

April 6, 2020
Board of Finance and Finance Committee
#2 Department Budget Hearings
2020-2021

CALL TO ORDER

Chairman Lainie McHugh called the meeting to order at 9:00 a.m. via zoom virtual on-line conference.

Members present / absent from the Board of Finance:

PRESENT

Michael Barker
Elaine Hammers
Marty Isaac
Lainie McHugh
Steve Choi (10:44 a.m entered meeting)
Paul Timpanelli
Vincent DeGennaro – Alternate
Marc Mascola – Alternate
Christine El Eris – Alternate (left meeting at 9:45 am)

The Finance Committee did not have a quorum; however, Dawn Cantafio and Mary Isaac attended.

Also present:

First Selectman Vicki Tesoro; Maria Pires, Finance Director; Kathleen McGannon, Chief Administrative Officer; Cynthia Katske, Chief Administrative Officer, Therese Keegan

01030000 - Public Works Director

John Marsilio / George Estrada

- Budget clearly reflects the addition of a deputy director \$110,000
- Removed facilities manager position - \$90,000
- At the time John was hired there was a deputy director earning \$92,000 +/-
- Job descriptions have changed; George has strength in Facilities Management whereas John has strength in paving, etc.; therefore, John will fill in this section until a deputy director is hired, as second in command.
- It is important to coordinate the departments.

01030025 – PW-Street Lights

John Marsilio / George Estrada

- Budget had reduced significantly over the last few years, since we switched to LED lights.

01030100 – PW-Highway

John Marsilio / George Estrada

- Increase in salaries
- Same as last year with several percentage points for salaries and other items
- Discussion followed with questions regarding leaf pickup and what would be saved. No labor costs would be incurred unless overtime. We have labor and if we don't pick up leaves and dispose of them, and townspeople don't pick them up, the cutters, etc., will become clogged and a hazard to townspeople. Other towns discussed; reference made to Auditor's Report on Leaf Pickup. Costs to collect and dispose of leaves is outlined in this report along with the procedures used by other towns.
- 581888 - Capital Outlay First Selectman removed new purchase requests from the budget. \$3400 for a broom attachment for loader to use to sweep sand from streets. We currently have one broom and need to outsource work. Small price to pay to clean streets.
- Utility expenses estimated by the Finance Department.
- Only 1-2 retirements per year; relatively young population; turnover estimated at \$55,000.

01030101 – PW-Snow Removal

John Marsilio / George Estrada

- Use of metrics to estimate budget – some years it is more, some years it is less.
- \$1.6 million as of 3/31; estimated at \$2.1 for the total year in salaries; over budget by \$.5 million; contract is not yet settled and there are 2 years in contingency.
- Current salt supply is coated and when piled, the coating melts and deteriorates the salt, so pre-ordering isn't an options.
- We have a surplus of \$96,000 in salaries and \$38,000 for salt.

01030105 – PW-Construction

John Marsilio / George Estrada

- One- off project that is not in the capital plan
- \$228,000 in TAR
- \$400,000 from Locip; \$100,000 remaining; use Locip for project with grant we need to match; try to save as much as we can.

01030200 - PW-Building Maintenance

John Marsilio / George Estrada

- 501101 - Salaries - reduction in salaries;
- More safety equipment for custodians and building uses.
- Reduction in costs for shutting down certain buildings.
- There might be a small savings with the cleaning company with shutting buildings.
- Uniform allowance stayed the same, whereas the highway went up \$11,000. We keep all equipment in one place and then distribute it, as needed. We decided years ago to have a major replacement line item this year and next year will be less. All safety equipment is in the highway budget and the line item will fluctuate.

01030300 - PW-Fleet Maintenance

John Marsilio / George Estrada

- Keep equipment maintenance for the Parks, Board of Ed, EMS, PD Vehicles (some), in and working every day.
- Adjustments for contracts. Will probably see reduction in fuel expense due to drop in current cost diesel \$1.75 and gas \$1.48.

01030400 - Recycling Center

John Marsilio / George Estrada

- 2 full-time employees.
- Hazard waste program twice a year.
- Overtime in budget reflects that they work Saturday and holidays.
- 2nd largest budget next to Public Works.
- Composting – there is no market for mulch; too labor and equipment intensive; revenues did not equal cost.
- 522204 Contractual Obligations for removal of recycling that we share with 2 other towns.

01014800 - Inland Wetlands Commission

John Marsilio / George Estrada

- Same as last year's budget.

01030500 - Town Engineer

John Marsilio / William Maurer

- Same as last year's budget.
- 501105 - Reduction of overtime; assistant went to a full time position.

20100000 - WPCA

John Marsilio / William Maurer

- 501105 - Overtime decreased due to recent updates and equipment.
- 522202 - Services Professional request increased from \$125,000 to \$140,000 for discharge alternatives that we are currently considering.

01080600 – Parks and Recreation

Dmitri Paris / Jill Hiriak

- He is okay with the changes made by the First Selectman.
- 522203 - Services Ancillary – field services that we currently pay town wide; includes both town and BOE fields. It went out to bid and we will go back for reductions if necessary.
- 534403 – Cleaning Materials was reduced by First Selectman to historical amount; may need to increase based on needs going forward due to virus sanitation requirements and extensive use of the trail. We will need to review the procedures and protocols since change will most likely need to be made due to the virus.
- 581888 – Capital outlay reduced by First Selectman; asked that all purchases be delayed. We do really need mowers and landscape equipment. The ice rink is expendable; the shade structure is to replace the lack of shade once the diseased Ash trees have been removed from Twin Brooks Park. Plow trucks are also necessary.
- 578801- Service Contract was cut back \$5,000; \$11,400 is still available in the budget and expenses are normally incurred and paid in the Spring.

01080400 – Recreation / Arts / Youth

Dmitri Paris / Jill Hiriak

- 501103 – Aquatic Salary Seasonal – removed ID checker at \$6,650 and replaced with a life guard who makes more per hour. If we don't open we will realize \$500-\$1000 a day in savings; \$500 in June and \$1000 for the rest of the season.
- 501105 - \$500 increase to cover salary for Mate employees who cannot take advantage of summer hours.

01080800 - Tree Warden

Dmitri Paris

- We currently have an Ash tree problem in town,
- 501101 – Full Time Salaries – the request to increase the part-time tree warden from 5 hours to 8 hours per week denied.
- Is it possible to use the excess funds in the snow removal account for the remainder of the fiscal year to pay contractors to assist with the trees.
- The Ash trees coming down could pose a public safety issue.

By unanimous consent the meeting was adjourned at 12:00 p.m.

Respectfully submitted,



Phyllis C. Collier – Board of Finance Clerk