

**BOARD OF SELECTMEN
SPECIAL BUDGET WORKSHOP MEETING
THURSDAY, JANUARY 23, 2020
8:30 A.M. – COMMUNITY CENTER**

First Selectman Matthew Hoey called the meeting to order at 8:30 a.m.

Present: Board Members: Matthew Hoey, Charles Havrda, Susan Renner, and Sandy Ruoff

Town Officials: Board of Finance Members: Michael Ayles, Jeffrey Beatty, Jonathan Trotta and Robert Hartmann, Finance Director Maryjane Malavasi, Human Resources Director Mitch Goldblatt, Asst. to Finance Director Sandy Offredi, Y&FS Director Lyne Landry, Historic District Commission Chair Randall McCartney, Youth and Family Services Director Lyne Landry, Social Services Director Tammy DeFrancesco and Clerk Traci Brinkman. Joining the meeting in progress: Tax Collector Deb Milano, Town Clerk Anna Dwyer, Registrar of Voter Gloria Nemczuk, Building Official Kimberly Norman-Rosedam, Natural Resources Planner Kevin Magee, Town Planner George Kral, Health Director Dennis Johnson, Executive Assistant Karen Quercia, In-House Counsel Pam Millman, Information Systems Specialist Tony Santarcangelo, Economic Development Coordinator Brian McGlone and Golf Course Superintendent Ted Tighe, Golf Course Commission Chair Brittany Mirles

Media: Guilford Courier Reporter Jesse Williams and Mike Graziano, taping for GCTV

1. To meet with the following town departments to discuss budget requests:

Zoning Board of Appeals

1% or \$53 increase in budget

Slight increase reflects raise for the board/commission secretary.

Historic District (Randall McCartney)

8.7% or \$275 decrease in budget.

Mr. McCartney said he looked over the previous six-year period at the revenues and expenses. He then took an average and looked at what they have spent so far this year. He thinks it is fair to take an average and come to a more realistic budget.

Youth & Family Services (Lyne Landry)

.7% or \$3,647 decrease in budget

Ms. Landry gave a handout detailing the services they provide and the number of children they serve in each of those areas. She noted most of the line items are flat. Building maintenance is up a little because the building is 14 years old. They have cut back a bit on postage. Dues and subscriptions have increased they are reaching more people through constant contact.

There was discussion on the Grants they receive.

She noted that they kept the same revenue projection at \$110,696.

Social Services (Tammy DeFrancesco)

.3% or \$464 increase in budget

Ms. DeFrancesco said their clientele consists of more of an aging population. They are outliving their savings, reverse mortgages and looking for options.

Tax Collector (Deb Milano)

.5% \$790 increase in budget

Ms. Milano said there is an increase in printing because there is one extra rate book they are waiting to print. Office Supplies is up because she needs more envelopes. Education and Training has increased because she will be getting a new employee.

Town Clerk (Anna Dwyer)

.18% or \$312 increase in budget

Ms. Dwyer said Recording Expenses has increased to cover costs for ballots in November. Office Supplies is up as well because they need to purchase labels for the election. Permits/Dues and Subscriptions is up as well because they have notary expirations and they need to renew those.

Registrar of Voters (Gloria Nemczuk)

4.9% or \$4,372 increase in budget

Ms. Nemczuk noted that part of the increase is due to a presidential primary next July. There is an increase in part-time and the poll workers. She budgeted for one referendum, but if there happens to be two, money is not in the budget for the second. She noted that the November

election expenses are for primary ballots and memory cards and the cost depends on the type of election and how long the ballot is.

Building (Kimberly Norman-Rosedam)

56.1% or \$69,904 increase in budget

Ms. Norman-Rosedam said there is an increase in part-time salaries due to her request for an additional part-time building inspector. The office is very busy and she has been scheduling inspections for two weeks out. There is an increase in telephone/cellphone for cellphones and iPads for herself and the two part-time workers. There is an increase in printing for scanning to be outsourced as well as an increase in office supplies and office equipment and permits/dues and subscriptions. In addition, Ms. Norman-Rosedam said there is an increase in Education and Training because she needs to purchase up-to-date codebooks.

There was discussion on open permits and discussion about hiring a full-time person instead of two part-time people to do additional inspections. It was noted in the past; the department was staffed with two full-time people. It was noted that the building revenue budget is increasing from \$385,000 to \$625,000.

Natural Resources (Kevin Magee)

5.7.% or \$14,964 increase in budget

Mr. Magee said the Tree Maintenance and Removal line is the main reason for the increase. It is also the largest line item in his budget.

There was a discussion on tree removal done by the Town as well as Eversource.

Planning & Zoning (George Kral)

.6% or \$1,328 increase in budget

Mr. Kral noted there are just some small increases in Advertising/Public Notice, Office Supplies and Vehicle Maintenance.

Health Department (Dennis Johnson)

1.6% or \$3,869 increase in budget

Mr. Johnson explained the only increase in his budget is under Education and Training. That money is to send his administrative assistant to the MUNIS Training. He added that she has become the go to person for MUNIS in Town Hall South and would benefit from some additional training. He noted that there is a slight increase in his revenue budget because they will be increasing permit costs and they need to add new permits as well for nail salons so he is anticipating additional income from that.

There was discussion on the mosquito control program as well as the water project.

Board of Selectmen (Karen Quercia)

2.1% or \$8,824 increase in budget

Ms. Quercia noted that the salary lines show contractual increases. There is a slight increase in education and training because there has been more interest on behalf of boards and commissions to attend different things. There is an increase in Code Maintenance because they have been adding or amending more ordinances. There is a savings in the postage line because they have a new vendor. They have added a new line for the Guilford Fair Parade. The Rotary has requested a contribution of \$1,000 to help pay for the parade.

Legal (Pam Millman)

15.7% or \$78,616 decrease in budget

Ms. Millman noted that General Legal has increased a bit due to complicated contracts and sometimes the need for an environmental lawyer. They are still working through the DEEP and Army Corps matters. She noted that Labor decreased \$50,000. There is also a decrease of \$50,000 in Assessment/Revaluation Claims since most of those cases are wrapping up. There are slight increases in General Zoning, Permits/Dues/Subscriptions and Education/Training.

Human Resources (Mitch Goldblatt)

4.2% or \$6,196 increase in budget

Mr. Goldblatt said the majority of increase is due to contractual salaries. There are decreases in Expenses/Travel, Printing Costs and Office Supplies, but slight increases in Education/Training and Permits/Dues/Subscriptions.

Employee Benefits (Mitch Goldblatt)

9.6% or \$765,206 increase in budget

Mr. Goldblatt noted a large increase in Reserve for Personnel totaling \$460,000 for Contract Negotiations. There are increase in Retirement Plans, FICA is up slightly as well as Retirement Sick Leave. He said they are expecting retirements in Public Works and possibly some others, who are still eligible to receive paid sick leave. Longevity has decreased and will eventually be phased out since it has been discontinued for most employees. There is a small increase in Medical Insurance, Life Insurance, Long Term Disability and the Employee Assistance Program.

Insurance (Mitch Goldblatt)

5% or \$43,683 increase in budget

Mr. Goldblatt noted that they have a three-year step agreement with Workers' Compensation to have a maximum 5% increase per year due to the significant amount of workers' compensation

claims the town has had. Liability, Auto & Property is up slightly, mainly because of the purchase of new equipment. There is an increase in Crime/Fiduciary Liability and that is due mostly to the pension assets being up.

Information Systems (Tony Santarcangelo)

4% or \$10,906 decrease in budget

There is a decrease in the Town-Wide Area Network as well as Software Licensing. They finished a two-year licensing and the Firewall portion is in the Capital Budget. There is an increase in printers because Mr. Santarcangelo said what printers are left are getting old.

Ms. Malavasi noted that they requested a part-time person last year. The board did approve a Public Safety IT person that has been in place. Mr. Santarcangelo will be going on vacation and they are trying to get him here during that time, but they are finding that the needs for public safety are great and he has enough work to keep him busy. She added that they are spending this year assessing things with that position, but next year they might reassess the need for a part-time person.

Economic Development (Brian McGlone)

1.3% or \$624 increase in budget

Mr. McGlone said there is a slight increase in the board and commission secretary and a slight decrease in the Business Development Team line item. There is a \$200 increase in Tourism. He noted that he is still continuing his involvement with REX in the budget.

Mr. McGlone discussed the five-town project, the benefits he believes the town gets from participating in REX. He also discussed major projects he has worked on over the past year.

Golf Course (Ted Tighe/Britany Mirles/Brian McGlone)

9% or \$25,273 decrease in budget

Ms. Mirles went over steps the commission is taking to decrease costs. They are reducing the open weeks down to the most viable weeks so the course will now only be open from April 4 to October 31. It will be open Monday 12-7, Tuesday through Sunday 8 a.m. to 7 p.m. In addition, they have restructured clubhouse staff and part-time grounds personnel.

Ms. Mirles said to increase revenues they increased membership and green fees 15%. They did one fundraiser this year that netted \$5,000 and plan on doing two each year. They have revamped the website, are sending out email blasts, are using Facebook and Events Magazine to advertise. They are also increasing cart costs from \$3 to \$4. The cost for tees signs is \$100, but some companies are willing to pay \$500 so they are increasing the costs for those. They will also be selling the used golf balls from the ponds, woods, etc. that they collect. In addition, they are readjusting the score cards to make more advertising space.

She added that things they are still working on is a possible liquor license, food services and another possible increase in green fees and membership fees as well as a partnership with Fairways driving range in Branford.

There was discussion about possible senior bus trips to the golf course through Parks and Recreation as well as getting more kids involved. There was also discussion about the credit card fees and possibly putting those on the card holder. In total the golf budget shows a 9% decrease in expenses and a 14% increase in revenues.

Finance (Maryjane Malavasi)

4.4% or \$14,403 increase in budget

Ms. Malavasi said there are some contractual salary increases as well as an increase in Education and Training for two of her staff members, herself included, to attend the MUNIS Conference. She noted that the Publication of the Budget has gone down.

The Interest Income budget is estimated at \$525,000 and there was discussion about overall Revenues.

Debt Service (Maryjane Malavasi)

Ms. Malavasi noted that the Debt Service increase is 11.05% mainly due to the GHS project.

Contingency (Maryjane Malavasi)

No contingency has been included in the budget nor any funding for revaluation.

Motion: Upon a motion made by Mr. Havrda and seconded by Ms. Renner, the board voted unanimously to adjourn the meeting at 12:50 p.m.

*Vote: In Favor: Hoey, Havrda, Renner, Federici and Ruoff
Opposed: None
Abstaining: None*

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen

