Board of Selectmen
Municipal Office Complex
Meeting Rooms 1 & 2
July 18, 2023
Special Meeting Minutes

Selectmen Present: I. Haines; E. Dill; T. Govert
Also Present: R. Funk; D. Angersola; L. Zemienieski; and other members of the public

1. Call to Order: First Selectman Haines called the Board of Selectmen's meeting to order at 5:03 p.m. and the attendees said the Pledge of Allegiance.

2. Discussion of FY2023-2024 Budget: Ms. Haines stated that the second budget referendum had failed and the Board of Finance has charged the Town with identifying potential cuts to the FY2023-2024 budget totaling $1M. She noted that the total of the reductions would be shared proportionately (60%-40%) by the Board of Education and the Town.

   Ms. Haines provided some additional background and stated that she had met with department heads, each had reviewed their departmental budget, and a list of potential cuts that could be presented to the Board of Finance had been developed. She emphasized that the original budget the Board of Selectmen presented to the Board of Finance had been "bare bones" and that a few of the new reductions that were identified were a consequence of information that was received after the original FY2023-2024 budget had been submitted.

   Ms. Haines reviewed the prioritized list of proposed budget cuts which totaled $522,473. She noted that many of these reduction come with consequences such as reduced services and operations. She also stated that additional revenues of $45k in state LoCIP funds and $18k in Transfer Station fees had been identified. There was a general discussion regarding the list of proposed cuts and Ms. Govert expressed concern with moving several of the Public Works' projects into the ARPA category and Mr. Dill agreed.

   In response to a question raised by Mr. Dill, Mr. Funk confirmed that the proposed FY2023-2024 budget includes an allocation of $400k from the Unassigned Fund Balance. There was a brief discussion regarding the use of Unassigned Fund Balance to balance the Town's budgets and Mr. Funk advised that the Board of Finance's policy requires the Unassigned Fund Balance be maintained at between 8%-15% of the General Fund balance; he noted that as of the Town's FY2022 audit, the ratio was at 13.4%.

   The Selectmen discussed the Fire Department's budget and agreed to cut FY2023-2024 funding for Class A uniforms by $7,500.00. After several adjustments to the prioritized budget cuts, Ms. Govert and Mr. Dill supported the proposed reductions, if necessary, to the FY2023-2024 budget totaling $440,473.00 as well as the recommended ranking of the cuts.

3. Public Comment: There were no public comments or questions raised at the meeting.

4. Potential FY2023-2024 Budget Adjustment Resolution

Motion was made by Ms. Haines, seconded by Ms. Govert, to offer to the Board of Finance the following potential budget reductions, if necessary, in ranked order:

1	Police Cruiser (wait another year)	Cut capital project (is funded from general fund)	(29,180)
1	Rathbun Window Replacement/Insulation Upgrade	Cut capital project (is in ARPA. Makes room to move other projects from general fund	
1	Municipal Office Complex Wireless Network Access Points	Move capital project out from General Fund contribution into ARPA	(40,000)
1	Electricity to Nichols Field	Move capital project out from General Fund contribution into ARPA	(14,280)
1	Animal Control	Department	(40,000)
1	Elections/Registrars	Wages for Early Voting	(1,450)
1	Elections/Registrars	Postage for Early Voting	(430)
1	Emergency Management Service	Maintenance & Repairs	(15,000)
1	Library	Building Maintenance	(5,000)
1	Library	Supplies	(2,000)
1	Library	Books & Periodicals	(3,000)
1	Police Officers	1 Full-Time Police Officer (brings total to 4 plus contingency for accreditation)	(85,679)
1	Municipal Office Complex	Contracted Cleaning	(27,860)
1	Municipal Office Complex	Offset for OT for night meetings	10,000
1	Shared Services	Wages (Vacant IT Director for July)	(7,417)
1	Shared Services	Wages (HR Director)	(43,972)
1	Youth & Family Services	Department	(25,000)
2	Land Use	Postage	(500)
2	Land Use	Printing	(500)
2	Library Network Rebuild	Cut capital project (is funded from general fund)	(6,000)
3	Cemeteries	Lawn Care	(5,300)
3	Conservation Commission	Purchased Property Services	(1,000)
3	Economic Development Commission	Clerical	(400)
3	Economic Development Commission	Printing	(200)
3	Finance Office	Postage/Envelopes	(800)
3	Millington School House	Maintenance	(2,150)
3	Millington School House	Disconnect Power	(570)
3	Open Space	Signage	(500)
3	Parks & Rec	Travel Reimbursement	(100)
3	Parks & Rec	Special Programs	(500)
3	Parks & Rec	Lifeguards	(3,600)
3	Parks & Rec	Beach Attendant	(735)
3	River House	Maintenance	(700)
3	River House	Supplies	(200)

3	River House	Eliminate Power to Building	(1,100)
3	Fire Department	Uniforms	(7,500)
4	Water Pollution Control Authority	Reduce contribution to fund balance	(5,000)
5	Finance Office	Conference	(500)
5	Tax Collector	Conference	(100)
5	Tax Collector	Delinquent Billing	(500)
5	Town Clerk	Conference	(750)
5	Town Office Building	Maintenance	(2,200)
5	Tree Care	Tree Care	(76,000)

Unanimous aye.

5. Adjournment: There being no additional business to discuss, a motion was made by Ms. Govert, seconded by Mr. Dill to adjourn the meeting at 7:30pm. Unanimous aye.

Recorded

Respectfully submitted,
Erik Dill, Secretary