

Board of Warden and Burgesses
Regular Meeting
May 18, 2020
7:00 PM

www.borough.stonington.ct.us

REMOTE PARTICIPATION ONLY
TO PARTICIPATE BY ZOOM: GO TO
<https://us02web.zoom.us/j/88603806070>
Meeting ID = 886 0380 6070

MEETING AGENDA

1. Call to Order
2. Approval of Minutes: special meeting of 4/14/2020 (V)
3. Report of Administrative Assistant
4. Correspondence
5. Report of Clerk-Treasurer
6. Review of Bills/YTD Financial Report
7. Warden's Report – Monthly and Annual
8. Commissioner Reports---(verbal summaries)
 - a. Streets and Sidewalks (Callahan)
 - b. Fire & Emergency Management (Hoadley/Rogers)
 - c. Parks, Trees & Rights of Way (Barnes)
 - d. Public Buildings (Mastroianni)
 - e. Public Information (O'Malley)
 - f. Police (Nicholas)
 - g. Utilities & Sanitation (von Ruffer Hills)
9. Public Comment
10. Unfinished Business
 - a. Consider adopting FY 20-21 budget (A) (V)
 - b. Discuss status of COVID-19 in region and State reopening plans
11. New Business
 - a. Consider requests to use Borough property (C) (V): Noah's Restaurant outside dining; Water Street Café outside dining;
 - b. Consider proposal for Borough Tree Risk Assessment (C) (V)
 - c. Consider adjustments to FY 19-20 budget (A) (V)
 - d. Discuss issues raised in Jessica Morrissey email of April 22 (C)
 - e. Consider appointing PKF O'Connor Davies as auditors for FY 19-20 (C) (V)
 - f. Consider moving Betsy Carr to full member of P&Z Commission
 - g. Discuss possible restrictions on fire pits
12. Other Business and Discussion
13. Adjournment (V)

(A) = Attachment (C)= correspondence (V) = vote required

**Borough of Stonington
Board of Warden and Burgesses
Special Monthly Meeting – April 14, 2020**

MINUTES

1. CALL TO ORDER

Warden Jeff Callahan called the special meeting of the Borough of Stonington Board of Warden and Burgesses to order, by way of Zoom video conferencing at 7:08 p.m. Participating were Burgesses Amy Nicholas, Kevin Rogers, Amanda Barnes, Bergin O’Malley, Karen von Ruffer-Hills, and Shaun Mastroianni. Also present was Tiffany Cook, serving as Clerk-Treasurer. The warden noted that the meeting was being conducted using remote access under the authority of governor’s executive order 7B, which suspends in-person open meeting requirements due to the COVID-19 pandemic.

2. APPROVAL OF THE MINUTES

On a motion by Burgess Mastroianni and seconded by Burgess Rogers, the minutes of the regular meeting held on March 16, 2020 were approved.

3. REPORT OF ADMINISTRATIVE ASSISTANT

Nothing to Report

3. CORRESPONDENCE

Requests: None; Meetings: None; Other: Email from Martha Mitchell expressing a number of concerns; Outgoing: None

5. REPORT OF CLERK-TREASURER

In an effort to offer financial assistance to Borough residents in need during the Covid 19 pandemic, the Borough is collaborating with Stonington Human Services to communicate to Stonington Borough residents that financial assistance is available through the Waldron & Williams Funds. Application form is posted on the Borough website and available at Tom’s News.

6. REVIEW OF BILLS/YTD FINANCIAL REPORT

Bills for the period March 17 through April 9, 2020 totaled \$29,984. The Income & Expense YTD shows net income of \$300,155. Actual revenue thus far has exceeded budget projection by about \$16,000. Reserve stands at about \$348,000.

7. WARDEN’S REPORT

1. Participated in weekly COVID-19 updates from SCCOG and local health districts
2. Mailed letters to residents affected by lower Water Street project

3. Mailed letters to all residents about new meeting and budget approval procedures
4. Posted final MS4 Annual Report for 2019
5. Prepared budget options
6. Tracked Governor's executive orders (23 and counting)
7. Arranged for weekly disinfecting of fire house and Borough Hall

BOROUGH CLOCK – No new information

8. COMMISSIONER REPORTS

a. STREET & SIDEWALKS COMMISSIONER REPORT

1. Filled potholes in streets
2. Monthly brush pickup
3. Continued spring street sweeping
4. Installed "Betty's Way" sign
5. Raked Wadawanuck Square
6. Issued 3 dumpster permits
7. Prepared for lower Water Street project

b. Fire & Emergency Management

- 1) 2-1-20 8:28pm Fire Alarm Activation 5 Water St. (strong oil odor in residence)
- 2) 2-3-20 6:04pm Chimney Fire 86 Collins Rd. (excessive creosote buildup)
- 3) 2-7-20 2:54pm Tree & Wires down IFO 259 Flanders Rd. (high winds)
- 4) 2-7-20 3:00pm Chimney pulling away from building, 22 Bayview Ave. Velvet Mill (nothing found)
- 5) 2-7-20 3:03pm Tree & Wires down IFO 91 Flanders Rd. (high winds)
- 6) 2-7-20 3:21pm Wires down in area of Main & Wall St. (high winds)
- 7) 2-7-20 4:09pm Wires down Hopkins & Langworthy, Lords Pt. (high winds)
- 8) 2-7-20 4:20pm Wires down Pole on Fire IFO 191 Wampassuc Pt. Rd. (high winds)
- 9) 2-7-20 4:30pm Wires down Pole on Fire IFO 200 Wampassuc Pt. Rd. (high winds)
- 10) 2-7-20 4:59pm Wires down corner of Gold & Cross St. (high winds)
- 11) 2-7-20 4:59pm Wires down, arcing IFO 268 Flanders Rd. (high winds)
- 12) 2-7-20 5:13pm Wires down, arcing Main & High St. (high winds)
- 13) 2-7-20 5:20pm Tree & Wires down Hopkins & Langworthy, Lords Pt. (high winds)
- 14) 2-10-20 5:02am Medical assist with SAC, 32 Water St. (fall victim)
- 15) 2-10-20 3:58pm Wire down 53 Main & Grand St. (called EVERSOURCE)
- 16) 2-11-20 7:06am Wires arcing Main & High St. (called EVERSOURCE)
- 17) 2-13-20 5:51am Wires arcing IFO 165 Elm St. (called EVERSOURCE)
- 18) 2-13-20 12:14pm Fire Alarm Activation 22 Bayview Ave. Velvet Mill (water flow)
- 19) 2-15-20 5:50pm Toddler Rescue 41 Flanders Rd. (toddler's head stuck in a training potty seat)
- 20) 2-19-20 8:00am Fire Alarm Activation 72 Water St., NESS (accidental, worker)
- 21) 2-29-20 1:17pm Medical assist with SAC, Dog Watch Cafe (cancelled enroute)

c. Parks, Trees, Rights-of-Way: Nothing to report.

d. Public Buildings – Nothing to Report

e. Public Information – Nothing to report, aside from efforts to communicate to Boro public about the Covid-19 Pandemic; sculpture park dedication has been delayed due to COVID-19.

f. Police

During the month of March 2020 there were 33 incidents in the police report for the Borough including 5 Burglar Alarms 3 of which were false, 3 Medical Assists, 3 Suspicious Activities, 3 911 Misdials/Hang-ups, 3 Animal Control, 2 Motor Vehicle/Parking Complaints, 2 Red Tag Vehicle, 2 Found Item and 2 Fire related calls. There was one incident each of Pistol Permit, Assist Citizen, Accident Uninvestigated, Criminal Mischief, Disturbance, Juvenile, Suicidal, and Check Building.

There were no arrests recorded.

g. Utilities & Sanitation

There is a need for additional trash containers (baskets) in the Borough, as the number of dogs being walked has increased due to the Covid-19 pandemic. Warden Callahan stated that he would have the highway department map the current locations of baskets and signs advising dog walkers to pick up after their pets.

9. PUBLIC COMMENT

None. This special meeting was held via Zoom, with notice to all residents who wanted to attend via teleconference.

10. UNFINISHED BUSINESS

a) The right-of-way sign in honor of Betty Croteau has been posted. The right-of-way for public access to Wayland's Wharf from Water Street has been named "Betty's Way".

b) Warden Callahan presented two budget options for discussion. The first was the baseline version, which assumed the normal high property tax collection rate. The second option was the so-called "95% option", which assumed a lower than usual tax collection rate. The rationale for the 95% case is that owing to pandemic economic disruptions property taxes may be received at a much slower and even lower rate this summer than is normally the case for the Borough. Burgess Mastroianni moved to approve the "95% option" proposed by Warden Callahan, with a second by Burgess Rogers. After some discussion, Burgess Mastroianni moved to amend his motion, restoring money to accommodate staff cost of living adjustments of 1.5%, which Callahan had eliminated in the 95% budget. Burgess O'Malley seconded the amendment. After further discussion the amended motion was approved by all, except Burgess Nicholas who abstained.

11. NEW BUSINESS

a) There were no requests for use of Borough property to consider. Many events that already had been approved have subsequently cancelled or rescheduled.

b) Property tax payment: Warden Callahan offered the following motion: In order to comply with the governor's Executive Order 7S, and in view of the fact that the Town of Stonington provides both property assessment and property tax collection services for the Borough of Stonington, the Borough of Stonington will adopt the method of implementing E.O. 7S that the Town selects. Burgess O'Malley seconded. Motion passed unanimously.

c) Warden Callahan discussed Governor Lamont's E.O. 7T, which contains important restrictions on short term rentals, whether motels, inns, B&B, etc. New rentals of 31 days or fewer are prohibited until the emergency is over. Persons who already are in a short term rental arrangement are allowed to remain until their stay is completed. This order was sent by Warden Callahan to all realtors in the Borough to ensure they are aware of it. Also discussed was E.O. 7X, which extends the State's shutdown and distancing orders through May 20th.

12. OTHER BUSINESS AND DISCUSSION ---

The Capitol Improvement Program was discussed as part of the budget process. Burgess Mastroianni noted that the Federal Government may establish a large infrastructure program to spur the economy. Mastroianni will track the discussion; as yet, nothing has been passed or even debated in Congress. If such a program is implemented, it could provide an opportunity for the Borough to apply for infrastructure grants.

13. ADJOURNMENT

On a motion by Burgess O'Malley, seconded by Burgess Rogers, adjournment of the special meeting at 8:18 p.m. was unanimously approved.

Respectfully Submitted,
Tiffany Cook, Clerk-Treasurer
April 20, 2020

ADMINISTRATIVE ASSISTANT REPORT
As of May 14, 2020

- Received from State: \$15,187.18 for town aid roads grant
- Processed quarterly reports

Barbara J. Perry
Administrative Assistant

**CORRESPONDENCE FOR
May 2020 MEETING**

Requests: requests from Water St. Café & Noah's Restaurant

Meetings: None

Other: email from Jessica Morrissey with requested action items

Outgoing: None

Borough of Stonington
Bills Paid
April 14 through May 14, 2020

Name	Class	Amount
Apr 14 - May 14, 20		
Bank of America Pa...	BOARDS & COMMISSIONS:PLANNING & ZONING COMMISSION:202 Printing	224.40
CT DEEP	BOARDS & COMMISSIONS:SHARED PZC & ZBA:222 State Conservation Fund	928.00
Bank of America Pa...	BOARDS & COMMISSIONS:SHARED PZC & ZBA:259 Miscellaneous/Office	10.05
Eversource	BOROUGH HALL/HWY GARAGE:GENERAL EXPENSES:501 Electricity	963.41
Eversource	BOROUGH HALL/HWY GARAGE:GENERAL EXPENSES:501 Electricity	0.00
East River Energy	BOROUGH HALL/HWY GARAGE:GENERAL EXPENSES:502 Heating Oil	159.37
East River Energy	BOROUGH HALL/HWY GARAGE:GENERAL EXPENSES:502 Heating Oil	518.26
Aquarion Water Co...	BOROUGH HALL/HWY GARAGE:GENERAL EXPENSES:504 Water & Sewer	19.18
Uncas Gas	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:312 Propane	595.06
Uncas Gas	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:312 Propane	571.06
Uncas Gas	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:312 Propane	501.92
Aquarion Water Co...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:314 Water & Sewer	123.91
Aquarion Water Co...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:314 Water & Sewer	53.11
Aquarion Water Co...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:314 Water & Sewer	4,523.69
ThyssenKrupp Elev...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	622.86
ThyssenKrupp Elev...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	2,340.00
ThyssenKrupp Elev...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	622.86
New England Mech...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	955.00
Mastro Electric Sup...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	16.81
New England Mech...	FIRE DEPARTMENT:FIREHOUSE - 100 MAIN STREET:317 Repairs & Maintenance	350.00
Town of Stonington	FIRE DEPARTMENT:GENERAL EXPENSES:301 Fuel	128.92
Early Warning Safet...	FIRE DEPARTMENT:GENERAL EXPENSES:302 Maintenance of Alarms	395.00
Early Warning Safet...	FIRE DEPARTMENT:GENERAL EXPENSES:302 Maintenance of Alarms	608.00
Symposium Techno...	FIRE DEPARTMENT:GENERAL EXPENSES:303 Maintenance of Radios	600.00
Communications Pl...	FIRE DEPARTMENT:GENERAL EXPENSES:303 Maintenance of Radios	110.00
Firematic	FIRE DEPARTMENT:GENERAL EXPENSES:304 Maintenance of Trucks/Equip	210.00
Shipman's Fire Equi...	FIRE DEPARTMENT:GENERAL EXPENSES:305 Tools & Equipment	563.28
Verizon Wireless	FIRE DEPARTMENT:GENERAL EXPENSES:306 Telecommunications	137.20
Bank of America Pa...	FIRE DEPARTMENT:GENERAL EXPENSES:307 Fire Marshal Equipment	773.29
Bank of America Pa...	FIRE DEPARTMENT:GENERAL EXPENSES:307 Fire Marshal Equipment	
Bank of America Pa...	FIRE DEPARTMENT:GENERAL EXPENSES:309 Miscellaneous	9.09
PNC Equipment Fin...	FIRE DEPARTMENT:GENERAL EXPENSES:310 Fire Truck Leases	30,000.00
Capitol Uniforms	FIRE DEPARTMENT:PERSONNEL EXPENSES:345 Uniforms	580.95
Capitol Uniforms	FIRE DEPARTMENT:PERSONNEL EXPENSES:345 Uniforms	46.99
Capitol Uniforms	FIRE DEPARTMENT:PERSONNEL EXPENSES:345 Uniforms	152.98
Capitol Uniforms	FIRE DEPARTMENT:PERSONNEL EXPENSES:345 Uniforms	28.40
United Healthcare	GENERAL GOVERNMENT:ADMINISTRATIVE:108 Health Insurance	5,821.51
Guardian	GENERAL GOVERNMENT:ADMINISTRATIVE:108 Health Insurance	298.25
Connecticut Confer...	GENERAL GOVERNMENT:CONTRIBUTIONS:195 CT Conf of Municipalities	500.00
The Day Publishing ...	GENERAL GOVERNMENT:OFFICE:121 Legal Notices	471.10
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:123 Postage	110.00
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:123 Postage	55.00
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:123 Postage	165.00
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:123 Postage	1.65
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:124 Supplies	59.51
Quill Corporation	GENERAL GOVERNMENT:OFFICE:124 Supplies	55.98
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:125 Telecommunications	15.95
Frontier Communic...	GENERAL GOVERNMENT:OFFICE:125 Telecommunications	169.67
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:125 Telecommunications	49.68
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:125 Telecommunications	15.95
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:129 Miscellaneous	39.01
Bank of America Pa...	GENERAL GOVERNMENT:OFFICE:129 Miscellaneous	860.40
VW Credit Leasing ...	GENERAL GOVERNMENT:TAX COLLECTOR:145 Tax Refunds	24.55
PNC Equipment Fin...	OTHER FUNDS:CAPITAL & NONRECURRING EXPENDIT	83,012.94
Bank of America Pa...	PARKS, TREES & RIGHTS OF WAY:GENERAL EXPENSES:802 Tree Maintenance	503.10
Georgia Hann	PARKS, TREES & RIGHTS OF WAY:GENERAL EXPENSES:802 Tree Maintenance	8.70
Eversource	PARKS, TREES & RIGHTS OF WAY:GENERAL EXPENSES:804 Park Utilities	45.42
Aquarion Water Co...	PARKS, TREES & RIGHTS OF WAY:GENERAL EXPENSES:804 Park Utilities	14.43
Shell Credit Card C...	STREET DEPARTMENT:GENERAL:601 Gas & Oil	252.80
Town of Stonington	STREET DEPARTMENT:GENERAL:601 Gas & Oil	125.48
Ashaway Service C...	STREET DEPARTMENT:GENERAL:602 Equipment R&M/Upgrading	1,714.83
George Collelo	STREET DEPARTMENT:GENERAL:602 Equipment R&M/Upgrading	300.00
Timothy Keena	STREET DEPARTMENT:GENERAL:604 Street Repairs	550.00
Cash True Value H...	STREET DEPARTMENT:GENERAL:605 Supplies	30.00
Bank of America Pa...	STREET DEPARTMENT:GENERAL:605 Supplies	196.60
Bank of America Pa...	STREET DEPARTMENT:GENERAL:605 Supplies	127.89
Bank of America Pa...	STREET DEPARTMENT:GENERAL:605 Supplies	673.56

Borough of Stonington

Bills Paid

April 14 through May 14, 2020

05/14/20

Name	Class	Amount
Champion America	STREET DEPARTMENT:GENERAL:605 Supplies	57.04
ConnRi Paper & Su...	STREET DEPARTMENT:GENERAL:605 Supplies	33.50
Cash True Value H...	STREET DEPARTMENT:GENERAL:605 Supplies	108.99
Bank of America Pa...	STREET DEPARTMENT:GENERAL:605 Supplies	214.12
Uline	STREET DEPARTMENT:GENERAL:605 Supplies	181.96
Cash True Value H...	STREET DEPARTMENT:GENERAL:605 Supplies	34.76
ConnRi Paper & Su...	STREET DEPARTMENT:GENERAL:605 Supplies	131.04
Comcast	STREET DEPARTMENT:GENERAL:609 Telephone & Miscellaneous	116.34
Frontier Communic...	STREET DEPARTMENT:GENERAL:609 Telephone & Miscellaneous	49.84
Apr 14 - May 14, 20		145,639.60

Borough of Stonington
Income & Expenses Budget vs. Actual
 July 1, 2019 through May 14, 2020

Ordinary Income/Expense	Jul 1, '19 - May 14, 20	Budget	\$ Over Budget
Income			
GRANTS & REIMBURSEMENTS			
1 Town of Stonington	206,885.00	206,885.00	0.00
2 State of Connecticut			
State of Connecticut Grants	15,187.18	10,000.00	5,187.18
LoCIP	14,000.00	15,000.00	-1,000.00
2 State of Connecticut - Other	26.28	0.00	26.28
Total 2 State of Connecticut	29,213.46	25,000.00	4,213.46
Total GRANTS & REIMBURSEMENTS	236,098.46	231,885.00	4,213.46
FIRE PROTECTION FEES			
21 Stonington Fire District	65,564.00	65,244.00	320.00
22 Wamphassuc	28,644.00	28,504.00	140.00
23 Lord's Point	26,861.00	26,523.00	338.00
Total FIRE PROTECTION FEES	121,069.00	120,271.00	798.00
OTHER INCOME			
61 Planning & Zoning Fees, Etc.			
Applications	5,995.00	3,000.00	2,995.00
Zoning Regulations	10.00	0.00	10.00
Total 61 Planning & Zoning Fees, Etc.	6,005.00	3,000.00	3,005.00
62 Interest on Investments	506.97	1,500.00	-993.03
64 Sale of Assets	50.00	0.00	50.00
65 Telephone Property Tax	621.54	600.00	21.54
69 Miscellaneous			
Dumpster Permit Fees	700.00	0.00	700.00
69 Miscellaneous - Other	2,485.70	1,000.00	1,485.70
Total 69 Miscellaneous	3,185.70	1,000.00	2,185.70
Total OTHER INCOME	10,369.21	6,100.00	4,269.21
PROPERTY TAXES			
81-Real Estate	898,885.22	893,258.00	5,627.22
81-Vehicles	8,695.25	0.00	8,695.25
81-Other	8,148.90	0.00	8,148.90
Total PROPERTY TAXES	915,729.37	893,258.00	22,471.37
RESERVE TRANSFER			
91 Acc Rev Fund Bal Des Budget	44,323.00	44,323.00	0.00
Total RESERVE TRANSFER	44,323.00	44,323.00	0.00
Total Income	1,327,589.04	1,295,837.00	31,752.04
Gross Profit	1,327,589.04	1,295,837.00	31,752.04
Expense			
GENERAL FUND OPERATING EXPENSE			
GENERAL GOVERNMENT			
Administrative			
101 Audit	17,365.68	21,500.00	-4,134.32
104 Insurance			
Surety Bonds	0.00	750.00	-750.00
CIRMA LAP	17,870.00	20,500.00	-2,630.00
Worker's Comp (CIRMA)	22,347.00	25,000.00	-2,653.00
Total 104 Insurance	40,217.00	46,250.00	-6,033.00

Borough of Stonington
Income & Expenses Budget vs. Actual
 July 1, 2019 through May 14, 2020

	Jul 1, '19 - May 14, 20	Budget	\$ Over Budget
105 Professional Services	4,195.00	15,000.00	-10,805.00
106 Special Mailings	0.00	1,000.00	-1,000.00
107 Community Affairs	600.00	600.00	0.00
108 Health Insurance	59,090.07	70,000.00	-10,909.93
109 Health Insurance Deductible	5,632.14	6,000.00	-367.86
110 Travel Reimbursement	545.88	1,000.00	-454.12
Total Administrative	127,645.77	161,350.00	-33,704.23
Office			
121 Legal Notices	746.60	500.00	246.60
122 Equipment R&M/Upgrading	719.21	1,500.00	-780.79
123 Postage	1,277.65	800.00	477.65
124 Supplies	686.17	800.00	-113.83
125 Telecommunications	1,839.69	2,500.00	-660.31
126 Bank Fees	154.57	600.00	-445.43
129 Miscellaneous	1,591.84	500.00	1,091.84
130 Administrative Assistant	29,895.80	35,875.00	-5,979.20
Total Office	36,911.53	43,075.00	-6,163.47
Tax Collector			
141 Legal Notices	0.00	500.00	-500.00
142 Liens	30.00	100.00	-70.00
143 Postage	0.00	500.00	-500.00
144 Collection Expenses	4,094.60	5,000.00	-905.40
145 Tax Refunds	225.28	3,000.00	-2,774.72
Total Tax Collector	4,349.88	9,100.00	-4,750.12
Salaries			
161 Assessor	600.00	1,000.00	-400.00
162 Burgesses	3,000.00	5,400.00	-2,400.00
163 Clerk-Treasurer	2,500.00	3,500.00	-1,000.00
165 Warden	8,333.30	12,000.00	-3,666.70
168 Payroll Taxes	24,154.68	28,712.00	-4,557.32
170 Commissioner Stipends	2,916.50	4,000.00	-1,083.50
Total Salaries	41,504.48	54,612.00	-13,107.52
Contributions			
191 Stonington Free Library	25,000.00	25,000.00	0.00
192 Stonington Ambulance	5,000.00	5,000.00	0.00
193 seCTer	325.15	350.00	-24.85
194 SE CT Council of Government	511.00	520.00	-9.00
195 CT Conf of Municipalities	1,500.00	1,000.00	500.00
196 Bicent/July 4th	1,500.00	1,500.00	0.00
197 Stonington COMO	5,000.00	5,000.00	0.00
Total Contributions	38,836.15	38,370.00	466.15
Total GENERAL GOVERNMENT	249,247.81	306,507.00	-57,259.19
BOARDS & COMMISSIONS			
Planning & Zoning Commission			
201 Legal Notices	1,710.60	1,000.00	710.60
202 Printing	714.78	500.00	214.78
203 Books & Training	0.00	500.00	-500.00
205 Prof Services - Legal	3,250.00	8,000.00	-4,750.00
206 Prof Svcs- Planner/Engineer	288.75	1,000.00	-711.25
Total Planning & Zoning Commission	5,964.13	11,000.00	-5,035.87

**Borough of Stonington
Income & Expenses Budget vs. Actual**

July 1, 2019 through May 14, 2020

	Jul 1, '19 - May 14, 20	Budget	\$ Over Budget
Shared PZC & ZBA			
221 Postage	385.35	300.00	85.35
222 State Conservation Fund	2,784.00	1,500.00	1,284.00
257 Zoning Officer Salary	14,093.75	35,000.00	-20,906.25
259 Miscellaneous/Office	873.05	1,000.00	-126.95
Total Shared PZC & ZBA	18,136.15	37,800.00	-19,663.85
Zoning Board of Appeals			
241 Legal Notices	205.60	500.00	-294.40
242 Books & Training	0.00	100.00	-100.00
243 Prof Services - Legal	0.00	5,000.00	-5,000.00
Total Zoning Board of Appeals	205.60	5,600.00	-5,394.40
Total BOARDS & COMMISSIONS	24,305.88	54,400.00	-30,094.12
FIRE DEPARTMENT			
Operating Expenses			
301 Fuel	2,869.81	2,500.00	369.81
302 Maintenance of Alarms	4,862.00	5,000.00	-138.00
303 Maintenance of Radios	1,028.00	3,000.00	-1,972.00
304 Maintenance Trucks & Equip	16,334.73	25,000.00	-8,665.27
305 New Tools & Equipment	24,842.52	30,000.00	-5,157.48
306 Telecommunications	7,402.80	8,000.00	-597.20
307 Fire Marshal Expenses	3,000.38	2,500.00	500.38
309 Miscellaneous	33.10	500.00	-466.90
310 Fire Truck Leases	30,000.00	30,000.00	0.00
Total Operating Expenses	90,373.34	106,500.00	-16,126.66
Firehouse - 100 Main Street			
311 Electricity	9,867.48	10,000.00	-132.52
312 Propane	9,279.80	11,000.00	-1,720.20
314 Water & Sewer	1,788.17	2,000.00	-211.83
315 Supplies	867.10	2,000.00	-1,132.90
317 Repairs & Maintenance	24,700.19	15,000.00	9,700.19
566 Janitorial - Firehouse	3,495.00	5,640.00	-2,145.00
Total Firehouse - 100 Main Street	49,997.74	45,640.00	4,357.74
Insurance			
321 Accidental Death	2,201.00	2,500.00	-299.00
324 LAP-Liability/Auto/Prop	28,916.00	28,000.00	916.00
Total Insurance	31,117.00	30,500.00	617.00
Personnel Expenses			
341 Companies & Department	7,500.00	10,000.00	-2,500.00
342 Medical	8,402.94	15,000.00	-6,597.06
343 Length of Service Program	21,734.08	25,000.00	-3,265.92
344 Training	2,921.47	5,000.00	-2,078.53
345 Uniforms	1,990.15	3,000.00	-1,009.85
346 Pay-per-Call Incentive Prog	6,248.33	15,000.00	-8,751.67
347 Deferred Compensation	4,700.00	3,000.00	1,700.00
Total Personnel Expenses	53,496.97	76,000.00	-22,503.03
Salaries			
361 Chief	78,747.56	87,125.00	-8,377.44
362 Deputy Chief	8,456.25	9,225.00	-768.75
363 Assistant Chief	5,500.00	6,000.00	-500.00
364 Fire Marshal	9,264.64	10,250.00	-985.36
365 Company Officers	5,530.00	5,640.00	-110.00
Total Salaries	107,498.45	118,240.00	-10,741.55
Total FIRE DEPARTMENT	332,483.50	376,880.00	-44,396.50

Borough of Stonington
Income & Expenses Budget vs. Actual
 July 1, 2019 through May 14, 2020

	Jul 1, '19 - May 14, 20	Budget	\$ Over Budget
HYDRANTS			
General Expenses			
401 Rental of Hydrants & Pipe	38,123.09	47,000.00	-8,876.91
Total General Expenses	38,123.09	47,000.00	-8,876.91
Total HYDRANTS	38,123.09	47,000.00	-8,876.91
BOROUGH HALL - 26 CHURCH ST			
Borough Hall/Highway Garage			
501 Electricity	2,991.50	2,500.00	491.50
502 Heating Oil	3,425.34	6,000.00	-2,574.66
504 Water & Sewer	239.87	500.00	-260.13
505 Supplies	577.94	1,000.00	-422.06
509 Repairs & Maintenance	9,810.59	8,000.00	1,810.59
Total Borough Hall/Highway Garage	17,045.24	18,000.00	-954.76
Salaries			
565 Janitorial - Borough Hall	3,801.82	4,300.00	-498.18
Total Salaries	3,801.82	4,300.00	-498.18
Total BOROUGH HALL - 26 CHURCH ST	20,847.06	22,300.00	-1,452.94
STREET DEPARTMENT			
General			
601 Gas & Oil	2,013.92	2,500.00	-486.08
602 Equipment R&M/Upgrading	5,088.46	5,000.00	88.46
604 Street Repairs	4,041.93	4,000.00	41.93
605 Supplies	5,064.84	4,000.00	1,064.84
609 Telephone & Miscellaneous	1,310.13	2,000.00	-689.87
610 Snow Removal	2,239.58	10,000.00	-7,760.42
611 Sidewalk Repairs	4,075.00	6,000.00	-1,925.00
612 Stormwater Management	10,982.55	15,000.00	-4,017.45
Total General	34,816.41	48,500.00	-13,683.59
Wages & Salaries			
656 Labor - Regular	118,605.86	125,000.00	-6,394.14
657 Labor - Overtime	10,488.50	18,000.00	-7,511.50
658 Labor - Temporary	1,050.00	7,500.00	-6,450.00
666 Deferred Comp Matching	3,680.00	6,000.00	-2,320.00
667 Street Commissioner	4,583.40	5,500.00	-916.60
Total Wages & Salaries	138,407.76	162,000.00	-23,592.24
Total STREET DEPARTMENT	173,224.17	210,500.00	-37,275.83
PARKS, TREES, & RIGHTS OF WAY			
General Expenses			
801 Grounds Maintenance	1,340.96	3,000.00	-1,659.04
802 Tree Maintenance	11,644.63	15,000.00	-3,355.37
804 Park Utilities	625.16	750.00	-124.84
805 Signs, Surveys & ROW	4,025.00	500.00	3,525.00
Total General Expenses	17,635.75	19,250.00	-1,614.25
Total PARKS, TREES, & RIGHTS OF WAY	17,635.75	19,250.00	-1,614.25
SANITATION			
General Expenses			
909 Miscellaneous	700.00	3,000.00	-2,300.00
Total General Expenses	700.00	3,000.00	-2,300.00
Total SANITATION	700.00	3,000.00	-2,300.00

Borough of Stonington
Income & Expenses Budget vs. Actual
 July 1, 2019 through May 14, 2020

	Jul 1, '19 - May 14, 20	Budget	\$ Over Budget
CONTINGENCY EXPENSE			
1301 Contingency	17,648.32	25,000.00	-7,351.68
Total CONTINGENCY EXPENSE	17,648.32	25,000.00	-7,351.68
Total GENERAL FUND OPERATING EXPENSE	874,215.58	1,064,837.00	-190,621.42
SPECIAL REVENUE & TRUST FUNDS			
1501 Deposits to Funds	231,000.00	231,000.00	0.00
Total SPECIAL REVENUE & TRUST FUNDS	231,000.00	231,000.00	0.00
Total Expense	1,105,215.58	1,295,837.00	-190,621.42
Net Ordinary Income	222,373.46	0.00	222,373.46
Net Income	222,373.46	0.00	222,373.46

BOROUGH ACCOUNT BALANCES
As of May 14, 2020

General Fund Balance:		\$566,820.78			
Dime Bank Checking		\$699,151.91			
Due to/from Other Funds (Details Below)		\$132,331.13**			
Cannon Fund		\$ 1,828.33			
Due from General Fund		\$ 1,828.33			
Capital & Nonrecurring Fund Balance:		\$ 34,616.63**			
Due from General Fund		\$ 34,616.63			
Fire Dept. Major Expense Balance:		\$- 3,458.35			
Due to General Fund		\$ 3,458.35			
Clock Fund Balance:		\$ -204.37			
Due to General Fund		\$ 204.37			
Infrastructure Reserve Fund Balance:		\$34,113.55			
Due to Infrastructure Reserve		\$34,113.55			
LoCip Fund Balance:		\$ 1,423.00			
Available from State of Connecticut		\$ 1,423.00			
Robinson Burial Ground Fund		\$ 1,225.35			
Due from General Fund		\$ 1,225.35			
Wadawanuck Square Fund		\$ 372.00			
Due from General Fund		\$ 372.00			
Waldron Fund Balance: (Restricted Funds- \$1,000)		\$132,348.35			
Dime Bank Checking Account		\$ 57,970.73			
Dime Bank CD #3		\$ 36,264.44			
Dime Bank CD #4		\$ 38,113.18			
Wayland's Wharf Fund Balance:		\$ -13,725.14			
Due to General Fund		\$ 13,725.14			
William Williams Fund Balance: (Restricted Funds-\$10,524)		\$ 77,641.13			
Due from General Fund		\$ 77,641.13			
***Capital & Nonrecurring Accounts		**Due to Other Funds		Due from Other Funds	
Building Fund	\$15,115.57	Capital & Nonrecurring Fund	\$34,616.63	Wayland's Wharf Fund	\$13,725.14
		Robinson Burial Ground	\$ 1,225.35		
Truck Fund	<u>\$19,504.06</u>	Infrastructure Reserve	\$34,113.55	Clock Fund	204.37
	34,616.63	Wadawanuck Square Fund	\$ 372.00	Fire Dept. Major Expense	<u>3,458.35</u>
		Robinson Burial Ground	\$ 1,225.35		17,387.86
		Williams Fund	\$ 77,563.13		
		Cannon Fund	<u>\$ 1,828.33</u>		
			149,718.99		
		Due from other funds	<u>17,387.86</u>		
		NET	\$132,331.13		

BOROUGH OF STONINGTON
PROPOSED FY 2020-21 BUDGET
 Approved 14 April 2020

JEC: 4.15.20

	ACTUAL 2014/2015	ACTUAL 2015/2016	ACTUAL 2016/2017	ACTUAL 2017/2018	ACTUAL 2018/2019	BUDGET 2019/2020	PROPOSED 2020/2021
INCOME							
GRANTS & REIMBURSEMENTS							
1 Town of Stonington	\$ 175,700	\$ 172,177	\$ 197,370	\$ 187,677	\$ 192,950	\$ 206,885	\$ 267,828
2 State of Connecticut	\$ 15,694	\$ 15,533	\$ 15,550	\$ 15,473	\$ 15,246	\$ 10,000	\$ 5,000
FEMA Reimbursements	\$ -	\$ 22,764	\$ -	\$ -	\$ -	\$ -	\$ -
LoCIP	\$ 1,489	\$ 1,445	\$ -	\$ -	\$ -	\$ 15,000	\$ 1,000
TOTAL	\$ 192,883	\$ 211,919	\$ 212,900	\$ 203,150	\$ 208,196	\$ 231,885	\$ 273,828
FIRE PROTECTION FEES							
21 Stonington Fire District	\$ 57,949	\$ 59,398	\$ 60,883	\$ 62,405	\$ 63,965	\$ 65,244	\$ 66,549
22 Wamphassic	\$ 25,316	\$ 25,949	\$ 26,598	\$ 27,263	\$ 27,945	\$ 28,504	\$ 29,074
23 Lord's Point	\$ 23,557	\$ 24,146	\$ 24,750	\$ 25,369	\$ 26,003	\$ 26,523	\$ 27,053
TOTAL	\$ 106,822	\$ 109,493	\$ 112,231	\$ 115,037	\$ 117,913	\$ 120,271	\$ 122,576
OTHER INCOME							
61 Permits and Fees	\$ 3,605	\$ 4,530	\$ 3,565	\$ 3,625	\$ 4,715	\$ 3,000	\$ 4,000
62 Interest on Investments	\$ 2,135	\$ 1,699	\$ 1,783	\$ 1,762	\$ 1,860	\$ 1,500	\$ 500
64 Sale of Assets	\$ 5,000	\$ 5,000	\$ -	\$ 6,300	\$ 1,000	\$ -	\$ -
65 Telephone Property Tax	\$ 896	\$ 844	\$ 853	\$ 631	\$ 610	\$ 600	\$ 500
69 Miscellaneous	\$ 22,827	\$ 22,573	\$ 5,716	\$ 3,320	\$ 3,706	\$ 1,000	\$ 2,000
TOTAL	\$ 34,463	\$ 34,646	\$ 11,917	\$ 15,638	\$ 11,891	\$ 6,100	\$ 7,000
PROPERTY TAXES							
81 Property Taxes	\$ 702,822	\$ 761,026	\$ 794,224	\$ 819,408	\$ 878,152	\$ 893,258	\$ 857,738
TOTAL REVENUE	\$ 1,035,500	\$ 1,117,084	\$ 1,167,291	\$ 1,227,702	\$ 1,295,542	\$ 1,295,837	\$ 1,356,269
ACCUMULATED REVENUE FUND							
91 Designated Balance	\$ -	\$ -	\$ 36,019	\$ 74,469	\$ 69,390	\$ 44,323	\$ 95,027
TOTAL REVENUE	\$ 1,035,500	\$ 1,117,084	\$ 1,167,291	\$ 1,227,702	\$ 1,295,542	\$ 1,295,837	\$ 1,356,269
ASSESSMENT:							
MIL RATE	\$ 276,781,209	\$ 277,404,946	\$ 276,987,832	\$ 278,451,625	\$ 295,677,696	\$ 299,248,940	\$ 300,960,577
GRAND LEVY	0.0025	0.0027	0.0028	0.00285	0.0029	0.003	0.003
RATE OF COLLECTIONS	0.995	0.995	0.995	0.995	0.995	0.995	0.995
PROJECTED COLLECTIONS	\$ -	\$ -	\$ 771,688	\$ 789,619	\$ 853,178	\$ 893,258	\$ 857,738

BOROUGH OF STONINGTON
 PROPOSED FY 2020-21 BUDGET
 Approved 14 April 2020

ORDINARY EXPENDITURES
 GENERAL GOVERNMENT

	ACTUAL 2014/2015	ACTUAL 2015/2016	ACTUAL 2016/2017	ACTUAL 2017/2018	ACTUAL 2018/2019	BUDGET 2019/2020	PROPOSED 2020/2021
101 Audit & Accountant	\$ 19,530	\$ 19,888	\$ 22,060	\$ 23,466	\$ 25,015	\$ 21,500	\$ 22,000
103 Election	\$ 4,580	\$ -	\$ 4,914	\$ -	\$ 3,751	\$ -	\$ 4,000
104 Insurance							
Surety Bonds	\$ 644	\$ 644	\$ 644	\$ 201	\$ 235	\$ 750	\$ 500
CIRMA LAP-Liabil, Auto & Prop	\$ 20,747	\$ 20,803	\$ 20,783	\$ 18,424	\$ 18,424	\$ 20,500	\$ 20,500
Worker's Comp-CIRMA	\$ 19,273	\$ 20,203	\$ 21,213	\$ 24,387	\$ 26,226	\$ 25,000	\$ 23,000
105 Professional Services	\$ 17,373	\$ 12,660	\$ 10,842	\$ 15,480	\$ 6,000	\$ 15,000	\$ 15,000
106 Special Mailings	\$ 294	\$ -	\$ 394	\$ -	\$ 31	\$ 1,000	\$ 1,000
107 Community Affairs	\$ 600	\$ 600	\$ 600	\$ -	\$ 600	\$ 600	\$ 600
108 Health Insurance	\$ 36,866	\$ 36,384	\$ 37,805	\$ 54,603	\$ 62,419	\$ 70,000	\$ 60,000
109 Health Savings Acct Contributiv	\$ 6,025	\$ 6,050	\$ 8,452	\$ 10,982	\$ 10,000	\$ 6,000	\$ 8,000
110 Travel Reimbursement	\$ -	\$ -	\$ 3,755	\$ 551	\$ 2,470	\$ 1,000	\$ 1,000
OFFICE							
121 Legal Notices	\$ 1,868	\$ 1,348	\$ 720	\$ 1,224	\$ 1,537	\$ 500	\$ 500
122 Equipment R&M/Upgrading	\$ 3,808	\$ 2,026	\$ 1,242	\$ 766	\$ 3,226	\$ 1,500	\$ 2,000
123 Postage	\$ 681	\$ 250	\$ 897	\$ 527	\$ 1,164	\$ 800	\$ 1,000
124 Supplies	\$ 538	\$ 971	\$ 924	\$ 941	\$ 1,285	\$ 800	\$ 800
125 Telecommunications	\$ 2,527	\$ 2,567	\$ 3,669	\$ 5,224	\$ 2,739	\$ 2,500	\$ 2,500
126 Bank Fees	\$ -	\$ -	\$ 770	\$ 1,346	\$ 1,002	\$ 600	\$ 500
129 Miscellaneous	\$ 1,425	\$ 344	\$ 106	\$ 77	\$ 155	\$ 500	\$ 500
130 Admin. Assistant Salary	\$ 34,770	\$ 35,118	\$ 35,118	\$ 35,118	\$ 35,118	\$ 35,875	\$ 36,413
							COLA =1.5 %
TAX COLLECTION							
141 Legal Notices	\$ -	\$ 101	\$ 193	\$ 95	\$ -	\$ 500	\$ 200
142 Liens	\$ 70	\$ 120	\$ 110	\$ 110	\$ 40	\$ 100	\$ 100
143 Postage	\$ -	\$ 529	\$ 509	\$ 50	\$ -	\$ 500	\$ 300
144 Collection Expenses	\$ 6,368	\$ 8,251	\$ 8,521	\$ 4,934	\$ 4,204	\$ 5,000	\$ 6,000
145 Tax Refunds	\$ -	\$ -	\$ 6,839	\$ 3,242	\$ 298	\$ 3,000	\$ 2,000
SALARIES OF OFFICIALS							
161 Assessor	\$ 600	\$ 720	\$ 720	\$ 720	\$ 720	\$ 1,000	\$ 1,000
162 Burgesses	\$ 3,600	\$ 3,450	\$ 3,468	\$ 3,692	\$ 3,650	\$ 5,400	\$ 5,400
163 Clerk-Treasurer	\$ 2,500	\$ 2,500	\$ 2,542	\$ 2,500	\$ 3,000	\$ 3,500	\$ 3,500
164 Tax Collector	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
165 Warden	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 12,000	\$ 10,000
168 Payroll Taxes - For All Depts	\$ 24,552	\$ 20,910	\$ 28,602	\$ 28,303	\$ 27,255	\$ 28,712	\$ 27,702
Employee Bonus	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ -
170 Commissioner Stipends	\$ -	\$ 3,792	\$ 3,917	\$ 4,000	\$ 4,354	\$ 4,000	\$ 4,000
CONTRIBUTIONS							
191 Stonington Free Library	\$ 23,500	\$ 23,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 25,000	\$ 25,000
192 Stonington Ambulance	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000	\$ 5,000	\$ 5,000	\$ 10,000
193 SeCTer	\$ 325	\$ 325	\$ 325	\$ 325	\$ 325	\$ 350	\$ 325
194 SE CT Council of Governments	\$ 511	\$ 511	\$ 511	\$ 511	\$ 511	\$ 520	\$ 511
195 CT Conference of Governments	\$ 900	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 1,000
196 1814 Bcent/July4th	\$ 1,524	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
197 Stonington COMO	\$ -	\$ 4,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	\$ 248,499	\$ 242,063	\$ 274,163	\$ 283,799	\$ 294,254	\$ 306,507	\$ 303,351
							new ambulance

BOROUGH OF STONINGTON
 PROPOSED FY 2020-21 BUDGET
 Approved 14 April 2020

	ACTUAL 2014/2015	ACTUAL 2015/2016	ACTUAL 2016/2017	ACTUAL 2017/2018	ACTUAL 2018/2019	BUDGET 2019/2020	PROPOSED 2020/2021
BOARDS AND COMMISSIONS							
<i>PLANNING & ZONING</i>							
201 Legal Notices	\$ 3,103	\$ 3,131	\$ 3,243	\$ 1,993	\$ 857	\$ 1,000	\$ 2,000
202 Printing	\$ 993	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 1,000
203 Books & Training	\$ 251	\$ 330	\$ 142	\$ 162	\$ -	\$ 500	\$ 500
205 Professional Services-Legal	\$ 3,794	\$ 2,568	\$ 19,239	\$ -	\$ -	\$ 8,000	\$ 8,000
206 Prof. Services-Planner/Engineer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<i>SHARED PZC & ZBA</i>							
221 Postage	\$ 187	\$ 261	\$ 27	\$ -	\$ -	\$ 300	\$ 500
222 State Conservation Fund	\$ 1,682	\$ 1,682	\$ 1,798	\$ 696	\$ 1,682	\$ 1,500	\$ 1,500
257 Zoning Officer Salary	\$ 24,990	\$ 25,250	\$ 17,563	\$ 15,000	\$ 15,000	\$ 35,000	\$ 25,000
259 Miscellaneous/Office	\$ 515	\$ 57	\$ 368	\$ 156	\$ 554	\$ 1,000	\$ 500
<i>ZONING BOARD OF APPEALS</i>							
241 Legal Notices	\$ -	\$ 1,087	\$ 638	\$ 410	\$ 167	\$ 500	\$ 500
242 Books & Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100
243 Professional Services-Legal	\$ -	\$ -	\$ 4,372	\$ -	\$ -	\$ 5,000	\$ 5,000
	\$ 35,515	\$ 34,366	\$ 47,390	\$ 18,417	\$ 18,260	\$ 54,400	\$ 45,600

FIRE DEPARTMENT							
<i>GENERAL EXPENSES</i>							
301 Fuel	\$ 3,192	\$ 1,917	\$ 1,491	\$ 2,114	\$ 2,016	\$ 2,500	\$ 3,000
302 Maintenance of Alarms	\$ 5,196	\$ 5,637	\$ 2,790	\$ 4,415	\$ 6,325	\$ 5,000	\$ 5,000
303 Maintenance of Radios	\$ 1,109	\$ 1,641	\$ 2,341	\$ 2,646	\$ 2,768	\$ 3,000	\$ 2,000
304 Maintenance of Trucks & Equip	\$ 30,834	\$ 21,317	\$ 18,587	\$ 25,393	\$ 25,640	\$ 25,000	\$ 25,000
305 New Tools & Equipment	\$ 21,114	\$ 28,854	\$ 21,162	\$ 19,163	\$ 25,307	\$ 30,000	\$ 30,000
306 Telecommunications	\$ 5,525	\$ 6,385	\$ 7,851	\$ 8,830	\$ 8,851	\$ 8,000	\$ 9,000
307 Fire Marshal Expenses	\$ 782	\$ 255	\$ 2,734	\$ 3,022	\$ 2,773	\$ 2,500	\$ 2,500
309 Miscellaneous	\$ -	\$ -	\$ 321	\$ 333	\$ 99	\$ 500	\$ 500
310 Fire Truck Leases	\$ -	\$ 20,000	\$ 30,000	\$ 30,000	\$ 20,000	\$ 30,000	\$ 30,000
<i>FIREHOUSE - 100 MAIN STREET</i>							
311 Electricity	\$ 11,272	\$ 11,552	\$ 10,930	\$ 10,982	\$ 10,823	\$ 10,000	\$ 11,000
312 Propane	\$ 13,567	\$ 8,591	\$ 12,014	\$ 11,119	\$ 12,013	\$ 11,000	\$ 11,000
314 Water & Sewer	\$ 2,109	\$ 1,933	\$ 1,828	\$ 2,082	\$ 2,239	\$ 2,000	\$ 2,000
315 Supplies	\$ 1,805	\$ 731	\$ 1,933	\$ 2,685	\$ 2,354	\$ 2,000	\$ 2,000
317 Repairs & Maintenance	\$ 24,589	\$ 17,191	\$ 14,372	\$ 12,864	\$ 20,314	\$ 15,000	\$ 20,000
566 Janitorial Service	\$ 7,060	\$ 5,000	\$ 5,150	\$ 5,050	\$ 5,500	\$ 5,640	\$ 6,000
<i>INSURANCE</i>							
321 Life/Accidental Death Insurance	\$ 2,313	\$ 2,313	\$ 2,336	\$ 2,294	\$ 2,255	\$ 2,500	\$ 2,500
324 LAP-Liability, Auto & Property	\$ 17,934	\$ 20,643	\$ 26,495	\$ 27,041	\$ 27,779	\$ 28,000	\$ 30,000
<i>PERSONNEL EXPENSES</i>							
341 Company & Department	\$ 8,000	\$ 8,000	\$ 9,303	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
342 Medical	\$ -	\$ 1,135	\$ 360	\$ -	\$ 485	\$ 15,000	\$ 10,000
343 Length of Service Program	\$ 17,628	\$ 17,450	\$ 18,799	\$ 18,870	\$ 21,112	\$ 25,000	\$ 35,000
344 Training	\$ 4,125	\$ 1,082	\$ 7,245	\$ 7,375	\$ 2,942	\$ 5,000	\$ 4,000
345 Uniforms	\$ 1,212	\$ 1,608	\$ 3,151	\$ 2,876	\$ 2,595	\$ 3,000	\$ 3,000
346 Pay-per-Call Incentive Prog.	\$ 14,547	\$ 14,490	\$ 13,886	\$ 14,494	\$ 14,996	\$ 15,000	\$ 15,000
347 Deferred Comp Match	\$ -	\$ -	\$ -	\$ -	\$ 3,600	\$ 3,000	\$ 5,000
<i>SALARIES</i>							
361 Chief	\$ 24,432	\$ 24,700	\$ 74,920	\$ 87,923	\$ 86,635	\$ 87,125	\$ 88,432
362 Deputy Chief	\$ 8,144	\$ 9,000	\$ 8,200	\$ 9,000	\$ 9,225	\$ 9,225	\$ 9,363
363 Assistant Chief	\$ 4,654	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700	\$ 6,000	\$ 6,090

BOROUGH OF STONINGTON
 PROPOSED FY 2020-21 BUDGET
 Approved 14 April 2020

	ACTUAL 2014/2015	ACTUAL 2015/2016	ACTUAL 2016/2017	ACTUAL 2017/2018	ACTUAL 2018/2019	BUDGET 2019/2020	PROPOSED 2020/2021
364 Fire Marshal	\$ 6,332	\$ 6,324	\$ 6,959	\$ 10,527	\$ 10,192	\$ 10,250	\$ 10,404
365 Company Officers	\$ 4,200	\$ 4,300	\$ 4,909	\$ 4,300	\$ 5,038	\$ 5,640	\$ 5,640
	\$ 241,675	\$ 246,749	\$ 314,767	\$ 340,098	\$ 348,251	\$ 376,880	\$ 388,429
401 Rental of Hydrants & Pipes	\$ 45,265	\$ 43,157	\$ 44,433	\$ 46,189	\$ 53,207	\$ 47,000	\$ 48,000

PUBLIC BUILDINGS (Firehouse included in Fire Department)
 BOROUGH HALL/HIGHWAY GARAGE - 26 CHURCH STREET

501 Electricity	\$ 2,589	\$ 2,095	\$ 1,846	\$ 2,225	\$ 2,214	\$ 2,500	\$ 3,000
502 Heating Oil	\$ 7,176	\$ 4,622	\$ 3,937	\$ 5,077	\$ 5,282	\$ 6,000	\$ 4,500
503 Prop. Insurance - line 324	\$ 2,023	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
504 Water & Sewer	\$ 281	\$ 358	\$ 564	\$ 469	\$ 450	\$ 500	\$ 400
505 Supplies	\$ 359	\$ 85	\$ 236	\$ 440	\$ 674	\$ 1,000	\$ 1,000
509 Repairs & Maintenance	\$ 6,688	\$ 2,860	\$ 5,202	\$ 8,448	\$ 4,854	\$ 8,000	\$ 8,000
	\$ 4,241	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,281	\$ 4,300	\$ 4,364
565 Janitorial-Borough Hall	\$ 23,357	\$ 16,220	\$ 15,985	\$ 20,859	\$ 17,755	\$ 22,300	\$ 21,264

WAGES & SALARY

601 Gas & Oil	\$ 2,591	\$ 1,729	\$ 1,425	\$ 2,363	\$ 3,706	\$ 2,500	\$ 3,000
602 Equipment R&M/Upgrading	\$ 8,059	\$ 3,968	\$ 1,969	\$ 2,308	\$ 5,570	\$ 5,000	\$ 5,000
604 Street Repairs	\$ 8,004	\$ 7,894	\$ 2,196	\$ 2,928	\$ 4,985	\$ 4,000	\$ 5,000
605 Supplies	\$ 6,800	\$ 4,824	\$ 5,502	\$ 6,255	\$ 3,603	\$ 4,000	\$ 4,000
609 Telephone & Miscellaneous	\$ 1,695	\$ 1,635	\$ 1,754	\$ 1,844	\$ 1,887	\$ 2,000	\$ 2,000
610 Snow Removal	\$ 60,489	\$ 6,992	\$ 6,698	\$ 11,231	\$ 4,413	\$ 10,000	\$ 10,000
611 Sidewalk Repairs	\$ 3,800	\$ 7,430	\$ 175	\$ 3,515	\$ 7,094	\$ 6,000	\$ 7,000
612 Stormwater Management	\$ -	\$ -	\$ 6,038	\$ 9,404	\$ 6,228	\$ 15,000	\$ 15,000
	\$ 124,952	\$ 120,598	\$ 122,053	\$ 120,598	\$ 120,823	\$ 125,000	\$ 126,875
656 Labor - Regular	\$ 29,265	\$ 14,137	\$ 19,911	\$ 25,490	\$ 22,670	\$ 18,000	\$ 17,000
657 Labor - Overtime	\$ -	\$ 3,160	\$ 2,905	\$ 6,024	\$ 3,695	\$ 7,500	\$ 7,500
658 Labor - Temporary	\$ 1,722	\$ 1,950	\$ 2,812	\$ 3,900	\$ 4,255	\$ 6,000	\$ 6,000
666 Deferred Comp Match	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,167	\$ 5,500	\$ 5,500
667 Street Commissioner	\$ 252,377	\$ 179,317	\$ 178,438	\$ 200,860	\$ 194,096	\$ 210,500	\$ 213,875

WAGES & SALARY

656 Labor - Regular	\$ 124,952	\$ 120,598	\$ 122,053	\$ 120,598	\$ 120,823	\$ 125,000	\$ 126,875
657 Labor - Overtime	\$ 29,265	\$ 14,137	\$ 19,911	\$ 25,490	\$ 22,670	\$ 18,000	\$ 17,000
658 Labor - Temporary	\$ -	\$ 3,160	\$ 2,905	\$ 6,024	\$ 3,695	\$ 7,500	\$ 7,500
666 Deferred Comp Match	\$ 1,722	\$ 1,950	\$ 2,812	\$ 3,900	\$ 4,255	\$ 6,000	\$ 6,000
667 Street Commissioner	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,167	\$ 5,500	\$ 5,500
	\$ 252,377	\$ 179,317	\$ 178,438	\$ 200,860	\$ 194,096	\$ 210,500	\$ 213,875

PARKS, TREES, & RIGHTS OF WAY

801 Grounds Maintenance	\$ 1,755	\$ 2,203	\$ 1,613	\$ 4,858	\$ 1,897	\$ 3,000	\$ 3,000
802 Tree Maintenance	\$ 2,280	\$ 7,990	\$ 7,648	\$ 8,733	\$ 10,040	\$ 15,000	\$ 20,000
804 Park Utilities	\$ 234	\$ 605	\$ 727	\$ 724	\$ 728	\$ 750	\$ 750
805 Signs, Surveys, & Rights of Way	\$ 4,269	\$ 10,798	\$ 10,341	\$ 14,705	\$ 12,860	\$ 19,250	\$ 24,750
	\$ 853,420	\$ 776,166	\$ 887,964	\$ 925,972	\$ 941,977	\$ 1,039,837	\$ 1,048,769

SANITATION

GENERAL EXPENSES

909 Miscellaneous	\$ 2,463	\$ 3,496	\$ 2,447	\$ 1,045	\$ 3,294	\$ 3,000	\$ 3,500
	\$ 2,463	\$ 3,496	\$ 2,447	\$ 1,045	\$ 3,294	\$ 3,000	\$ 3,500

TOTAL ORDINARY EXPENDITURE	\$ 853,420	\$ 776,166	\$ 887,964	\$ 925,972	\$ 941,977	\$ 1,039,837	\$ 1,048,769
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BOROUGH OF STONINGTON
 PROPOSED FY 2020-21 BUDGET
 Approved 14 April 2020

	ACTUAL 2014/2015	ACTUAL 2015/2016	ACTUAL 2016/2017	ACTUAL 2017/2018	ACTUAL 2018/2019	BUDGET 2019/2020	PROPOSED 2020/2021
CONTINGENCY EXPENSE							
1301 Contingency Expense	\$ 188	\$ 1,016	\$ 3,000	\$ 12,177	\$ 7,500	\$ 25,000	\$ 30,000
DEBT SERVICE							
1601 Loan Payments	\$ -						
SUBTOTAL	\$ 853,608	\$ 777,182	\$ 890,964	\$ 938,149	\$ 949,477	\$ 1,064,837	\$ 1,078,769
SPECIAL REVENUE & TRUST FUND							
1501 Deposits to Funds	\$ 192,000	\$ 197,000	\$ 193,000	\$ 194,500	\$ 225,000	\$ 231,000	\$ 277,500
TOTAL EXPENSES	\$ 1,045,608	\$ 974,182	\$ 1,083,964	\$ 1,132,649	\$ 1,174,477	\$ 1,295,837	\$ 1,356,269
							plus 4.6%
TOTAL REVENUE	\$ 1,035,500	\$ 1,117,084	\$ 1,167,291	\$ 1,227,702	\$ 1,285,542	\$ 1,295,837	\$ 1,356,269
REVENUE - EXPENSE	\$ 10,108	\$ 142,902	\$ 83,327	\$ 95,053	\$ 111,065	\$ 0	\$ (0)
Allocations by Fund							
Infrastructure Reserve Fund	\$ 30,000	\$ 65,000	\$ 60,000	\$ 60,000	\$ 80,000	\$ 100,000	\$ 60,000
Clock Fund	\$ 1,000	\$ 1,000	\$ 1,000	\$ 500	\$ -	\$ 500	\$ 1,000
Truck Fund	\$ 100,000	\$ 90,000	\$ 100,000	\$ 110,000	\$ 110,000	\$ 5,000	\$ 30,000
Building Fund	\$ 60,000	\$ 40,000	\$ 30,000	\$ 20,000	\$ 30,000	\$ 20,000	\$ 20,000
Fire Dept Major Equipment						\$ 100,000	\$ 110,000
Cannon Fund	\$ 1,000	\$ 1,000	\$ 2,000	\$ 4,000	\$ 5,000	\$ 500	\$ 1,828
LOGIP	\$ 1,489	\$ 1,445	\$ -	\$ -	\$ -	\$ -	\$ 1,423
Wayland's Wharf						\$ 5,000	\$ 55,000
TOTAL FUNDS DEPOSIT	\$ 192,000	\$ 198,445	\$ 193,000	\$ 194,500	\$ 225,000	\$ 231,000	\$ 277,500
TOTAL PAYROLL	\$ 287,680	\$ 276,349	\$ 327,055	\$ 348,792	\$ 346,543	\$ 375,315	\$ 362,117
YEAR-END RESERVE	\$ 172,082	\$ 231,607	\$ 270,000	\$ 300,000	\$ 300,000 est	\$ 340,000	
							Balance @ 4.08.20
							34,114 storm drains, Denison Ave
							-204
							19,504 replace 2009 dump truck
							15,116 replace fire escape
							79,555 Fire Truck Lease, new PPE
							1,828
							1,423
							-13,725 south seawall, parking lot

APPLICATION FOR USE OF STONINGTON BOROUGH PROPERTY INCLUDING STREETS

(REVISED APRIL 2018)

Borough property to be used: **Corner of Church and Water St. [113 Water St. & 11 Church St.]** _____

Description of the event to be held: **Outdoor Dining and Beverage** _____

Date of the event:

Time of the event:

May 20th - November 1, 2020 _____

From: **8am** _____ To: **8pm** _____

Contact Person: **Andrew Field** _____

860.377.0205 _____

NOAH'S RESTAURANT

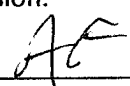
113 Water St. Stonington CT 06378 _____

Andrew@noahsfinefood.com _____

In Mailing Address

E-mail Address

In consideration for the use of Stonington Borough property listed above (agency/organization) **Noah's** _____ agrees that it will indemnify and hold harmless the Borough and its respective officers, agents, and employees from any loss, costs, damages, expenses, judgments and liability whatsoever kind or nature howsoever the same maybe caused resulting directly or indirectly by any act or omission of the agency/organization, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury or damage o property directly or indirectly, including the loss of use resulting there from as permitted by law unless and to the extent caused by the Borough's willful acts. Certificate of Insurance must be attached. Failure to comply with any conditions stated below may be grounds for rescinding permission.

Andrew Field  _____
Signature of Responsible Party

05/14/2020 _____
Date

Andrew Field _____

Printed Name of Responsible Party

Additional Conditions & Requirements: _____

Approved by the Borough of Stonington:

Name

Date

5.11.20

REST ROOMS

STAIRS

KITCHEN

STORAGE

NOAH'S
ANDREW FIELD
860.377.0205

ANDREW@NOAH'S FINE FOOD
.COM

BAR

DINING

CHURCH ST.

1

2

3

4

5

6

7

PLANTER

NO. 10
PAVILION
ZONE



**APPLICATION FOR USE OF STONINGTON BOROUGH PROPERTY
INCLUDING STREETS**

(REVISED APRIL 2018)

Borough property to be used: 143 Water Street sidewalk / Water Street Cafe.

Description of the event to be held: Outside dining and consumption of
Alcoholic beverages.

Date of the event: May 20th till mandate on Restaurants
is lifted

Time of the event:
From: 5⁰⁰ pm To: 9⁰⁰ pm

Contact Person:
Stephanie Hayes-Houlahan
Name

860-460-4542
Phone Number(s)

203 North Water St., Stonington, CT 06378
Mailing Address

s.hayeshoulahan@me.com
E-mail Address

In consideration for the use of Stonington Borough property listed above (agency/organization) Water Street Cafe LLC agrees that it will indemnify and hold harmless the Borough and its respective officers, agents, and employees from any loss, costs, damages, expenses, judgments and liability whatsoever kind or nature howsoever the same maybe caused resulting directly or indirectly by any act or omission of the agency/organization, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury or damage o property directly or indirectly, including the loss of use resulting there from as permitted by law unless and to the extent caused by the Borough's willful acts. Certificate of Insurance must be attached. Failure to comply with any conditions stated below may be grounds for rescinding permission.

Stephanie Hayes-Houlahan
Signature of Responsible Party

5/11/2020
Date

Stephanie Hayes-Houlahan
Printed Name of Responsible Party

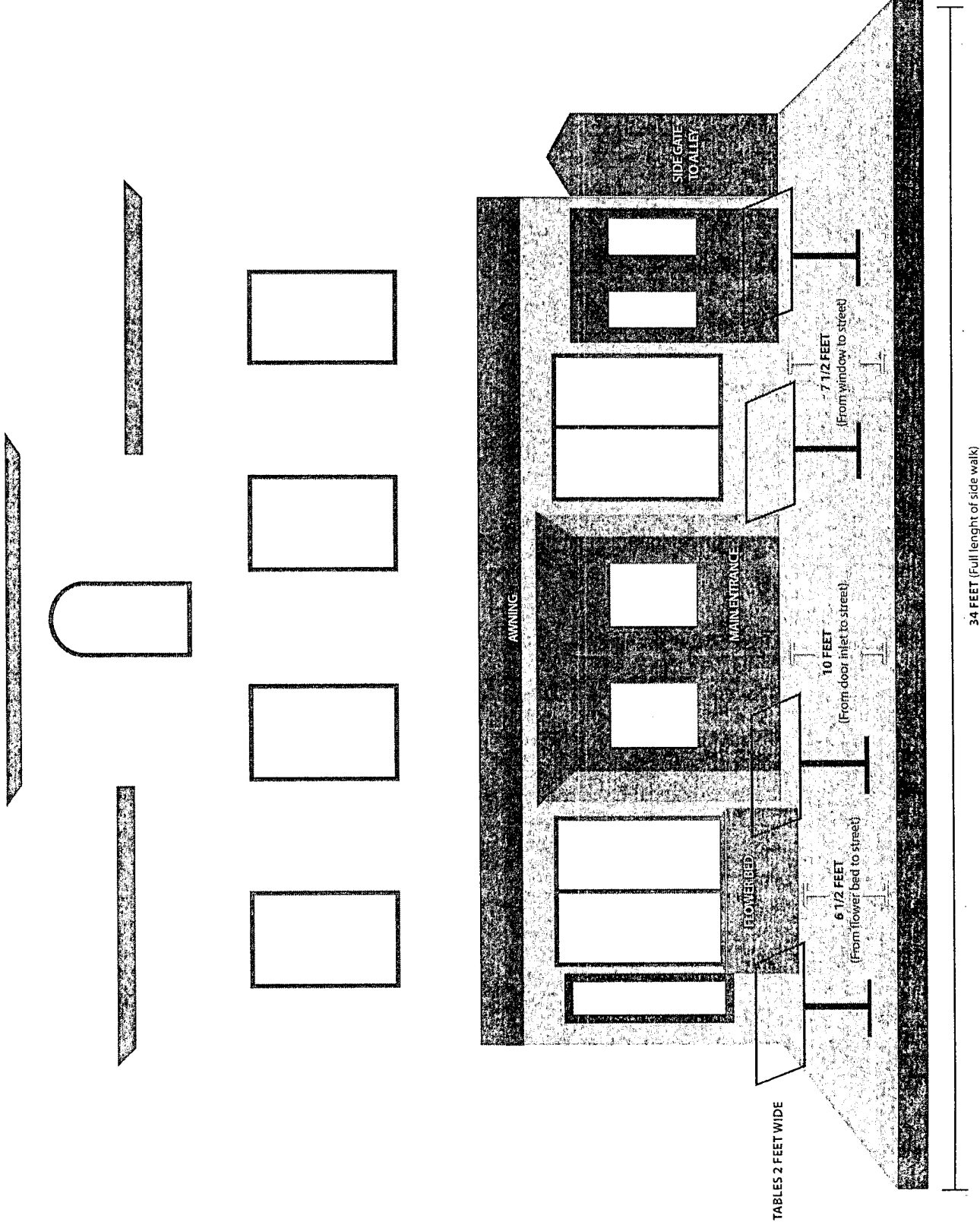
Additional Conditions & Requirements: Sidewalk dining would not be available
during inclement weather

Approved by the Borough of Stonington:

Name

Date

Water Street Cafe
143 Water Street
Stonington, CT 06378



Conesp.

T R E E F O I L

April 20, 2020

Mr. Jeff Callahan, Stonington Borough Warden
Stonington Borough Hall
Stonington, Connecticut 06378

Re: Stonington Borough Tree Risk Assessment

Dear Jeff,

Attached please find my proposal in response to a request for proposal dated March 14, 2020 for a project to complete a tree risk assessment for trees as identified by the Borough of Stonington.

I am excited to have this opportunity to submit a proposal for this project. Treefoil Consulting Arborists has the unique capacity to provide the depth of experience and knowledge that the proposed project requires. Highlights include:

- The tree risk assessment would be conducted by a skilled, experienced and credentialed consulting arborist.
- My close proximity to Stonington Borough will allow me to respond quickly to meet the identified vegetation management needs.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Bradley Painter Principal, TREEFOIL, LLC

T R E E F O I L

Option I: Price for ISA Level II tree risk assessment and report for seventy-eight (78) trees over fifty (50') height as defined above.

\$ 2,900

Option II: Price for ISA Level II tree risk assessment and report for forty-five (45) trees over sixty (60') feet in height as defined above.

\$ 1,665

- 1) *If a defect or condition that might require further inspection, an ISA Level III inspection might be recommended and is not covered in this cost.*
- 2) *Arboricultural mitigation costs such as, but not limited to, are not part of this proposal: pruning, cabling, pest or fertilization treatments, removals, stump grinding, etc.*

Cost.....\$ _____
Tax (if applicable)\$ _____
Total Cost.....\$ _____

Authorized Signature for Work To Proceed:

Name

Title

Signature

Date

This proposal is submitted to you with an an understanding of confidentiality. Please respect our request that this information and proposal not be shared with any competitor without prior written consent.

AGENDA ITEM 11.c: PROPOSED FY 19-20 BUDGET ADJUSTMENTS (5.13.20)

TRANSFERS (Charter chapter 8, section e)

\$8,000 from line 105 to Infrastructure Reserve

\$2,000 from line 165 to Infrastructure Reserve

\$4,000 from line 205 to Infrastructure Reserve

\$18,000 from line 257 to Infrastructure Reserve

\$5,000 from line 243 to line 317

\$6,000 from line 342 to line 317

\$8,000 from line 401 to line 611

\$7,000 from line 610 to line 611

\$3,000 from line 612 to line 805

ADDITIONAL APPROPRIATION (Charter chapter 8, section d)

The Board is authorized to make additional appropriations up to one percent of the budget without passing an ordinance. The Borough recently received its annual state aid for roads grant in the amount \$15,187. The warden recommends allocating \$12,000 (0.9 % of total budget) of that grant to the infrastructure fund to offset some of the increased cost of the Water Street project related to expanded scope, i.e., paving all the way to Point.

Fwd: Important Action Items

From: Shaun Mastroianni (shaunmastroianni@yahoo.com)

To: borowarden@att.net

Date: Wednesday, April 22, 2020, 08:53 PM EDT

Please add to next months agenda.

Sent from my iPhone

Begin forwarded message:

From: jessica morrissey <jakie515@yahoo.com>

Date: April 22, 2020 at 7:28:47 PM EDT

To: burgess.amandabarnes@gmail.com, boroburgess@gmail.com, shaunmastroianni@yahoo.com

Cc: dchesebrough@stonington-ct.gov, jstrunk@stonington-ct.gov, ddownie@stonington-ct.gov

Subject: Important Action Items

I am requesting that the following Issues be brought up at your Next Stonington Borough meeting and that Immediate Action be taken:

GO GREEN:

1) I highly Recommend that Stonington Borough set up a "Ban Chemical Toxins" Task Force to oversee Banning Toxic Chemicals on Private Properties in Stonington Borough.

The use of Toxic Chemicals is a Human Hazard since it is air-borne and also Pollutes our Waterways through Toxic Run-off.

Contact the already well-established Natural Advocates, Jill Coors, Dodie Bump and SVIA.

2) Support the Use of Electric Golf Carts in the Borough (copy Fenwick, CT Model)

SAFETY 1st:

I Request that Stonington Borough implement Immediately a 2nd Egress over the shuttered (Suicide Prevention) Railroad Crossing.

Retrofit wrought iron AMTRAK Fence with a Swing Gate and add Moveable Platform so Firetrucks and personal Vehicles can transverse the RR Tracks.

Jessica Morrissey
46 Broad Street
Stonington, CT

Sent from my iPad



May 7, 2020

Borough of Stonington, CT
Board of Warden and Burgesses
P.O. Box 328
Stonington, CT 06378

Thank you for choosing PKF O'Connor Davies to provide professional services to the Borough of Stonington, CT. This letter sets forth our understanding of the terms and objectives of our engagement, and the nature and scope of the services we will provide to Borough of Stonington, CT ("the Entity").

Audit objectives

We will audit the Entity's statements of the governmental activities, each major fund and the aggregate remaining fund information and related notes to the financial statements, which collectively comprise the basic financial statements of the Entity as of and for the year ended June 30, 2020 and issue our report thereon as soon as reasonably possible after completion of our work.

Accounting principles generally accepted in the United States of America ("US GAAP") provide for certain required supplementary information ("RSI"), such as management's discussion and analysis to supplement the Entity's financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with auditing standards generally accepted in the United States of America ("US GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by US GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedules of Revenue and Expenditure - Budget and Actual
- Required Schedules and Notes for Pension Plans

We have also been engaged to report on supplementary information other than the RSI that accompanies the Entity's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with US GAAS and our auditors' report will provide an opinion on such information in relation to the financial statements as a whole:

Fees and billing

Our fee for these services will be \$21,300 (the "Fee"). The Fee shall be payable to us in monthly installments as the work is performed, within 30 days of the invoice date.

The fee is comprised of the following components:

Audit	\$ 20,175
MD&A	<u>1,125</u>
Total	<u>\$ 21,300</u>

The fee quoted above is quoted consistent with the Borough's prior year report. If the Borough receives funding from State or Federal agencies that reach the thresholds for requiring a State or Federal Single Audit, we would discuss the applicable fees for complete the required additional audits.

To ensure that PKF O'Connor Davies, LLP' independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

The fee is based on anticipated cooperation from your personnel, audit condition of the books and records and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In accordance with our firm policies, work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Our audit engagement for each year ends on delivery of our audit report covering that year. Requests for services other than those included in this engagement letter will be agreed upon separately.

All rights and obligations set forth herein shall become the rights and obligations of any successor firm to PKF O'Connor Davies, LLP by way of merger, acquisition or otherwise.

If this letter correctly expresses your understanding of the terms of our engagement, including our respective responsibilities, please sign the enclosed copy where indicated and return it to us.

The terms of this letter are subject to the completion of client acceptance in compliance with professional standards.

APPOINTMENT OF AUDITOR ANNUAL NOTIFICATION

TO: Municipal Finance Services
Office of Policy and Management
450 Capitol Avenue, MS#54MFS
Hartford, CT 06106-1379

Complete this fillable form and return by e-mail attachment to the e-mail address below. For questions on this form please contact us at the telephone number indicated below.

E-Mail: OPM.mfsforms@ct.gov

Telephone: (860) 418-6400

FROM: Entity Name: _____

Entity Address: _____

Federal Employer Identification Number (FEIN): _____
Chief Fiscal Officer (Municipal): _____
Executive Director (Nonprofit): _____
Telephone (with area code): _____
Email Address: _____
Chair, Board of Directors (Nonprofit): _____
Telephone Number of Bd. Chairman: _____

The following information is furnished in compliance with CT General Statutes 7-396 and/or 4-232:

1. Independent Accountant or Accounting Firm Performing the Audit:
Firm Name: _____
Firm Address: _____

State of CT Board of Accountancy CPA Firm Permit: _____
Audit Firm Federal Employer Identification Number: _____
Contact Person & Title: _____
Telephone (with area code): _____
Email Address: _____
2. Fiscal Period of Audit: From: _____ To: _____
(beginning of fiscal year) (end of fiscal year)
3. Appointment Date of Auditor: _____
4. Name/Title of Appointing Authority: _____

Note: C.G.S. 7-396 and 4-232 require this form to be submitted on an annual basis no later than 30 days prior to the fiscal year end of the entity to be audited. This form will not be accepted without a complete and accurate federal employer identification number of the entity and its auditor.