

**Special Board of Selectmen Meeting
March 18 2006; 10:00 am; Library**

Meeting called to order at 10:00 am.

In attendance were J. McLaughlin, R. Primus Edwards, S. Wimler, F. Willett, and members of the Board of Finance who were also meeting at the same time (R. Naples, L. Coe, F. Korn, J. Berardino, E. Clark, and A. Tucker). Absent was M. Boord.

R. Primus Edwards presented the Emergency Management (EM) revised budget in collaboration with F. Willett. The revised budget (Line item 4000; \$16,400.00) included a request for expenditures for shelter supplies for the Emergency Operations Center (EOC) as well as for EOC Activation supplies. The Board of Finance asked if the EOC might be relocated in the future. F. Willett expressed that the EOC was designed for relocation, but that there were no plans for relocation. F. Willett explained that in the event the EOC was relocated to a consolidated emergency facility, the present EOC would still be operational for the Fair.

R. Primus Edwards asked that the Board of Finance consider the ~\$34K request for completion of the records management system by DVAC and DFC. F. Korn stated that they would consider placing this item in contingency or in reserve.

J. McLaughlin and R. Primus Edwards summarized all follow-up and action items requested by the Board of Finance. The summary is attached to the end of these minutes.

The meeting adjourned at 11:50 am.

Respectfully Submitted,

Renee Primus Edwards

Board of Selectmen Policy Decisions

- 1) Recommend Full-time Chief Financial Officer at \$60K, who will report to the First Selectman in order to comply with Charter Sections 4.3.1, 4.3.5, 4.9.4, and 4.9.7.
- 2) Recommend that vacant labor position in Public Works (~\$31K) not be funded.
 - a. Correspondence attached from George E. O'Brien, Tyler Cooper & Alcorn. Per discussion with James McLaughlin, he has reviewed the collective bargaining agreement and found no provision requiring the Town to maintain a minimum number of employees.
- 3) Recommend that Public Works Temporary Help (previously referred to as summer help) be reduced to \$25,000.
- 4) Recommend that a 4-digit line item be contracted for Public Works Contracted Services, and that unique 3-digit line item be assigned for each contract.
 - a. This subject to be discussed Friday, March 17, 2006 with Fran Korn, Rett Mancinelli, Al Rusilowicz, and James McLaughlin.
- 5) Agree with BoF recommendation to place two new line items in budget (Town Hall Move at \$30K, Town Hall Furniture \$75K - not \$86K). The Building Committee confirmed the \$75K amount.
- 6) Reserve Fund (new amount - \$427,000.00):
 - a. Place Volunteer Fire Commission request; \$25,000.00, and 51 Main Street request; \$100,000.00, into one category named "Emergency Services Facility", \$125,000.00
 - b. Place \$15K in the library oil tank removal account (this price has been received from K. Bober, and doesn't need to be \$25K).
 - c. **Place \$25K in a new reserve category titled "Senior Citizen Tax Relief" (This is a reserve for a new program that hasn't yet been defined, but is being researched. Even if a new program isn't started, we need to adjust the income cap on the abatement for seniors).** Note from Rett: In text but does not add to the \$427,000.00 figure.
- 7) The Salary Survey for Town non-Union employees will be paid for out of the current budget for FS "Consultants". No expenditure is being requested for this for the 2006-2007 budget. Personnel Policy will only have \$1 in their budget.

8) The amount to be placed in Contingency for potential salary surveys per the survey is ~27K:

a. Salary Survey to be conducted on the positions below:

Positions	2005-2006 Salary	2006-2007 Salary plus 3%	Proposed Salary with 7% increase
1 st Selectman	\$58,225.90	\$59,972.67	\$64,170.76
Tax Collector	\$37,714.48 (35) hours week \$20.72	\$44,387.20 (40) hours week \$21.34	\$47,494.30 (40) hours week \$22.17
Town Clerk	\$43,820.32	\$45,134.92	\$48,294.36
Selectman	\$ 2,636.80	\$ 2,715.90	\$ 2,906.00
Selectman	\$ 2,636.80	\$ 2,715.90	\$ 2,906.00
Assistant Tax Collector	\$20,352.80 (20) hours week \$19.57	\$23,051.60 (22) hours week \$20.15	\$24,665.21 (22) hours week \$20.93
Assistant Town Clerk	\$40,713.84	\$41,935.25	\$44,870.72
OFS Administrative Asst.	\$40,000.00	\$41,200.00	\$44,084.00
Town Treasurer	\$ 7,599.34	\$ 7,827.32	\$ 8,375.23
Library Manager	\$57,675.28	\$59,405.53	\$63,563.92
Assessor	\$16,974.40	\$17,483.63	\$18,707.48
Assistant Assessor	\$40,713.84	\$41,935.25	\$44,870.72
Totals	\$324,663.80	\$387,765.17	\$414,908.73
7% Increase (add to contingency)			\$ 27,143.56

9) A custodial contract will go out to bid. This is budgeted for \$25K. The \$4500 listed in the Fire Department Trustees budget for custodial services should be removed. They have been contacted.

- a. RFP being prepared based on evaluations within current town departments i.e.: Town Hall, Library, State Troopers office, Volunteer Fire Dept. responses.

10) Remove Heating Fuel from Fire Trustees Budget (\$8K). All municipal heating fuel will be put out to bid.

- a. Currently researching and calculating usage for bid.

11) J. McLaughlin and R. Primus recommend that no Interns be paid for interning at Town Hall. Jim has additional staff that he hasn't enough work for; so paying others makes no sense. Interns should provide service for gaining experience, not receive pay for their service.

12) Bump up Charter Revision to \$2500 (was \$1500) due to need for secretarial support. The FS legal fund will be used if opinions are needed.

13) Reduced Information Technology line item by \$4500 because we removed MUNIS PO system (we will use a paper-based system for the time being).

14) Fire Marshall budget request was incorrect (was without FM salary). That has been added. The new line item is \$17,710.00.

15) Fire Pond Fund is now budgeted for \$6K.

16) Board does not support \$10/hour increase in salary for Exercise Instructor (line 4599)

17) Amount to transfer from Contingency for the salary increased that went into effect July 1st after the Union contract was settled.

- a. The attached report shows the transfer from 6020 in the amount of \$36,345.00 from 6020 to all of the payroll accounts. Rett has all the calculations in needed.

18) Amount estimated for annual costs for the oil spill problems at Town Hall.

- i. See note attached from Bill Milardo.
 - a. Estimates for drilling 4 monitoring wells \$2,500.00
 - b. Labor for obtaining water samples via disposable bailers at a quarterly frequency \$1,340.00 year.
 - c. Cost of laboratory analysis of the water samples based on the latest fees of the CT DPH, \$4,900.00 year
 - d. Total projected cost for the first year \$8,740.00.

19) Durham Medical Practice (MHS). Status of discount on physicals for Fire Men:

- e. Currently paying \$76.00 per physical
- f. Jan is anticipating a quote from Coginchaug Family Practice

In Progress

1) Bidding for Electric and/or consortium/CCM still being investigated.

- b. February 14, 2006 documentation of current electrical usage was sent to Arum & Associates LLC, Torrington, regarding Connecticut Consortium for Cooperative Purchasing for Electricity; awaiting response.
- d. Received information requested from CCM regarding their energy-purchasing program. Need to schedule an appointment to discuss.
- e. Received information from State of CT purchasing program; needs to be reviewed.

2) Rett informed Board of Selectmen that Fixed Asset List for Public Works hasn't been updated since 2004. There is no current Fixed Asset List for Public Works. This is being corrected, but will take time.

3) No information (ie, revenue) from DVAC, yet. A meeting has been scheduled with them.

4) Emergency Management (per Francis Willett and Chris Soulias) may need additional funds. Renee meeting with them on Friday. Will have new numbers by Saturday BoF meeting.