

Minutes of the Special Meeting of the Board of Finance
Town Hall-July 26, 2016

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

Also Present: First Selectman Melissa Mack, Director of Finance Deborah Cerrato,

Chairman Donnelly called the meeting to order at 7:00 pm

Mr. Anderson made a motion to replace Brian Kost with Alternate J. Michael Stevens. The motion was seconded by Dr. Mickelson and passed unanimously.

Upon the arrival of Tracy Eccles, Mr. Anderson made a motion to replace Brian Kost with Alternate Tracy Eccles. The motion was seconded by Dr. Mickelson and passed unanimously. Mr. Stevens then left the meeting.

Budget transfer request from Bill Hoff for FY 16/17:

Discuss and approve transfer \$18,500.00 from Pre-K Bathroom Project to the Nurse's Office Handicap Access Project: Mr. Hoff discussed the transfer request because the bid came in much higher than expected for the Nurse's Handicap Access Project. They are requesting \$18,500 which includes a \$5,000 contingency as recommended by Jack Muska. Mr. Anderson questioned the amount asking if it is above the original budgeted number of \$75,000 for both the preschool and the nurse bathroom. Mr. Hoff stated it is not in addition to. They will not be doing the Pre-k Bathroom at this time leaving an amount of \$21,500 remaining from the original budgeted amount. Mrs. Eccles asked if the preschool bathroom is ADA (Americans with Disabilities Act) regulated and that it is not in any code violation. Mr. Childs stated that there was a lot of discussion about the preschool bathrooms. Mr. Hoff stated the preschool bathrooms will still need to be considered for adjustments.

Mr. Anderson made a motion to move the \$18,500 from the Pre-K Bathroom capital project to the Nurse Bathroom capital project. Mrs. Eccles seconded the motion and passed unanimously.

Budget transfer request from First Selectman for FY 16/17:

Discuss and approve seasonal part-time gate attendants at Sunrise Park and transfer of \$2,894.00 from Conservation-Park Maintenance-Tools and Equipment to Conservation Park Maintenance-Payroll-\$2,688.00 and Conservation-Park Maintenance-Employee Benefits (FICA/Medicare)-\$206.00: First Selectman Mack explained that the ESY (extended school year) services brought to light the need for safety issues at Sunrise park, several cars that are not registered to CT are seen on the premises and there are concerns about people coming in and out of the park. The Conservation Commission has been discussing the option for gate attendants when park is in session and on weekends. People would be required to go to town clerk for sticker; license plate number will be on the sticker. No fee for in town residents, there will be a fee for out of town residents. We are not allowed to exclude anyone from Public Parks so we will charge a fee. The sticker will just be an added safety element. Mrs. Eccles thought there was an attendant that lived there that would not allow you in without a sticker and you could get a sticker there. Dr. Huntington-Mickelson stated that this person was previously Bernie Pepka. First Selectman Mack stated that currently Tom Drakely, the superintendent at Sunrise Park, is the assigned park attendant and can give you a sticker with adequate paperwork proving your residency but he is only part time. He will be working the gates early in the morning and late afternoon. The park is open until sunset and he will continue to monitor but we need gate attendants. Gate attendants will probably be Police Explorers being paid minimum wage. We do not want any illegal activity. Mr. Harrington asked how high we can charge for sticker to non-residents. First Selectman Mack stated that some members of the Conservation Commission are reviewing the amounts at different towns to see what we should charge. Mr. Childs stated he does not want to make this cost prohibitive. First Selectman Mack stated we do not want to deter but we want to know who is coming in and out of our park, you can use the trail entrances on foot we just don't want any inappropriate activities. Mr. Childs asked what residents/non residents will do on Saturdays and Sundays when town hall is closed. First Selectman Mack said these are some of the issues and procedures that they

are still working out. They will not have police explorers giving stickers. Mrs. Eccles questioned if you need someone to walk around. First Selectman Mack said that is part of Tom Drakely's position. Mr. Anderson brought up the option of surveillance cameras. First Selectman Mack said they have not looked into that at this time but could look into for future. Mr. Childs asked if sticker will also be good for Babb's Beach. First Selectman said that yes it will be, you will get your sticker and then that will cover both areas. Need to figure out how to possibly issue online. Mr. Childs stated that may take away the control of who is being issued the sticker. First Selectman Mack agreed and that they are still working out the best process with proper staff to issue the stickers. Dr. Huntington-Mickelson asked about this in conjunction with the dump stickers. First Selectman Mack said that could be something we can piggyback on and that there are park stickers somewhere. Mr. Childs said there were stickers with dates. First Selectman Mack said this is the first step to get a handle on all of this before Babb's Beach is open. They are waiting on ADA accessible road and we need to have a plan in place. Mrs. Eccles questioned the total amount of the transfer and Mrs. Cerrato gave clarification that it is a total of \$2,894. First Selectman Mack said this amount is already in the conservation budget. Mr. Harrington questioned if this transfer would adversely affect something else if this is moved. First Selectman Mack stated that she put more money in the budget for park maintenance and updates. Mr. Anderson said the dump pass is 20 dollars so you will need to figure out cost and what it will cover. It may need to be a separate sticker or it is a combined sticker for all uses.

Dr. Huntington-Mickelson made a motion to move transfer as discussed. Mrs. Eccles seconded. Mr. Childs asked if the First Selectman will come back to us with what they are charging. First Selectman is having conservation vet the price and do the research and be proposed to the Board of Selectman. Mrs. Cerrato stated that right now it will go into miscellaneous revenue. First Selectman asked if the board wants to be a part of the approval of the amount to be charged for the stickers. Mr. Childs was asking purely for protocol. Want to ensure that charge is accurate. First Selectman will come up with appropriate balance that is fair and acceptable. Mr. Anderson requested the update be part of future First Selectman's update. The motion passed unanimously.

Budget request from Chief Chuck Flynn for Fire Department for FY 15/16:

Discuss and approve transfer of \$42,750.50 from Contingency to Fire Department-Payroll-\$40018.50 and Fire Department-Employee Benefits (FICA/Medicare)-\$2732.00: Chief Flynn stated this amount is due to what we are required to pay on contracts and training costs and the increase in call responses which went up substantially. Overtime is time in a half and holidays are double and triple time. Need to work on the new contracts. This year with coverage and training it off set the numbers substantially. First Selectman Mack said that another piece of contract worth noting is that if tone goes out for any call, every career fireman has option to go and they will get paid for a minimum of 2 hours. \$11,000 was overspent in apparatus maintenance for tower and rescue and repair of brakes on one of the trucks. They would have used that money but it is not available. Mr. Harrington stated that he does not remember there being any discussion of this line item number going over during the year. Chief stated they had not done the volunteer hours and stipend for the end of the year and was missed on his part. Last years deficit was back pay salaries for a year and a half for contractual salaries which caused them to be over last year and came out of the operating budget. There was a transfer to cover the negotiated contracts at the time they were finalized. Mr. Anderson do we have an issue with this years budget. Mrs. Eccles asking if since it was last fiscal year, we can move from left over contingency from last years budget. Also reiterated the question of how we currently are with this year's budget number. Chief Flynn stated that right now we are down 2 firefighters which should balance it out. We are paying 4 hours of overtime per week per fireman instead of 80 hours of work if someone is on vacation. Mr. Harrington asked what the total salary is currently. Chief Flynn stated it is \$670,000 which includes all the volunteer stipends and all contractual obligations. First Selectman Mack stated that the contract is currently up and all contract negotiations are about to begin in a couple of weeks. We need to put together better numbers from the fire commission. Mr. Childs asked if the magnitude of this change is a recent phenomena. Chief Flynn stated that all of the call volume is up and all firefighters get four weeks of vacation time. Mr. Childs asked if this is this because of maturity level of the force. Chief Flynn responded, absolutely it is one of the years that we got hit badly. First Selectman Mack asked Mrs. Cerrato if she had the five year history. Transfers were needed in FY 12/13 through FY 15/16. Chief Flynn said that last year we ended up at \$688,000 and they still had to cover for contingency 2012 which were high from storm. Mr. Harrington stated that he doesn't understand how we weren't made aware of the 8% overage until now. Dr, Huntington-Michelson asked what the volunteer stipend was

last year. We budgeted the amount correctly but we pay them at the end of the year. Chief Flynn stated that they don't get paid for Jan-Dec 2015 until July 2016, those are training stipend amounts and all of those numbers have been correct. Mrs. Eccles asked if the \$103,000 contingency amount for FY 15/16 is in consideration of this proposed transfer. Mrs. Cerrato said that this number does not include the requested transfer amount. Mr. Harrington asked if we distribute the budget vs. actual information to all of the department heads. Mrs. Cerrato said that, they have real time access electronically. First Selectman Mack said they will be implementing meetings to see where budgets are during the year. Mr. Anderson felt that the number is not an accurate number and this amount is just going to be moved from contingency and would rather do the transfer once we know the correct amount. Mrs. Eccles stated that the numbers of the proposed budget vs. actual for FY 15/16 is showing a surplus of \$20,311 and questioned Mrs. Cerrato if this is the actual number at end of fiscal year. Mr. Anderson asked if this favorability has already been used at this point. Mrs. Cerrato said that this number was prior to the July 31st payroll which includes the volunteer stipends that line item is now over because we still need to process any payroll and outstanding invoices from FY 15/16. Mrs. Cerrato stated that we do not know what this amount will be at this point. Mr. Anderson said we are not affecting anything at this point, we will be negative and we will have to adjust the amount. Mr. Childs asked if payments can be made. Mrs. Cerrato just wanted to get it to BOF in a timely manner. First Selectman asked why we approved a specific amount, do we need to get a new number. Mrs. Eccles asked if the current budget of almost a million, does that include all of the information that we need to cover next fiscal year. Chief Flynn said that we should come in close to that number. Mrs. Eccles stated we may make up the money next year. Mr. Donnelly stated that some months we will be down in other ways. Mr. Childs said this affects how we negotiate the contract. Dr. Huntington-Mickelson wanted to verify that if we take no action people will still get paid what is owed. Mrs. Cerrato stated that all payroll and invoices will get paid. Mr. Anderson stated that we will be over budget in that area. This item was tabled.

Mr. Anderson made a motion to adjourn at 7:30pm. Motion was seconded by Mr. Anderson and by unanimous vote was approved and was adjourned at 7:30pm.

Respectfully submitted,

Melissa Finnigan