

Board of Selectmen
Town Office Annex
February 15, 2011
Special Meeting Minutes

Selectmen Present: Mark Walter, Peter Govert and Emmett Lyman.
Also Present: Linda Zemienieski and Cindy Varricchio

1. First Selectman Walter called the meeting to order at 2:36 p.m. and the attendees said the Pledge of Allegiance.
2. Budget Introduction: Cindy Varricchio reviewed the table of contents and reviewed the overall layout of the budget book.

Mr. Walter reviewed the budget introduction letter and explained that he reviewed the budget and made a stab at cuts with Cindy Varricchio and Paul Maxwell. He commented that the proposed budget represents a tax increase of 2.95% or .45 mills if no cuts were made. He reviewed the inter-local opportunities, Federal grant opportunities, revenues and expenditures. He noted the the October 1, 2010 grand list grew by \$7.6 million or .77%, intergovernmental revenue is projected to be down \$153,407, investment and interest income down \$45,000, local revenue down \$59,125 and transfers and other funding sources down \$284,899.

In response to a question from Mr. Govert, Mr. Walter noted that the budget included the Board of Education.

Mr. Govert asked what the Governor was doing with ECS. Mr. Walter and Ms. Varricchio did not believe it was affected as far as they know. The board further discussed the Governor's budget proposals.

Mr. Walter discussed the regionalization with Chester for the Assessor's position and that he was working on regionalizing the Animal Control area.

The board discussed the Federal grant money for the three local bridges rated poor in town and noted that we would be attempting to do one bridge per year. Mr. Govert asked if we needed to take care of problems with the Dolbia Hill and Jones Hill bridges. Mr. Walter noted that there were issues with the contractor. It was recommended that we use capital reserves to pay for the 20% match for the federal bridge program. The Selectmen asked which bridge would be done first. Ms. Varricchio responded the Johnsonville bridge.

Mr. Walter noted that since revenues were so far down he was recommending the reliance of \$625,000 from the general fund. Mr. Govert noted that he felt the town has been fiscally responsible in previous years and he was fine with using the monies from the fund balance.

Ms. Varricchio explained the Grand List Growth, Budget Increase and Fund Balance Comparison chart in Mr. Walter's letter. Mr. Walter pointed out on page five the budget dollars without the bridge program. Ms. Varricchio talked about savings on some capital items such as the ventilators and chimney that we may not need to use as much capital reserves as originally anticipated.

Mr. Walter pointed out that page 7 contained the mill rate calculation of 21.32 mills or a .45 increase.

The board discussed the capital improvements summary on projects over the next five years. Ms. Varricchio noted that the Financial Needs Roundtable will be providing a long term plan projected out as far as possible with possible funding sources. She will get the board a copy.

3. General Budget Review Workshop

Technology and Records Management Budget - Ms. Varricchio explained the increases in software for the Finance, Assessor and Tax Collector Departments. She explained additional increases in services for the IT Service Plan, replacement of Fire Department computers, necessity to shred documents twice per year and records preservation in moving documents to a storage facility.

Technology and Records Management Capital Budget - Ms. Varricchio explained the capital projects listed under this budget such as finance software to implement the Tyler forms and go docs, digitalization of all Building Department files and documents, file system for the vault, VOIP phone system for the Town Office Building and server and system upgrades.

The Board conducted a quick review of all the budgets to determine if there were any departments that they wished to schedule for a future meeting to explain their budget request.

Assessor - Increase in salary due to regionalization with Chester that will have an offsetting revenue.

Building Maintenance and Operations - Increase in Grange Hall expenses due to the relocation of the Food Bank. There will be a corresponding reduction in the Old Middle School costs due to the relocation.

Central Services/Town Office Building - Increase for shared copiers.

Elections/Registrars – Increase in salaries.

Finance Office – Increase in salaries.

Land Use Office – Increase in postage and envelopes.

Old Middle School – Decrease due to the relocation of Food Bank.

Probate Court – Increase due to regionalization of Probate Courts.

Selectmen – Increase in salaries.

Tax Collector – Increase in salaries, training and postage and envelopes.

Town Clerk – Reductions based on reductions in revenue.

Treasurer – Increase in salaries.

Fringe Benefits – Increases in health insurance, insurance stipend and MERFB pension.

Insurance – Increase in workers compensation due to ambulance recalculations.

Legal Services – Decrease due to no budget request for Middle School Conversion legal needs.

Technology and Records Management – This budget was already discussed.

Board of Assessment Appeals – No changes.

Board of Finance – Increases in Auditors and GASB 45 Compliance.

Conservation Commission – No changes.

Economic Development Commission – Increase in salaries and supplies.

Historic District Commission – No changes.

Middle School Conversion Committee – No budget.

Open Space Committee – No changes.

Zoning Board of Appeals – Increases in legal ads and postage and envelopes.

Ambulance Association – No changes.

Animal Control – The board discussed regionalization with other towns.

Building Department – Increases in salaries and literature.

Emergency Management – Increase in Colchester Emergency Communications.

Fire Department – Increases in salaries, training, vehicle maintenance, equipment maintenance, equipment and communications.

Fire Marshal – Increases in salaries and equipment and supplies.

Police Officers – Increases in salaries with increased patrols and handguns which are currently 10 years old.

Resident State Troopers – Budget estimate has not been received from the state yet.

General Highways – Increases in salaries, garage supplies, vehicle and equipment repair and line painting.

Snow Removal – Taken at a 5 year average. Increases in salaries, supplies, sand and salt.

Town Garage Maintenance – Increase in propane.

Transfer Station – Increase in salaries but decrease in recycling due to single stream recycling.

Cemeteries – Closed separated cemetery checking account and combined it with the general fund.

Health District – Increase in per capita rate.

Human Services – No changes.

Senior Services – Increases in salaries.

Youth and Family Services – No financials received yet.

Lakes Association – Increase in invasive monitoring for Lake Hayward.

East Haddam Free Public Library – No changes.

Rathbun Free Memorial Library – No changes.

Recreation Commission – Increase in building maintenance.

Town Greens – Increase in mowing due to earlier start date.

Interest – Decrease due to retirement of bonds.

Notes Payable – Decrease due to retirement of bonds.

Transfers to Reserves and Other Funds – Reserve for Revaluation increased by \$10,000 to prepare for the full revaluation on 2017. Decrease in Capital Non-Recurring as we are sufficiently reserved at this point for the next fire apparatus purchase.

4. Adjournment: Motion made by Mr. Govert, seconded by Mr. Walter, to adjourn the meeting at 4:15 p.m. Unanimous aye.

Tape: 635A
635B

Respectfully submitted,

Emmett Lyman, Secretary