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Office of the Town Clerk

Special Board of Finance Budget Meeting
6:00 p.m., Thursday, February 18, 2016
2nd Floor Conference Room, Town Hall

Minutes

1. Call to order

Lorraine Coe called the meeting to order at 6:00 p.m.

In attendance: Lorraine Coe, Rosemarie Naples, Laurie Tuttle, Martin Anderson, Chuck Stengel via phone, Molly Nolan

Others in attendance: Maryjane Malavasi, Francis Willett, Rob Chadd, Terry Wall, Karen Cheney, Pam Lacashu, Laura Francis, Carleton Stoup

2. 2016-2017 Budget Workshop/Hearings

#4000-Emergency Management

Francis Willett was present to discuss budget request. A new salary/stipend budget line is being requested due to the increasing amount of time being spent in the position of Emergency Management Director over the last nine years. He noted that the original position had a budget line of \$1,000 and due to a conflict of interest the stipend was never used. Since this time the conflict has been rectified. He stated that a lot of time is spent on grant paperwork, state meetings, trainings and drills. When he is called into duty he may be required to be in service for a day or up to a week in some instances.

#348 Knox Box Program; he clarified that the expense is for promotional materials. Average of 8-10 signup a year. #314 Dart Equipment; M. Malavasi questioned the process of reimbursement of disposable items that are being used by other towns that are being paid by Durham. #314 Dart Trailer; annual service of brakes; L. Francis stated that the Region 2 budget includes monies for the request in line #314 for brakes and may also cover the disposable items.

#4000 Capital Request; current cots are over 20 years old; utilized by EMS, public works, fire, and RSD13.

Volunteer Fire Department #4020

Fire Chief, Rob Chadd, presented the Volunteer Fire Department budget #4020. He began by reviewing the documentation submitted to the board on the checking account, savings account, and length of service program managed by the department. The checking account is used to make purchases that are reimbursed by the town and for food for the members during emergencies and drills. All of the funds taken in from parking cars during the fair are deposited into this account and transferred to the town for payment to the length of service plan - LOSAP. The savings account is

funded by the balance collected from fire watches after members are paid. Funds are mainly used to cover the expense of the annual banquet. Additional funds are also set aside for the department's scholarship program for graduating high school students.

In response to questions, Chief Chadd noted that there is no required contribution to the LOSAP fund each year; therefore if the department is unable to park cars on the property due to construction there would be no problem for that time. He noted that the department would need to work with DVAC regarding the use of the property going forward if DVAC moves to that location. He agreed to send updated reports and to be sure that the minutes on the website include financials as written. He also noted that parking cars at the fair is the only true source of guaranteed income.

Ms. Coe requested copies of the call numbers that are given out at Chiefs Council meetings. She thanked Chief Chadd for providing the information tonight and asked that he send monthly reports to the Finance Director. If additional information is needed, she will let him know.

Chief Chadd then reviewed his operating, reserve, and capital requests for the next year.

Elections #2500

Registrars of Voters Karen Cheney and Pam Lacashu presented their proposed 2016/2017 budget and reviewed their current 2015/2016 budget as well. The current year budget will be over budget since the April primary was missed in the original calculation and additional training is required. They reported that the training budget for next year has increased considerably due to new election laws. The poll worker budget is also increasing due to the amount of workers required due to the redistricting. There was discussion on the assumptions made regarding the number of referenda that are budgeted.

Board of Selectmen Recommendation

Laura Francis reported that the Board of Selectmen reviewed every line item except salaries. The salary budgets reflect the union contract agreement applied to all employees. The budget is presented as follows:

- 7% reduction in grand list; 119 million
- Total town budget \$6,928,307; roughly \$56,000 less than the current year
- Total State and Local Revenues \$1,489,691; up by over \$221,000; mostly due to Municipal Revenue Sharing for Sales Tax Fund to cover anticipated loss in revenue from motor vehicle tax cap
- Assumes BOE reduced budget based on Superintendent's recommendation and decrease in ECS funding from State
- Motor Vehicle tax cap of 32.0 mills
- Overall decrease in Total to be Raised by Taxes of over \$736,000
- Mill rate for real estate and personal property of 35.68

Ms. Francis noted there are a few items, in addition to salary lines, which are still awaiting final budgetary numbers.

Mr. Anderson asked Ms. Francis if she believes we should continue to put money away for buildings. She responded that this was a decision of the Board of Finance, but the budget as presented keeps that funding the same as the current year. She reminded the board how difficult it was to bring that line item up to where it is; if depleted it will be even more difficult to do so again.

One new line item is the Middlesex Paramedic line for advanced life support services through the hospital. Member towns were asked to become partners with the hospital to help fund this service. We are asked to contribute \$1 per capita in the first year. This will increase to \$5 per capita over five years.

Another request is to plan for the funding of a Local Prevention Coordinator through Youth Services. We are applying for a second round of funding for \$125,000 over five years. One requirement to receiving the grant is to see proof that we can sustain our programming even if we don't get the grant. Putting funds in the budget will show them our commitment. The funds will not be spent in the coming year, so they could be put away in the reserve fund.

It is anticipated that the Board of Education may pull out of Everbridge and use a different product. If so, we will need to count on the Town of Middlefield to cover ½ of the cost instead of sharing 1/3 between the BOE and the two towns. The revenue figure has been adjusted.

John Jenkins is doing a great job in public works. He is working hard on learning all aspects of the budget in an effort to answer all of the board's questions.

The Board thanked Ms. Francis for her presentation.

3. Adjournment

Meeting adjourned at 8:59 pm. Motion made by Martin Anderson, and seconded by Laurie Tuttle.

Respectfully submitted,

Maryjane Malavasi
Beth Moncata