

Board of Selectmen  
Town Office Annex  
February 6, 2018  
Special Meeting Minutes

Selectmen Present: E. Lyman; S. Link; R. Smith

Also Present: D. Angersola; W. Brady; C. Brownell; R. Casner; W. DiCristofaro; V. Garofalo; I. Haines; A. Lord; C. Mansfield; C. Varricchio; J. Ventres; S. Wheeler; L. Zdanys; L. Zemienieski

1. First Selectman Lyman called the Board of Selectmen's meeting to order at 4:30 p.m. and the attendees said the Pledge of Allegiance.

2. General Budget Review Workshop

A. General Government & Public Safety Budgets

1. Building Department (4:45pm): In response to a question from Mr. Lyman, Mr. Garofalo stated that he did not believe it is feasible to have one administrative assistant support the Building and Land Use Departments once the move to the new municipal office complex is completed. In response to a question raised by Mr. Smith, Mr. Garofalo agree to provide the written list of comments he was discussing with the board.

Ms. Varricchio reviewed revenue projections and it was noted that, by statute, the Building Department is not allowed to be a revenue generator.

During the break before the next budget review Ms. Varricchio provided information on time charged by the police to man the holiday Stuff-A-Cruiser collection site. She also provided updated information on the impact of the governor's recent state budget proposal to the Town's budget.

2. Assessor (5:00pm): Ms. Zdanys responded to several questions regarding her department's expense for updating the Town's survey maps and postage. She also advised that her conference budget line is for courses she is required to take to maintain her assessor's certification.
3. Conservation Commission (5:15pm): Mr. Smith provided additional detail regarding the Commission's printing expense which he suggested could be reduced by \$1,000.00. He also discussed the Supplies and Conferences expense lines and reviewed the Commission's Capital Improvement plan for 2018-19.
4. Fire Marshal (5:30pm): In response to a question raised by Ms. Link, Mr. Angersola stated that 90% of the Periodicals expense was used for Fire Prevention programs and to purchase Fire Code books. He noted that he only buys the code books as needed. Mr. Angersola also discussed the Other Supplies and Equipment expense lines with the Selectmen.
5. Emergency Management (5:45pm): Mr. Mansfield reminded the Selectmen that 2018-19 will be the last year of Valley Shore's 3-year new client consideration. He advised that he has been in discussions with Valley Shore's Director and he believes the highest possible increase for the next budget year will be 5%. Mr. Mansfield noted that the rest of the Emergency Management budget has remained flat. He and the Selectmen discussed the Equipment expense line and Mr. Mansfield noted that the proposed \$10k for radios was removed from

the department's Capital budget. In response to a question raised by Ms. Link, Mr. Mansfield stated that he would not be comfortable reducing any lines in the Emergency Management budget but, if a reduction must be made, he offered to reduce his salary by \$500.00.

6. Land Use Office - P&Z, IWWC, WPCA, OPSP, HDC (6:00-6:30pm):

Land Use & Inland Wetlands & Watercourses Commission (IWWC) - In response to a question raised by the Selectmen, Mr. Ventres stated that he is not currently aware of any projects that would require the Town to hire an engineering consultant; however, it is not unrealistic to project such an expense for IWWC and Land Use. He and the Selectmen discussed the Department's & IWWC's Advertising, Printing & Binding, Supplies, and Legal expense lines. Mr. Ventres addressed public suggestions that the Land Use and Building Departments share an administrative assistant. He listed the Commissions supported by the Land Use admin and stated that, at this time, he did not think it was realistic for the departments to share one assistant.

Historic District Commission - Mr. Brady advised that, since there has not been a great deal of activity for the Commission, there was no change in their budget. He reviewed the Goals and Objectives of the Commission and responded to several questions from the Selectmen.

Open Space Commission – Mr. Brady reviewed the Goals and Objectives of the Open Space Commission and, in response to a question raised by Ms. Link, discussed the various levels of appraisal fees.

Planning & Zoning Commission – Mr. Brownell discussed the mandate to update the Town's Plan of Conservation and Development and noted that an updated Plan is a requirement to be considered for state and federal grants. He noted that the state had granted the Town an extension to August to initiate work on updating the Plan and he and the Selectmen discussed the Commission's request to hire a consultant to take the lead on the project.

Water Pollution Control Authority – Mr. Lord reviewed the current status of the sewer treatment plant equipment. He noted the equipment is 18 years old and is starting to require significant repairs and maintenance work. He stated that the Authority is running at a deficit, primarily because DEEP mandated the construction and size of the plant and it was built to serve a much larger population. Consequently, the fees charged to existing customers are fairly steep yet still insufficient to provide for a maintenance budget.

7. Economic Development Commission (EDC) (6:45pm): In response to a question raised by Ms. Link, Mr. Casner stated that EDC feels it is instrumental to retain the services of an individual who can, not only support existing business owners, but also find and complete applications for Town and economic development related grants. He reviewed significant grant funding achieved by the town of Haddam's Planner and he and the Selectmen compared the job descriptions for Haddam's Town Planner and the East Haddam Land Use Director.

Ms. Varricchio provided information on the salaries of several CT municipalities' Town Planners and stated that fringe benefits would be an additional expense. She also noted that no space for the position has been allocated in the new municipal office complex.

The Selectmen agreed with Mr. Casner that a comprehensive plan for the old Town Office site is crucial and there was a general discussion regarding the possible use of a consultant for the project who specializes in economic development and grant writing.

There was a brief discussion regarding EDC's printing budget and Mr. Casner provided the Selectmen with samples of the new Visitors' Guide.

- B. Public Works Budgets: There was no discussion of this agenda item at the meeting.
  - C. Health & Social Services Budgets: There was no discussion of this agenda item at the meeting.
  - D. Recreation & Leisure Budgets: There was no discussion of this agenda item at the meeting.
  - E. Debt Service: There was no discussion of this agenda item at the meeting.
  - F. Interfund Transfers: There was no discussion of this agenda item at the meeting.
  - G. Shared Services: There was no discussion of this agenda item at the meeting.
  - H. Capital Improvement Detail: There was no discussion of this agenda item at the meeting.
  - I. General Fund Revenue: Ms. Varricchio advised that the budget's revenue projections were based on what the CT legislature approved in October but noted that the governor recently recommended a larger reduction to municipalities than what is reflected in the Town's proposed budget. Ms. Varricchio also provided more detail on the cost of the Town's tax abatement programs.
  - J. Other Budgets Items (as time permits): No additional budget items were discussed at the meeting.
3. Public Comment: Mr. DiCristofaro, the Selectmen, Ms. Varricchio and Ms. Zemienieski brainstormed potential options for reducing the proposed budget.
4. Adjournment: There being no additional business to discuss, a motion was made by Mr. Lyman, seconded by Ms. Link, to adjourn the meeting at 8:12 p.m. Unanimous aye.

Recorded

Respectfully submitted,  
Susan Link, Secretary