

Minutes of the Board of Finance Special Meeting & Budget Review Meeting
March 3, 2008 – Police Station Conf. Room – 7 p.m.

Members present: Justin Donnelly, Joanne Sullivan, David Tagliavini, Dennis Kreps, Joseph Sangiovanni, Sam Fuller, alternates Jim Lennon, Tom Frenaye
Also present: First Selectman Scott Lingenfelter, Treasurer Christine Davidson, Director of Finance Deborah Cerrato

Special Meeting

Chairman Donnelly called the special meeting of the Board of Finance to order at 7 p.m.
Citizen Comment – None

Audit report update - Deborah Cerrato, Director of Finance reported that the Audit Report will undergo a final review and will be issued by early next week.

School Project Reimbursement – The State has indicated that the Town of Suffield being to work on the submittal documents. The Board would like this item to be updated on a monthly basis.

The Special Meeting adjourned at 7:06 p.m.

Budget Review Meeting

Chairman Justin Donnelly called the meeting to order.

Citizen Comment – Mr. Donnelly noted that copies of a letter sent to the Board of Selectmen from the Kent Memorial Library Staff, dated Feb. 20, 2008 was distributed to the members of the Board of Finance for their information.

Budget Review

First Selectman Scott Lingenfelter distributed a memo to the Board, dated March 3, 2008 listing proposed modifications to the proposed budget. The Board of Selectmen will meet again to discuss proposed increases submitted by the Social Worker (Emergency Aid Association) and will meet again with Youth Services Director Peter Black to discuss proposed new staff. He distributed a spreadsheet detailing budget requests and the reported Selectmen's reductions. This will reflect a 5.9% increase. This does not include the Board of Education, the Water Pollution Control Authority or Capital Expenditures.

- Fire Chief Tom Bellmore and Chairman of the Fire Commission Fred Hackynos were present. Chief Bellmore distributed a report which reflected volunteer vs. paid responses by day and shift and other statistics. The number of volunteers is down. The Department is down to 2 part time fire fighters; this is causing major changes in the shift schedules to allow a minimum of coverage. The commission is proposing to have a two tier pay scale for part time fire fighters. The rate for more experienced Fire Fighters would be the same rate that is in the union contract.. The Fire Commission has requested an additional fire fighter position. This new fire fighter would greatly support the shift schedules. The Board of Selectmen did not support the addition of a new firefighter position. The Chairman of the Fire Commission stated that this new position is needed and the Fire Commission strongly supports this request.

- ❖ Building Department – Building Official Ted Flanders was present. The Board of Selectmen removed the Municipal Software (\$4,000). This is included in the IT/Data Processing Budget. Chairman Donnelly asked Mr. Flanders to please submit his next proposed budget by using the Budget Packet as distributed by the Director of Finance.
- ❖ Zoning and Planning Commission – Town Planner Bill Hawkins was present. This budget decreased by 1.25 %. Mr. Hawkins noted that the Commission may need additional funds for Legal and Contracted Services due to increased applications and needs of the Commission for the current year. There will be a correction made in payroll to reflect the union wages for FY 08/09. This increase will be less than \$1,000.
- ❖ Town Engineer - Gerry Turbet was present and reviewed his proposed budget. Contracted Services has been reduced by \$5,000. Mr. Tagliavini asked the Town Engineer if he could submit an updated Pavement Management Program. Mr. Turbet will submit the updated program.
- ❖ Conservation Commission – Mr. Turbet spoke representing the Commission. He noted that the Commission has added \$28,000 to hire a Consultant needed for technical reviews. Mr. Turbet has been serving in this capacity. This new position will free up more engineering time for the Town Engineer. Mr. Lennon asked who is maintaining the house at Sunrise Park. Mr. Turbet explained that the Department of Public Works has assumed this responsibility.
- ❖ Debt Service – Director of Finance Cerrato reported the debt service for the proposed budget year would be \$3,005.874.

The meeting was adjourned at 8:15 p.m

Respectfully submitted, Bobbie C. Kling, Sec. to the Board of Finance
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