

Board of Selectmen
Municipal Office Complex
Meeting Room 2
February 25, 2020
Special Meeting Minutes

Selectmen Present: R. Smith; T. Govert; C. Quinn

Also Present: E. Blaschik; J. Moreau; C. Varricchio; L. Zemienieski, and other members of the public

1. Call to Order

First Selectman Smith called the Board of Selectmen's meeting to order at 4:36 p.m.

2. 2020-2021 General Budget Review Workshop

Ms. Varricchio distributed and reviewed a summary of the adjustments made to the overall budget requests to date. She noted a potential \$19,000.00 reduction in the Snow Removal budget if an additional Public Works staff position is approved and stated that, after a follow-up conversation with Mr. R. Miller and Ms. F. Tencza, she had made several corrections to the Lakes Association budget proposal request.

Ms. Varricchio distributed information she had gathered on follow-up items from the previous budget workshop meetings. She reviewed information from her survey of surrounding towns regarding Board of Selectmen salaries/stipends, noted a potential to reduce the expense of the Fire Department's radio replacement budget request, and confirmed that municipal employee retirement rates had increased .5% on July 1st. She also reviewed several other follow-up items.

Ms. Varricchio distributed her analysis on reserving for Fire Department apparatus based on their current request. She noted that she expects there will be adjustments to the Fire Department's capital equipment request before it is submitted to the Board of Finance. She briefly reviewed Debt Services and Interfund Transfers.

Ms. Varricchio reiterated her recommendation that the Board of Selectmen and Board of Finance meet to discuss future planning for capital requests and responded to several questions from the Board.

- A. General Government Budgets: Ms. Varricchio and the Board reviewed several budgets under this budget category. In response to a question from Ms. Quinn, Ms. Varricchio clarified what is covered by the Building Maintenance & Operations budget and there was a brief discussion regarding this budget.

The Board discussed the proposed full time Human Resources position.

- B. Public Safety Budgets: Ms. Varricchio and the Board reviewed several budget sections under this budget category. In response to a question from Ms. Govert, Mr. Smith and Ms. Varricchio confirmed that the addition of a full-time fire fighter would not alleviate the Fire Department's need for the existing part timers; however, the part timers would be used on an as needed basis.

Mr. Smith noted significant impacts to the Public Safety budgets due to the increased cost of the 911 service and the pro-rated radio maintenance plan.

The Board discussed several increases in the Fire Department's operating budget, including the lines for Salaries, Building & Vehicle Maintenance, and Equipment/Gear for fire fighters. Ms. Varricchio stated she would follow-up on potential savings in the department's radio equipment expense due to equipment that will be distributed to the Public Safety departments when the Town-wide radio project is launched.

The Board discussed the Police Department's budget requests.

There was a brief discussion regarding EDC's request to increase its budget by \$1,000.00 to print additional tourism brochures and the Board agreed to grant the increase.

Ms. Varricchio noted that a large portion of the Town's budget is related to Public Safety.

- C. Public Works Budgets: Ms. Varricchio and the Board reviewed several lines in this budget. There was a brief discussion regarding the appropriateness of utilizing short-term loans for expenses such as the proposed \$500,000.00 in the Tree Care and Removal budget line. Ms. Varricchio noted that any debt requires town meeting and a potential referendum to approve.

In response to a question from Ms. Govert, Ms. Varricchio advised that the Public Works' Director's request for additional staff would be offset by a \$20,000.00 reduction in the Snow Removal budget, as well as a reduction in Temporary Wages, and reductions in Salaries and Fringe Benefits due to two planned retirements.

Ms. Varricchio noted that several Public Works budget lines, such as General Highways, Snow Removal, Contracted Services, and Sand/Salt have decreased, while the Transfer Station budget has increased 6% and Tree Care/Removal is up 234%. Mr. Smith suggested discussing with the Board of Finance the possibility of re-allocating any remaining funds in this fiscal year's Snow Removal budget for Tree Care/Removal.

- D. Health & Social Services Budgets: There was a brief discussion regarding several Health & Social Services budgets.
- E. Culture & Recreation Budgets: Ms. Varricchio reviewed the updated Lakes Association budget request as well as their request to establish a policy whereby unallocated operating funds be moved to their capital reserves at the end of each fiscal year. The Board discussed an appropriate allocation to the Town's share of the Lakes Association operating budget. Ms. Quinn recommended maintaining the Town's contribution to the Lakes Association's operating budgets at \$7,500.00 apiece and the Board agreed with her recommendation.

The Board discussed Lake Hayward's capital request to fund 50% of their state mandated dam improvement project. They also discussed capital requests for Lake Hayward's drainage and bio-retention projects. Ms. Govert proposed the Town provide capital funding of \$15,000.00, on a pro-rated basis, in fiscal years 2021-2022 and 2022-2023, while also looking for potential grant sources for the project. The Board agreed with Ms. Govert's recommendation.

- F. Debt Service: There was no additional discussion of this agenda item.
- G. Interfund Transfers: Discussion of this agenda item was postponed.

- H. Shared Services: Ms. Varricchio noted that adjustments were made to this budget related to staffing, the new ADP contract, new school computers.
- I. Capital Improvement Detail: Ms. Varricchio reviewed several Capital Improvement requests. She confirmed that if the FEMA grant to purchase a Quint for the Fire Department is not approved, the apparatus will not be purchased.

The Board discussed the Police Department's request for replacement cruisers and no additional changes were made to this request. Ms. Varricchio reviewed several public safety department's requests for equipment purchases/replacements.

The Board discussed proposal to purchase a wood burning stove to heat the Public Works garage. Ms. Quinn expressed concern about the on-going labor and operating costs associated with a wood burning furnace. She provided the Board with information she had researched on a waste oil burning furnace. At Mr. Smith's request, Ms. Quinn agreed to meet with Public Works Director Lunt to discuss the waste oil furnace option and arrange a meeting with the distributor of the equipment.

Mr. Smith reviewed the Public Works' capital requests, including several for equipment purchases/replacements. The Board reviewed a number of other departments' capital requests. Ms. Varricchio responded to questions from the Board. She reviewed several revenue funding sources for capital projects.

Mr. Smith distributed an example of another municipality's "A Day in The Life of a Town" public education brochure. Ms. Varricchio distributed an example of another public information communication vehicle for use in provided capital plan details.

The Board agreed to a brief recess at 6:35 p.m. The meeting reconvened at 6:48 p.m.

- J. General Fund Revenue Detail: Ms. Varricchio briefly reviewed revenue information, including revenue from taxation, and state and other grants.
 - K. Other Budgets Items: No other budgets were discussed at the meeting.
3. Public Comment: Mr. J. Moreau discussed the Fire Department's proposal to purchase a Quint and stated that he feels it is a good piece of equipment. He stated that if the Quint is purchased, the Town could retire two engines and repurpose the equipment from those trucks to reduce the proposed \$200k for new equipment for the Quint. Mr. Moreau also stated that the new Quint should include only basic trim.
- Mr. Moreau addressed the proposals to replace the Hurst rescue equipment and suggested comparing equipment from different manufacturers; he also suggested staggering the purchase over two fiscal years so that, in the future, both pieces will not have to be replaced at the same time. Mr. Moreau responded to several questions from the Board.
- Mr. Smith thanked Mr. Moreau for his input.
4. Potential Budget Resolution: Ms. Varricchio reviewed the final total of the Town and General Government budgets. It was noted that the budget which will be forwarded to the Board of Finance will not include capital requests or full funding for the removal of dead/dying trees because both

items require further discussion by the Boards of Selectmen and Finance. The Board discussed appropriate verbiage for their Budget Resolution.

Motion made by Mr. Smith, seconded by Ms. Quinn, to recommend to the Board of Finance for fiscal year 2020-2021, a budget of \$13,328,357.00, which represents town government, debt service and reserves. The Board of Selectmen budget has made no provision for any capital that would be funded by taxation. The Board of Selectmen requests the opportunity to work with the Board of Finance to evaluate capital needs (in accordance with the new capital policy and the evaluation process conducted by the Long Range Capital Improvement Committee) and funding of the capital budget as well as funding for the removal of dead and dying trees. Unanimous aye.

5. Adjournment: There being no additional business to discuss, a motion was made by Ms. Govert, seconded by Ms. Quinn to adjourn the meeting at 7:37 p.m. Unanimous aye.

Recorded

Respectfully submitted,
Theresa Govert, Secretary