared to 30.12% as of September 2017 and 27.14% at September 2016 month end. Selectman’s budget spending for the month totaled \$798.8k. Road reconstruction accounted for \$228.7k or 28.6% of the month’s spending. Other major expenditures were quarterly payment for our worker’s comp and liability/auto/property insurance, the quarterly payment to Valley Shore, and park mowing/turf maintenance. Comstock ball field suffered some erosion during the heavy September rains. This unbudgeted event will likely require about \$5k of remediation costs that are not yet reflected in the spending to-date. As this is below our insurance deductible, P&R will make every effort to cover the cost within their current year budget. Other budget lines are currently following typical spending patterns.

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***Ethan Goller made a motion to accept the Financial Report, seconded by Vin Pacileo. Passed unanimously. Motion carried.***

**SELECTMEN'S REPORT:**

Fire Department Sinking Fund Request:

Request an appropriation of an amount not to exceed \$165,000.00 from the Essex Fire Department Sinking Fund. This funding would finance refurbishment, upfit and upgrading of the 1994 Sutphen SP100 (Truck # 671). Aron Schumacher, Fire Chief, distributed and reviewed their presentation to the BOF for the upgrade to this vehicle. A written proposal also followed the budget amendment request from E.J. Boughton Co. LLC.

***Mary-Louise Polo made a motion to approve and recommend to Town Meeting the appropriation of an amount not to exceed \$165,000 from the Fire Department Sinking Fund for the upgrade, upfit and refurbishment of the 1994 Sutphen SP100 as detailed in the E.J. Boughton Co., LLC proposal (attached) dated June 21, 2018, seconded by Campbell Hudson, Abstained - Ethan Goller. Passed. Motion carried.***

Supplemental Appropriation of \$25k for tree removal:

Funding Request for Town-wide removal of damaged trees. Several sequential years of drought or near-drought conditions combined with gypsy moth infestations has left numerous trees town wide in a condition that creates a safety issue and liability for the Town. The additional funding would allow the Town the remove a number of these trees.

***Ethan Goller made a motion to approve and recommend to Town meeting a supplemental appropriation of the amount of \$25,000 to the fiscal year 2018-2019 budget line 10450-505171 Grounds Maintenance & Repairs. Funds to be used for the town-wide removal of damaged trees, seconded by Vin Pacileo. Passed unanimously. Motion Carried.***

**OLD BUSINESS:**

The Annual Report Dedication has been confirmed to be Charles & Sabra O'Donnell.

***Ethan Goller made a motion to confirm the above names as the 2018-2019 annual report recipients and to reflect that the motion from the minutes of September 20, 2018 be nullified based on this information, seconded by Campbell Hudson. Passed unanimously. Motion carried.***

**NEW BUSINESS:**

Budget Calendar for FY 2019-2020:

Kelly distributed the budget calendar based on availability of Region 4 (attached).

***Campbell Hudson made a motion to accept the 2019 budget calendar, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.***

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**COMMUNICATIONS AND CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

***Keith Crehan made a motion to adjourn at 7:55 p.m., seconded by Campbell Hudson. Passed unanimously. Motion carried.***

Respectfully submitted,

Yvonne Roziak  
Recording Secretary

# E.J. Boughton Co. LLC.

*EMERGENCY VEHICLE SPECIALISTS*

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205 Branford Road, North Branford, CT 06471 (203) 483-1909 Fax (203) 483-1912

6/21/18

Essex Fire Department, Co. #1  
P.O. Box 786  
Essex, CT 06426

Attn: Chief

Re: Tower #1, Upgrade, Upfit and Refurbishment.

Dear Chief,

The EJ Boughton Company is happy to submit the following proposal for your consideration.

The purpose of this proposed project is to provide Essex Fire Department with an additional 10 years of usability and reliability for this Unit, as well as upgrading many of the Units features and accessories to current NFPA 1901 Standards for Fire Apparatus. We believe by using known good components from your existing Pierce Quantum chassis that these goals can be met with the most effective use of monies possible, thus saving the Department approximately \$100,000.00 - \$150,000.00 that would be required for the purchase of a New Unit with an EPA Engine, ES4000 Allison Transmission and related Axle components.

The Scope of this project is to include upfitting Tower #1 with the Engine, Transmission and Driveline components from your Out of Service Pierce Quantum and to replace all known consumable Aerial components (i.e., collector/swivel, pistons, waterways, cables etc.) as detailed below. Additionally, upgrades will be made to compartment and panel lighting.

Proposed work to be done:

- Remove Customer Supplied Detroit 60 Engine from damaged Pierce Unit.
- Upgrade Engine with all New Jake/Engine Brake components and replace all injectors, seals and related parts. Upgrade and Reprogram Engine ECM.
- Remove existing Detroit 92 Engine from Tower #1.
- Remove existing Engine Wiring Harnesses and replace as needed for engine swap.

- Remove existing Transmission and replace with Customer supplied Allison HD4060. Perform full Transmission Service and fluid change.
- Remove existing Drive Shaft and fabricate New driveline, hangers and joints and install.
- Modify/Fabricate New Engine Air Intake system with filter.
- Modify/Fabricate New Engine exhaust system.
- Modify/Fabricate New Charge Air Cooling system for Engine.
- Modify and install Customer supplied Detroit Series 60 Engine.
- Modify and install New brackets for Engine components (i.e., motor mounts, alternator, AC and power steering).
- Replace main Tower Collector/Swivel.
- Replace main wiring control cable for Tower.
- Replace all cables with New.
- Replace all cable sheave's and rollers.
- Replace Boom wear pads.
- Replace all Waterway seals.
- Remove all Tower lift and extension cylinders for re-build and re-install.
- Replace Front Headlights with LED High Output.
- Upgrade all Compartment lighting to LED.
- Upgrade Pump area lighting to LED.
- Install New FRC Pump Boss Electronic Governor Control system.
- Repair Interior trim panels as needed.
- Install New Back-Up/Rear Vision Camera.
- Complete interior and exterior detail.

The expected time to complete this project is estimated at 6 months, with a proposed start date of Fall 2018.

All items that EJ Boughton Company is responsible for will carry a 1-year Warranty. All New purchased Components will be covered by the Manufacture/OEM Warranty and subject to their policies and procedures.

Payment is to be in (3) parts: 1/3 down, 1/3 upon Engine swap completion and a final payment upon project completion and Customer acceptance.

EJ Boughton Company will provide all necessary Insurance and Bonding documentation up to \$2 Million.

The project total cost is estimated at \$158,00.00 (Included in this estimate is \$5,000.00 for unforeseen repairs that may be required).

Any additional unforeseen required repairs that may arise will be billed separately.

If you have any questions regarding this project, please contact us.

Thank you for your consideration.

Sincerely,

Edward J. Boughton Jr.  
203-496-2370

## Town of Essex

### Calendar for 2019-2020 Budget Meetings

<b>Date</b>	<b>Time</b>	<b>Meeting Description</b>	<b>Location</b>
Wednesday, February 20, 2019	5:00 pm	Board of Selectmen - Budget Meeting #1	Town Hall, Conference Room A
Wednesday, March 6, 2019	following BOS 5:00 pm meeting	Board of Selectmen - Budget Meeting #2	Town Hall, Conference Room A
Wednesday, March 20, 2019	5:00 pm	Board of Selectmen - Budget Meeting #3 (if needed)	Town Hall, Conference Room A
Thursday, March 21, 2019	7:00 pm	Board of Finance - Budget Meeting #1 (presentation of BOS budget)	Town Hall, Conference Room A
Tuesday, March 26, 2019	7:00 pm	Board of Finance - Budget Meeting #2 (presentation of Essex BOE budget)	Town Hall, Conference Room A
Wednesday, April 24, 2019	7:30 pm	2018-2019 Budget Public Hearing	Town Hall, Auditorium
Wednesday, April 24, 2019	Immediately following Public Hearing	Board of Finance - Budget Meeting	Town Hall, Auditorium
TBD (if necessary)	7:00 pm	Board of Finance - Budget Meeting (if necessary)	Town Hall, Conference Room A
Tuesday, May 7, 2018	Noon – 8:00 pm	Regional School District #4 Budget Referendum	Town Hall, Auditorium
Monday, May 13, 2019	7:30 pm	Annual Budget Town Meeting	Town Hall, Auditorium