

**Special Board of Selectmen Meeting
March 11, 2006; Town Hall**

Meeting called to order at 8:00 am. Present were James McLaughlin, Maryann Boord, and Renee Primus.

The Board reviewed the topics discussed at the previous Board of Finance meeting.

Salary Survey: The Board discussed the logistics of a salary survey, and agreed to have a survey conducted on 11 non-Union, elected employees. J. McLaughlin stated that he had contacted consultants and would contact CCM. Maryann suggested that the First Selectman's 2005-2006 consultant account (1010 204) should be used for this expenditure since there was approximately \$9,000.00 remaining in that line item.

Reserve Fund: The Board discussed the amount of money that should be reserved for removing the abandoned oil tank located at the library. J. McLaughlin stated that Kurt Bober had recommended \$15,000.00 for the work. J. McLaughlin further stated that a professional and qualified contractor should do the work.

J. McLaughlin has asked Bill Milardo to recommend an amount for the drilling and testing of 4 test wells around the perimeter of Town Hall.

Public Work Capital Expenses: J. McLaughlin updated the Board on Public Works capital expenses. The Front-end Loader leased in July, 2005 for \$80,000.00 (using a trade-in for \$69,000.00) costs approximately \$22,000.00 per year. The 'rent to own' of a sweeper is being proposed. Currently, the town rents a sweeper each year, but doesn't have the option to purchase. J. McLaughlin has asked Kurt Bober to obtain 3 estimates. Rett Mancinelli was asked to provide the Board with the Public Works Fixed Asset List. R. Mancinelli reported that the list was last updated in 2004. J. McLaughlin will ask Kurt Bober to update the list with current information.

Utilities: J. McLaughlin reported that information is being obtained from CCM regarding their municipal electricity program. The goal is to purchase electricity for the town facilities at a reduced price. J. McLaughlin also reported that the number of gallons of fuel used historically by the town is being researched. This information will be used to go out to bid for a fuel contract for the town.

Custodial (2563): J. McLaughlin proposed that we budget \$25,000 for town facility custodial services, and to go to the bid for this service.

Town Hall New Line Items: The Board of Finance proposed to 2 new line items: Town Hall Move and Town Hall Furniture. The Town Hall Move line item was proposed at \$30,000 by the Board of Finance, which included 2 months of temporary Town Hall rental at \$4,000.00 per month.

MOTION TO BUDGET \$30,000.00 FOR TOWN HALL MOVE AND THE NEW LINE ITEM BY R. PRIMUS EDWARDS AND SECONDED BY M. BOORD. ALL AYE.

The Town Hall Furniture line item was proposed at \$86,000.00 by the Board of Finance based on the request from the Town Hall Building Committee. The Board of Selectmen asked the Town Hall Building Committee by how much this estimate could be reduced without affecting the goal to install efficient workstations in the newly renovated Town Hall. The Building Committee stated that their request could be reduced to \$75,000.00 and the remainder could be requested for next year's budget. R. Primus Edwards stated this request was still too high.

MOTION TO BUDGET \$75,000.00 FOR TOWN HALL FURNITURE AND THE NEW LINE ITEM BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. 2 VOTED AYE; R. PRIMUS EDWARDS VOTED NAY.

Public Works Budget: A) The Board of Selectmen agree with the Board of Finance to place projects under 3-digit line items. B) The Board of Selectmen agreed with the Board of Finance that projects, road maintenance, and other Public Works-related responsibilities should be analyzed with regard to the most cost effective way to do these types of work. Bids should be sought and a cost comparison including labor, machinery, and expertise should be conducted (J. McLaughlin reported the basin cleaning is currently contracted out) C) The Board of Selectmen agreed with the Board of Finance that a full-time Chief Financial Officer would provide continuity, management of bidding, exploration of grant opportunities, financial forecasting, and financial oversight and management. The Chief Financial Officer would report to the First Selectman.

MOTION TO BUDGET \$60,000.00 FOR A CHIEF FINANCIAL OFFICER BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. ALL AYE.

Budget Reviews:

Budget 3010 (Public Works):

- 1) Proposal was made by J. McLaughlin to remove the 1 full-time position that is currently vacant at \$31,928.00.
- 2) Proposal was made by R. Primus Edwards to create a 4-digit line item for Contracted Services, and that each service have a unique 3-digit line item.

Several questions were asked and will be followed up by J. McLaughlin:

- 1) How many hours were logged for summer help for 2005? Request from Linda.
- 2) Why is there a discrepancy in pay scale for summer/winter help as well as for winter fill-in driver help? Is there a way to generate a more uniform pay scale?
- 3) Request for summer help and winter help (not related to snow removal) needs to be justified by stating project, manpower needed, etc.

- 4) K. Bober should give details for Line Item 451 (Maintenance) and Line Item 511 (Equipment Rental). In particular, is there overlap between this Maintenance account and the Board of Selectmen Maintenance account?

Budget 3010 will be further discussed at the next Board of Selectmen meeting.

Budget 4020 (Volunteer Fire Department)

This budget was held until J. McLaughlin gets information from the Fire Company regarding their request line items Capital Equipment and Liability.

Budget 4025 (Fire Department Trustees)

MOTION TO BUDGET \$16,520.00 FOR FIRE DEPARTMENT TRUSTEES BY R. PRIMUS EDWARDS AND SECONDED BY M. BOORD. ALL AYE.

The custodial request (\$4500.00) was removed from this budget and placed in the Custodial Line Item (2563) for municipal facilities. In addition, the \$8,000.00 request for heating fuel was also removed and added to the line item for heating fuel for municipal facilities (line item 2562).

R. Primus Edwards left the meeting at 10:30 am. J. McLaughlin and M. Boord continued.

MOTION TO BUDGET \$7,912.00 FOR THE TOWN TREASURER (1040) BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. 2 AYE.

MOTION TO BUDGET \$3,100.00 FOR ECONOMIC DEVELOPMENT (2015) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. 2 AYE.

MOTION TO BUDGET \$110,864.00 FOR SOCIAL SECURITY (2505) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. 2 AYE.

MOTION TO BUDGET \$9,393.00 FOR UNEMPLOYMENT COMPENSATION (2510) BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. 2 AYE.

MOTION TO BUDGET \$129,734.00 FOR EMPLOYMENT RETIREMENT (2515) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. 2 AYE.

MOTION TO BUDGET \$133,000.00 FOR SNOW REMOVAL (3011) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. 2 AYE.

MOTION TO BUDGET \$22,000.00 FOR CATCH BASIN CLEANING (3012) BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. 2 AYE.

MOTION TO BUDGET \$175,000.00 FOR CHIP SEALING (3014) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. 2 AYE.

MOTION TO BUDGET \$1.00 FOR FEDERAL AND STATE HIGHWAY PROJECTS (3505) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. 2 AYE.

MOTION TO BUDGET \$44,886.40 FOR HUMAN RESOURCES COORDINATOR (4500) BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. 2 AYE.

MOTION TO BUDGET \$3,690.00 FOR MENTAL HEALTH CLINIC (4510) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. 2 AYE.

MOTION TO BUDGET \$2,000.00 FOR COMMUNITY RENEWAL TEAM (4525) BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. 2 AYE.

MOTION TO BUDGET \$3,500.00 FOR MEALS ON WHEELS (4560) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. 2 AYE.

MOTION TO BUDGET \$35,400.00 FOR YOUTH SERVICES (4570) BY M. BOORD AND SECONDED BY J. MCLAUGHLIN. 2 AYE.

MOTION TO BUDGET \$12,000.00 FOR SENIOR/DISABLED BUS (4598) BY J. MCLAUGHLIN AND SECONDED BY M. BOORD. 2 AYE.

Motion to adjourn at 11:45 am by M. Boord and seconded by J. McLaughlin. 2 aye.

Respectfully Submitted,

Renee Primus Edwards