

Minutes of the Regular Board of Finance Meeting March 14, 2016
and Minutes
Of the March 14 Budget Review Meeting –

Members Present:

Justin Donnelly, Ryan Anderson, Dr. Ann Huntington Mickelson, Brian Kost, Eric Harrington, J. Michael Stevens, Tracy Eccles, and John Sullivan, absent Chris Childs

Also present: First Selectman Mack, Treasurer Davidson, Director of Finance Cerrato,

Chairman Justin Donnelly called the meeting of the Regular Meeting of March 14, 2016 to order, which will be followed by a Budget Review Meeting.

Minutes: Regular Meeting of Feb. 8, 2016 and Feb. 29, 2016 Budget Meeting: Any comments or corrections: Feb. 18, page 2, Mr. Anderson noted that Mr. Childs voted against the motion on the bottom page 2, (it was not unanimous), on Feb. 29, 2016, page 2, Police Department, change to, “ The position is not currently been budgeted.” Page 5’ KLM, change to “ looking for more energy efficient building”. Mr. Anderson moved to approve the minutes as amended; Mr. Harrington seconded. The minutes were approved as amended.

Motion to accord voting rights: Mr. Anderson moved to accord J. Michael Stevens voting rights for Mr. Childs; Dr. Ann Huntington Mickelson seconded. The motion was approved by unanimous vote.

Request to Transfer the Shared Communications Project unexpended funds to a new project to Extension of Fiber to Bridge Street (Library, Bridge Street School, SVAA, and Senior Center) - \$186,406.65

Captain Rick Brown, Acting Chief Anthony Riello, Director John Cloonan, Chief Charles Flynn, and Chief Art Groux, are seeking approval to utilize unspent funds in account #1088102-59170, “Shared Communications Project.” It currently has a balance of \$186,406.65. The project was originally approved to purchase radio equipment, build a radio system for the school and improve radio system coverage. The request is to replace some equipment, the antennae and cabling at three locations for \$16,500 and the balance would be to complete the Bridge Street Fiber project that was presented last month. This would be to extend the fiber from Town Hall to the Library, Bridge Street School, SVAA and the Senior Center. After reviewing the detailed report, the Board and the Chairman decided that no action was needed for the items that are related to the communications repair of \$16,500. The fiber portion should be included in the capital requests for the FY16/17 budget

Request to use of LoCIP (Local Capital Improvement Program Funds) for certain Highway Department capital expenses and recommend to Town Meeting - \$175,000

Mr. John Cloonan stated that the Department of Public Works may have an opportunity to use a \$175,000 LoCIP grant to fund some of the Highway Capital Project requests for next year during

this fiscal year. The items are included in the budget; mini excavator \$80K, 2 trucks with plows \$70K, 4 dumpsters for the Landfill \$20K, and Facility Dude software \$5K. This grant would ease some of the burden for Capital Expenditures. The grant would need to go to Town Meeting for approval. The BoF indicated that the project should be included in the capital requests for FY 16/17 and not to proceed outside the budget process. The LoCIP funds can be included on the budget request thereby negating the need for a special Town Meeting.

Request is being made to transfer funds from Contingency account to the Youth Services Payroll and Employee Benefits line item for the 3% salary increase to the Youth Services Director on her first year anniversary date. The total request is for \$796.00.

The First Selectman spoke to this issue. The former first selectman promised a salary increase on her first anniversary (non Union Executive 3%) for the Youth Services Director. The promise was verbal, but witnessed by the Human Resources Director. She feels that we should honor this oral agreement. Historically, new Department Head employees would receive an increase on their 1 year anniversary and after that it would revert to the fiscal year period of July 1st. The amount is a 3% increase from \$57,000 to \$58,710 annually. Mr. Anderson moved to transfer from Contingency 0195011-50921, \$796 to Youth Services –Payroll - 0173131-50160, \$739.00; and to Youth Services – Employee Benefits 0173131-50210, \$57.00. Mr. Harrington seconded. The motion was approved by unanimous vote.

Budget vs Actual – Revenue & Expenditures –

Budget vs. Actual – Revenue & Expenditures – Director Cerrato reported nothing new from the last month. Ms. Cerrato responded to questions from the Board. She will review and correct the formulas in the prior fiscal year area of the report.

First Selectman’s Report: We have reached a settlement with Capt. Huntley.

Ms. Mack identified the selection of Updike, Kelly & Spellacy, P.C. as Bond Counsel for the Board. The Chairman thanked the First Selectman for her negotiations, and we have a fine Counsel. The First Selectman reported that she is trying to schedule a second Tri-Board Meeting of the Board of Selectmen, Permanent Building Commission and Board of Finance for the first week in April for an update on the status of the approve capital projects of Roads and Drainage, Town Hall Renovation and the Bridge Street School conversion to a Community Center.

The Chairman adjourned the regular meeting of the BoF.

Budget Review Meeting

The Chairman called the Budget Review meeting to order.

Citizen Comment: The Chairman noted for the record, that Jackie Mahannah, Diane Lane, had sent her written comments and requested that her comments in support of our police department’s budget request and her letter be read into the record.

Police Department – presented by Kevin Armata, Chairman; Anthony Riello, Acting Chief; and Richard Brown, Captain

Acting Chief Anthony Riello noted the needs:

We have shifts with more often than not, no supervisory person. (hence the 4th Sergeant), and our records system was poor. This is a critical area. We need a records manager.

We need a narcotics officer and felt it was a very necessary component. We need this budget with a 4.65% increase. We need to increase training.

Therefore, we have requested a new records manager, a narcotics officer, a fourth Sergeant, in this budget. This will make our Town safer. The request for a traffic officer has been removed from this budget. The Administrative Assistant to the Chief has been working overtime, from 35 hours to 40 hours a week, to address the deficiencies in the records.

Also included in the budget is a detailed salary list and a summary page.

Traffic control is very important. The Police Dept. have seen more stops and citations have increased, People are more aware. The officers are spending more time at their calls. Calls have gone up; roads are getting safer. The Police are the first responders to the ambulance calls.

Now we need two more officers; one more Sergeant and one narcotics officer. We are requesting a records clerk (40 hours). This is important. The changes are to reduce liability. The Town has entered into an agreement with Enfield, East Windsor, and Windsor Locks for a regional narcotic task force. There is a drug problem and Suffield is not immune.

Chairman Donnelly thanked the staff and officers of the Police Department.

Citizen Comment was held at the end of the meeting.

- Shannon Adams spoke in support of the Police Budget
- Amy Reay stated that the current staffing levels have been the same for 25 years, 2 officers on at any given time.
- Don Miner would like the Town to move towards accreditation
- Jackie Mahannah also echoed that drugs are everywhere.

The meeting was adjourned.

Respectfully submitted, Bobbie C. Kling, Secretary
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