

Board of Selectmen
Town Office Annex
March 6, 2013
Special Meeting Minutes

Selectmen Present: Mark Walter; Emmett Lyman. Absent: John Blaschik
Also Present: C. Varricchio and L. Zemienieski

1. First Selectman Walter called the meeting to order at 10:30 am and the attendees said the Pledge of Allegiance.

2. General Budget Review Workshop:

Shared Services Function

Ms. Varricchio explained that the Town and the Board of Education have embarked on a shared services initiative in the areas of finance, facilities and technology. The intent of this initiative is to eliminate redundancies, identify and implement cost savings and to best utilize and maintain our resources.

Mr. Walter noted the Blum Shapiro completed a study for municipal and school district operations/shared services and that the town was currently implementing their recommendations. Currently the town has already transitioned to a shared Finance Director for the Town and Board of Education. The next step is to hire a Facilities and Operations Director to provide the coordination of maintenance of all town and school buildings and facilities and supervise work in public building maintenance. Regarding technology the town will begin sharing the services of the Board of Education Technology Department to handle the town's technology needs. The expenses/salaries for these positions and functions will be posted to the shared services budget.

Transfers to Capital Reserves and Capital Funds

Ms. Varricchio explained the reserve funds. She noted that each year the Town allocates funds to reserves to defray costs of various capital projects and improvements planned for the budget year and future years such as fire apparatus, ambulance vehicles and revaluation. The Town also has transfers to other funds with specific purposes and requirements.

Capital Project Funds

Ms. Varricchio explained the proposed budget includes the implementation of a capital projects fund. The town has funded capital through the general fund budget which can cause peaks and valleys in the annual budget; based upon the capital needs. The Boards of Selectmen and Finance along with the Financial Needs Roundtable have completed a draft ten year plan which includes identified capital needs and their funding sources. Capital is funded through debt service, grants and general fund appropriations.

The budget has been prepared to include all capital items in the fund. The Board of Finance has the discretion as to how and if the fund is established. The Board of Finance would determine the capital improvements plan as part of the annual budget process for each fiscal year, determine the general fund support based upon grants, debt service and the overall capital

projects fund balance, be provided with a monthly accounting of all projects or capital purchases made by the fund and have the authority to over expend a budgeted item unless town meeting was required.

The board reviewed the proposed capital plan for funding sources from debt service, grants, transfers from reserves and general fund support.

The board discussed the projected capital improvements summary.

Assessor:

Revaluation – The current budget included this year's statistical revaluation. The next revaluation is scheduled for fiscal year 2016-2017.

Land Use:

Fly Over – The last aerial flyover of the town for GIS purposes was done in 2001. This item was pushed out one year to fiscal year 2014-2015.

Town Clerk:

Map Copier – This is scheduled for fiscal year 2014-2015

Vault Space Needs - This is scheduled for fiscal year 2016-2017

Agriculture Commission:

Construction of Well – This is on the Harris property o facilitate commercial farming opportunities. It is scheduled to be completed in the current budget.

Center for Community Agriculture – The town received a STEAP grant for 431,200 to complete this project. The Agriculture Commission along with the First Selectman and Economic Development Coordinator are working on an RFP/RFQ for this project as well as a business plan. Mr. Walter commented that what they are trying to determine is whether the person running the center should be an employee or an independent contracted professional. There are pros and cons to each scenario.

Conservation Commission:

Connecting Footbridge, Rose Hill Farm, Chapal Farm/Patrell, Additional Stewardship – Conservation Chairman, Cynthia Matthew is scheduled to review this budget on Friday.

Open Space:

Bond Authorization Remaining – This is the amount remaining of the \$5M bond authorization.

Town Facilities:

Grange/Town Hall Improvements (grant) - The town received a STEAP grant for 200,000 to complete this project. The First Selectman and Economic Development Coordinator along with the architect, George Fellner are working on a bid for this project.

Grange/Town Hall Improvements (town) – This amount was budgeted from town funds for expenses outside the scope of the grant funding awarded.

Generator Town Office Building – It is the goal to appropriate funding in order to have a generator for each major town owned building. Currently generators are at the High School, Middle School, Senior Center, Company #1, Company #2, and Public Works.

Municipal Facility – Proposed project to convert the old middle school to town offices.

Ambulance Association:

Ambulance – The proposed ambulance replacement schedule calls for a vehicle replacement in 2013-2014 and 2018-2019.

Animal Control:

Vehicle – The vehicle replacement schedule calls for replacement in 2020-2021.

Building Department:

Vehicle - The vehicle replacement schedule calls for replacement in 2017-2018.

Emergency Management:

Radio Replacement - \$10,000 funding scheduled for each year.

Radio System Analysis - This item is scheduled to be completed in the current budget.

Vehicle Hand Down – It was planned in the vehicle replacement schedule to cycle down the police tahoe when the new police SUV was in place.

Fire Department:

Rescue 1-15 – The proposed replacement schedule calls for a vehicle replacement in 2013-2014.

Engine 2-15 – The proposed replacement schedule calls for a vehicle replacement in 2020-2021.

Ladder Truck – The proposed replacement schedule calls for a vehicle replacement in 2018-2019.

Tanker Replacement – The proposed replacement schedule calls for a vehicle replacement in 2015-2016.

Light Towers for Trucks – Three light towers were planned to be purchased, one in the current year, one for 2013-2014 and one for 2014-2015. This is currently under review by the Fire Chief.

9 HP Motor – The proposed replacement schedule calls for replacement in 2013-2014.

90 HP Motor – The proposed replacement schedule calls for replacement in 2015-2016.

Furnace Co#2 – The proposed replacement schedule calls for replacement in 2014-2015. This would be subject to change based upon the building evaluation.

Zodiac M1-15 – The proposed replacement schedule calls for replacement in 2015-2016.

Replacement Gear – The proposed replacement schedule calls for replacement in 2015-2016.

Airpack Replacement – The proposed replacement schedule calls for replacement in 2017-2018.

Fire Marshal:

Vehicle - This item is scheduled to be completed in the current budget.

Police:

Cruiser #1 – The proposed replacement schedule calls for a vehicle replacement in 2014-2015, 2017-2018 and 2020-2021.

Cruiser #2 – This item is scheduled to be completed in the current budget and then up for replacement again in 2015-2016, 2018-2019 and 2021-2022.

Cruiser #3 – The proposed replacement schedule calls for a vehicle replacement in 2013-2014, 2016-2017 and 2019-2020.

Cruiser Radios – Upgrade of cruiser radios.

Lighbars/Lights – Usually replaced every other new cruise.

Boat – The proposed replacement schedule calls for replacement in 2016-2017.

In-Car Video – The proposed replacement schedule calls for replacement in 2020-2021.

Tahoe – The proposed replacement schedule calls for a vehicle replacement in 2014-2015.

Facilities and Systems:

Emergency Radio System – This project is proposed to 2013-2014.

Firehouse Renovations and Improvements – This project is proposed for 2014-2014. Currently O&G Industries is evaluating both firehouses for renovation or replacement options.

Public Works/Transfer Station:

This proposed capital budget was reviewed with Beth Lunt at the March 4 meeting.

Lakes Association:

Lake Hayward – There have been requests for funding for future lake needs and remediation. A reserve fund has been established to begin saving for projects.

East Haddam Free Public Library/Rathbun Library:

These proposed capital budgets were reviewed with Michael Gilroy at the March 5 meeting.

Recreation Commission:

These proposed capital budgets were reviewed with Tiffany Quinn and Brad Parker at the March 5 meeting.

Education:

The board reviewed the proposed capital plan for the Board of Education which included the Elementary School renovation project, High School well system replacement, High School roof replacement, High School Irrigation of Upper Athletic Fields, High School parking lot repavement, vehicle and equipment replacement schedule and potential projects of an athletic track and expansion of vo-ag space.

The overall funding source for all capital projects was discussed.

Ms. Varricchio noted that she was adjusting the Board of Education operating budget to reflect the savings from oil and diesel and health insurance.

Ms. Varricchio reviewed some scenarios using reserves and fund balance to fund some of the new shared services or some of the capital projects. The board agreed to fund the Grange Hall/Town Hall project out of reserves for any expenses above the \$200,000 grant funding.

The board discussed the Transfer Station and the possibility of instituting a pay to use sticker program or other mechanism to generate revenue to support the Transfer Station expenses.

3. Adjournment: There being no further business to discuss, a motion was made by Mr. Walter, seconded by Mr. Lyman, to adjourn the meeting at 12:33 p.m.

Tape: None

Respectfully submitted,

Emmett Lyman, Secretary