

Minutes of the Board of Finance Budget Review Meeting  
March 16, 2009 – Police Station Conference Room – 7 p.m

Members present: Joseph Sangiovanni, David Tagliavini, Dennis Kreps, Sam Fuller, Brian Kost, alts. Tom Frenaye, John Garber Absent: J. Donnelly, J. Lennon  
Also present: Selectmen Fitzgerald, Smith, Treasurer, Director of Finance

Vice Chairman Sangiovanni called the meeting to order at 7 p.m. He asked for Citizen Comment: None.

Correspondence: Mr. Sangiovanni noted that the Board of Finance had received two emails , which were forwarded, and 2 letters regarding the proposed budget, copies were distributed at the meeting. These correspondences were from: B Chafetz, L. Waddell, T. Heffernan, and J. Bernabe.

The Agenda was adjusted so that the Town Clerk could present her budget first.

- Town Clerk - Elaine O'Brien was present and reviewed her budget. Her budget reflects .7% reduction. The BOF asked that she clarify her projected revenue figure for the proposed budget. It was noted that the archiving of documents could be and are being delayed because of the fiscal constraints. There is no required time frame to get them done.
- Parks and Recreation – Director Wendy LaMontagne was present and reviewed her budget. Her budget reflected a 2.4% increase. She noted the payroll increase reflected a step payroll increase.
- Recreation Activity – Director Wendy LaMontagne reviewed this fund. A 1.1% increase was noted. The Board of Finance questioned whether the usage of the programs was reviewed and when the last time the fees were reviewed. Wendy said that the programs are always reviewed for usage and the types of programs are changed to reflect this. Also, the amounts charged are compared with other towns.
- Social Services Commission budget – The budget remains flat; no change.
- Senior Center – Director Paula Pascoe was present and reviewed her budget. The budget reflected a .3% increase. In the discussion, it was noted that the Public Works Department is currently carrying the costs of electricity and heating oil for the new Senior Center. Based upon this year the Utility line item can be decreased by \$2,000. The estimate was done using historical data and not based upon price and usage.
- Social Worker – Director Janet Frechette was present, and noted that originally the Emergency Aid Association (EAA) requested an increase of 2.9%. They notified the First Selectman that they were rescinding the request for an increase this year. The proposed budget would remain flat; no change. The current memorandum of understanding extends the agreement where the EAA delivers social services to the residents of Suffield through June 2012. This memo dated March 16, 2009 was distributed to the BOF members. It did note that requests for immediate and critical social services have increased substantially. They had a successful campaign for funds for fuel assistance that will help them through the upcoming year. They did not have the number of fuel requests that they were anticipating.
- Youth Services – Director Peter Black was present and reviewed his budget. His proposed budget reflects no change. He stated that the new staff member, C.

Longley has been a "lifesaver." He stated that some of state grants may be reduced. Grant figures are not final. The Town currently receives \$14,000 from the State for Youth Services and \$3,100 from Capital Area on Substance Abuse (CASAC). They too are seeing more cases referred to them.

- Kent Memorial Library – Director Jim McShane was present and he introduced three members of the Board, Ruth Zimmerman, Mel Chafetz, and Bob White. The Library's submitted budget was flat, but \$5,000 was returned for books. The proposed budget now reflects was a .6% increase. Mr. McShane noted that the major repair items for the library, i.e. the roof and the HVAC repair were sent to the Advisory Commission on Capital Expenditures (ACCE). The Public Works maintains the building. The use of computers has increased approximately 52%; due to work to job searches and resumes.

Mr. Kost noted his concern about what the actual pension contribution would be and pension obligations for future years. It would behoove us to have the Actuary come in and give a report. The Director of Finance will contact Hooker & Holcomb and request they come to a meeting, and discuss the pension contribution, etc, and also update the OPEB obligations. Ms. Cerrato noted that she had locked in prices for heating oil and diesel fuel (\$1.70 and \$1.65). This fixed price would allow some budget reductions. This price is also extended to the Board of Education (BOE) and Water Pollution Control Authority (WPCA).

The meeting adjourned at 8:05 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary bf.MINUTES.MARCH.16.09.