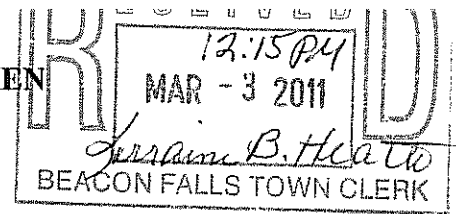


BEACON FALLS BOARD OF SELECTMEN
SPECIAL MEETING MINUTES
MARCH 1, 2011



First Selectman S. Cable called the Special Meeting of the Board of Selectmen Budget Workshop to order at 6:00 PM.

PRESENT: First Selectman S. Cable, Selectman D. Sorrentino, and Selectman M. Krenesky (6:10 PM)

ABSENT: None

PUBLIC PRESENT: Finance Manager M. Gomes (6:25 PM), M. Pratt (6:50 PM), Jeremy Rodorigo (7:00 PM), T. Cipriano (7:20 PM)

S. Cable explained that the Fire Department was invited to attend the meeting at 7:00 PM and the Police Department at 7:30 PM to review their budget requests. The intention of the meeting is to review the town budget line by line.

S. Cable noted that regarding all salaried union employees, the Selectmen's Office has sent a letter to the union requesting concessions and a possible wage freeze. The Selectmen will be meeting with union representatives on March 15th. Therefore, at present, 3.15% (shown as 3.2%) raises are in the town budget for union employees.

Beginning on Page 5 of the Budget (by Department)

FIRST SELECTMEN

The only increase in this section is a wage increase for the administrative assistant. No changes were made at this time.

TOWN HALL

The only increase in this section is a wage increase for the custodian. S. Cable asked about the Computer-Tech Support line item which is a \$10,000 line item. \$3,468 has been spent out of this line item to date. Upon entering the meeting, M. Gomes explained that this line item is normally spent in full and includes Quality Date software support for the tax collector's office.

M. Krenesky entered the meeting and advised that the Telephone line item for the Town Hall may be reduced from the current \$17,000 to \$9,000, pending the Selectmen's decision on a new Telephone system. M. Krenesky has 3 quotations for the Selectmen to discuss, and all the plans have significant savings. He noted that depending on the plan which they chose, the Library's Telephone line item and Internet service costs may be reduced.

No changes were made to the Town Hall line items at this time.

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TOWN CLERK

Assistant Town Clerk and Part-Time Assistant Town Clerk have 3.2% increases listed. The Selectmen reviewed each line item and the following changes were made:

		<u>From</u>	<u>To</u>
10-05-1049	WAGES – OVERTIME	\$2,000	\$0
10-05-1170	TOWN CLERK EXPENSES	\$6,500	\$6,000
10-05-1175	ELECTION EXPENSES	\$4,500	\$3,750
10-05-1180	MICROFILM	\$36,000	\$20,000
10-05-1190	LEASE PURCHASE COPIER	\$10,000	\$0
10-05-1405	VITAL STATISTICS	\$ 400	\$0
NEW	TRAINING	\$ 2,500	\$0

TAX COLLECTOR

The Assistant Tax Collector has a 3.2% wage increase listed. There are no other increases at this time. M. Gomes is reviewing the Computer License & Support line item to see if an increase is needed. No changes were made.

TREASURER & BUILDING INSPECTOR – No increases are listed in these departments. No changes were made.

EMPLOYEE BENEFITS

The Selectmen will be meeting with the employee's union about Medical benefits on March 15th. Medical Insurance currently has a 15% increase. The Life Insurance line item has a 0% increase, rather than 100% which was listed. Other Employee Benefits includes Unemployment costs. M. Gomes has been working on the calculations for these figures.

The following changes were made:

		<u>From</u>	<u>To</u>
10-13-1595	CLOTHING ALLOWANCE	\$4,000	\$3,000

BOARD OF ASSESSORS

The Selectmen discussed the Wage increase listed for the Part-Time Clerk, which includes overtime worked when the Assessor is on vacation. These extra hours should be moved to the Wages-Overtime line item. M. Gomes will calculate these changes, showing a 3.2% increase under WAGES – CLERK P/T and the balance will be included in WAGES – OVERTIME. Computer License & Support and Computer Services-Printing line items are increasing due to the costs of Quality Data.

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BOARD OF ASSESSORS APPEALS and ZONING BOARD OF APPEALS – No increases were listed in the budgets for these departments. No changes.

BOARD OF FINANCE

The Board of Finance clerk budget is over budget, due to the volume of meetings, so this budget was increased to \$2,000. The Audit line item was reduced by \$1,000, based on the quote received from the Auditor. The Financial Clerk has a 3.2% wage increase listed. No changes were made to this budget.

ECONOMIC DEVELOPMENT COMMITTEE

D. Sorrentino noted that the Economic Development Committee is seeking monies for the development of a website. S. Cable and M. Krenesky discussed adding funds to the EDC budget under the Consultants line item, in an effort to help EDC accomplish its goals.

The following changes were made:

	<u>From</u>	<u>To</u>
10-21-1220 CONSULTANTS	\$0	\$10,000

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EMERGENCY SERVICES

M. Pratt entered the meeting to discuss increases to the Emergency Services budget. The Telephone line item is over budget due to the wireless routers which are installed in the ambulances, which have put this line item in the red. Heating and electricity costs have increased. The propane costs are high with bills of \$700 every 3 weeks.

Under Personnel Insurance, this line item should be changed to Fire Prevention. These monies have traditionally come from the Fire Marshall's budget and are transferred to the Fire Department budget for fire prevention training. Building Maintenance increases reflect the costs of fixing the hot water problem at the fire house and two doors which need to be replaced this year for security reasons.

Communications Equipment (Radio Equipment) is a \$20,000 line item for the purchase of 40 pagers, which are required by emergency personnel. The department is relying on cell phones, rather than pagers for calls and communications have been an issue. M. Krenesky asked about the possibilities of purchasing these pagers this year.

As an alternative, M. Pratt mentioned the EMS account revenue which is approximately \$38,000. M. Pratt's recommendation would be to purchase \$20,000 in pagers with this money and use the remaining \$15,000 towards a down payment for the purchase of the air packs, and then lease the

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difference. M. Gomes stated that the air pack 5-year lease is in the budget under Special Projects. M. Pratt stated that he would like to see this lease issue come to a Town Meeting prior to the town budget vote.

Discussion centered on the EMS account revenue and Jeremy Rodorigo entered the meeting and stated that with changes in Medicare reimbursements, the amount of EMS revenue can fluctuate greatly, so it is difficult to rely on these monies. The subject of a new employee at the Fire Department was also discussed with M. Pratt and J. Rodorigo.

M. Krenesky recommended that there is a single point of contact from the Fire House on financial issues. M. Pratt is that contact person. Also, the Selectmen's Office should receive copies of all grant paperwork, so they have a record of the grant applications.

Vehicle Fuel is another line item where the Fire Department is paying premium pump prices for their fuel. J. Rodorigo asked about buying fuel from other towns, such as Seymour or Oxford, to save money. M. Gomes explained consortium fuel pricing quotas.

S. Cable recommended eliminating the pagers from the budget request and purchasing the pagers from the EMS revenue.

M. Pratt stated that there are 3 line items which will be in the red on the current budget: Heating Fuel, Vehicle Fuel and Telephone. Vehicle Replacement is now listed in the capital section of the budget at \$85,000.

The following changes were made:

	<u>From</u>	<u>To</u>
10-44-1465 COMMUNICATIONS EQUIPMENT	\$28,000	\$8,000

FIRE MARSHALL and EMERG. MGMT. /HOMELAND SECURITY - No increases or changes were listed in the budgets for these departments.

POLICE

T. Cipriano entered the meeting to discuss the police budget requests. The Police Lt. has a 3% increase listed, which the Selectmen wish to bring back to 0% increase. Regarding Wages – Part Time Patrol, T. Cipriano explained that the hourly rate in Beacon Falls is \$20/hr. when surrounding towns pay up to \$26/hr. This becomes a morale issue, and makes it difficult to fill the shifts when Part Time Patrolmen can earn more money working in nearby towns. T. Cipriano would like to be able to offer \$23/hr, since there have been no pay increases in 3 years. If a full-time employee takes the open shift, the cost is \$40/hr. M. Gomes will double-check the total

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amount of the request, based on a pay rate of \$23/hr. The budget request states the rate is \$22.28/hr, so clarification is needed.

Under Wages – Overtime, the request for is a \$25,000 increase. With a full-time officer out, there are open shifts, when part-timers are not willing to fill these shifts at \$20/hr.; the result is increased OT costs. M. Krenesky asked if the OT number can be reduced, if the Part Time Patrol line item is increased to reflect an hourly pay raise. The Selectmen agreed not to increase the Vehicle Repairs line item at this time.

The following changes were made:

		<u>From</u>	<u>To</u>
10-53	POLICE LT.	\$48,204	\$46,800
10-53-1049	WAGES - OVERTIME	\$45,000	\$30,000
10-53-1585	VEHICLE REPAIRS	\$15,000	\$10,000

T. Cipriano asked about the drafty windows at the police department, which increases the heating bill. M. Krenesky asked about proper lighting on the back decking of the police vehicles, and T. Cipriano explained that the new car has an LED light bar, and he will order a light for above the mirror.

ANIMAL CONTROL – There were no increases or changes to this budget. There is still a question as to where to house dogs from Beacon Falls.

PUBLIC SAFETY – No changes. The Selectmen briefly discussed savings options that CL&P offers by shutting off street lamps.

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INLAND WETLANDS COMMISSION - No changes

CONSERVATION COMMISSION – No changes. There is an increase requested for clerk’s wages.

PLANNING & ZONING COMMISSION

The following change was made:

		<u>From</u>	<u>To</u>
10-25-1040	WAGES - ENFORCEMENT.	\$31,644	\$29,870

WATER POLLUTION CONTROL AUTHORITY – No increases or changes.

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REGISTRARS OF VOTERS

The Selectmen reviewed these line items and recommended no increase to wages. M. Krenesky suggested looking at ways to keep costs down and inquired if voting can be accomplished using less election workers. With regard to conferences and training, the ROV can attend and then train the Deputies in house.

The following changes were made:

	<u>From</u>	<u>To</u>
10-29-1010 WAGES – REGISTRARS	\$26,000	\$24,000
10-29-1031 WAGES – ELECTION WORKERS	\$13,400	\$12,700
10-29-1175 REGISTRATION/CONF/MEMB	\$ 2,500	\$ 1,000

PROFESSIONAL FEES, WELFARE, INSURANCE, AGENCY MEMBERSHIP - No changes.

MISC. BOARDS & COMMISSIONS

M. Krenesky recommended adding a small budget for the historian.

The following addition was made:

	<u>From</u>	<u>To</u>
NEW MUNICIPAL HISTORIAN	\$0	\$200

HIGHWAY MAINTENANCE

The Selectmen reviewed the line item requests from the Highway department and agreed that a meeting with the Road Foreman is needed to clarify the increases that are in the budget. The Selectmen questioned the Street Sweeping line item, Sewer Maintenance, the storm drain issue from Johnson Street to Main Street, Chip Sealing and Telephone. There are no explanations with the budget numbers and therefore, no changes were made at this time, pending a conversation with the Road Foreman. The Selectmen intend to meet with the Road Foreman within the week.

TOWN GARAGE & COMMUNITY WELFARE – No changes.

REFUSE

The Bulky Waste transfer is already over budget for the year and cannot open in the spring. The budget request calls for a \$14,500 increase in this line item. The Selectmen need to speak with the Foreman about this increase. M. Krenesky noted that closing the dump will only increase the volume of materials that will be disposed of when the dump reopens, which increases costs.

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WASTEWATER TREATMENT

The Selectmen also need to have a conversation with the Superintendent of the Wastewater plant prior to presenting the budget to Board of Finance. S. Cable needs to clarify the Equipment – Replacement line item. M. Krenesky and S. Cable will meet with the Street Foreman and Wastewater Treatment Superintendent on Monday, March 7 during the day. No changes were made at this time.

LIBRARY

The following change was made:

	<u>From</u>	<u>To</u>
10-69-1806 NEW LIBRARY STUDY	\$10,000	\$0

The Selectmen agreed that line item is in the wrong place and should be considered under Special Projects.

PARKS & RECREATION

M. Krenesky inquired about eliminating the P/T Activities Director line item and consider an increase to the Grounds Maintenance and Building Maintenance line items for work which needs to be accomplished.

The following change was made:

	<u>From</u>	<u>To</u>
10-71-1010 P/T ACTIVITIES DIRECTOR	\$20,000	\$0

This position should be included in an overall personnel plan, which the Selectmen need to work out.

SENIOR CENTER

The Telephone line item may be reduced depending on the phone system which is chosen for the Town Hall. No changes were made.

MINIBUS

M. Gomes noted that the Gas/Maintenance line item will be in the red. There is \$1,000 left for gas for the rest of the fiscal year.

No other changes were made to Department line items at this time.

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SPECIAL PROJECTS

The new items under special projects include: (10-90-2012) Fire Department Vehicle Replacement, Fire Department Air packs, new Financial Software, New Police Car Lease, Computer Replacement, Police Department Windows, and Public Works vehicles. The Computer Replacement line is a request from Suzanne which includes a computer at the Wastewater plant, a new server for the town hall, and an offsite backup of town hall records. The Selectmen discussed using the Vehicle Replacement line item to include the Fire Department, Police and Public Works vehicles in one line item.

The following changes were made:

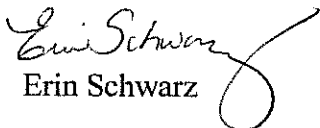
	<u>From</u>	<u>To</u>
VEHICLE REPLACEMENT	\$85,000	\$100,000
PD REPLACEMENT WINDOWS	\$5,000	\$0
PW LOADER	\$157,000	\$0
PW PLOW	\$9,700	\$0
PW TRUCK	\$65,000	\$0

M. Gomes will review hourly increases to the wages for the Board and Commission clerks. The Selectmen are considering increasing wages to \$37.00 per meeting and \$17.00 per hour. M. Gomes will address how these increases will impact the budgets for the various boards.

The Board of Selectmen is composing a Personnel plan to present to the Board of Finance which addresses salaries for the following positions: Selectmen, Full-Time Clerk, Full-Time Tax Collector, Public Works Supervisor, and Activities Director. The Selectmen will hold a preliminary discussion on this topic on March 8th at 6:00 PM, prior to the Regular Board of Finance meeting.

D. Sorrentino made a motion to adjourn the meeting at 8:45 PM. M. Krenesky seconded the motion. All ayes.

Respectfully submitted,


Erin Schwarz

MAR 2 2011