

**BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES  
TUESDAY, JANUARY 28, 2020  
8:30 A.M. – TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 8:33 a.m.

Present: Board Members: Matthew Hoey, Charles Havrda, Susan Renner,  
Louis Federici and Sandra Ruoff

Town Officials: Finance Director Maryjane Malavasi, Human  
Resources Director Mitch Goldblatt, Golf Course  
Superintendent Ted Tighe, Golf Course  
Commission Chair Brittany Mirles and Clerk Traci  
Brinkman

**1. Remove from table and take possible action to contract with Onofrio's Total Construction for Fire Rating Basement work in the amount of \$10,150.**

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to remove from the table for possible action to contract with Onofrio's Total Construction for Fire Rating Basement work in the amount of \$10,150.*

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

*Motion: Upon a motion made by Ms. Renner and seconded by Ms. Ruoff, the board voted unanimously to approve the contract with Onofrio's Total Construction for Fire Rating Basement work in the amount of \$10,150.*

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

**2. Discussion of FY2020-2021 budget and Five-Year Capital Plan.**

Mr. Hoey said he met with Ms. Malavasi and they discussed a number of reductions. The board went through the recommended reductions which include:

Board of Selectmen Budget – A reduction of \$200 in Expense and Travel.  
Another \$1,500 was reduced from Miscellaneous and the \$1,000 for the Guilford Fair Parade was placed into that account.

There was discussion surrounding the Fair. It was also discussed that the secretarial services for the Safe Streets Task Force could be taken from the fund set aside for projects for that committee.

There was discussion regarding the MUNIS Conference. Mr. Hoey noted that they took one staff member's attendance out of the finance budget as well as Dennis Johnson's assistant. Town Hall staff has requested that instead of sending one person to the conference they would rather use the money to have a MUNIS representative come do onsite training with all the staff. A suggestion was raised that maybe the training could be combined with other towns to share in the cost.

Town Clerk – Recording expense was reduced \$500.

There was discussion as to how the Reserve For Personnel amount was determined.

A total of \$128,000 was taken out of Reserve for Personnel under the Employee Benefits budget. It was noted that since there is a significant fund balance for Retirement Sick Leave it could be reduced.

Finance Department – Education and Training was reduced by \$2,250.

Human Resources – Expenses and Travel was reduced \$200.

Insurance – Claims/Deductibles was reduced \$10,000. Although the town is on its second claim this year, Ms. Malavasi said if something happens they will have to pay, but they do have a healthy fund balance.

There was discussion on Workers' Compensation.

Registrar of Voters – November Election expense was reduced \$2,000. There was discussion about long ballots being more expensive, but this November should be a short ballot year.

Engineering – There was discussion about the Hazardous Waste Disposal line and the local disposal event being planned. In speaking with Madison, the estimation of 300 people might be high, it will probably be more like 200 so there is a possibility to reduce the cost for that event \$5,000.

Building Department – Ms. Malavasi said she talked to the building official and the fire chief. The fire chief is confident he can absorb the cost of the cell phones and iPads requested in the Building Department into his Communications Budget. This budget has been reduced by \$1,800.

There was discussion about the additional part-time person and the possibility of combining the two part-time positions into that department into on full-time position in the following year's budget.

Planning and Zoning – There was discussion about Office Supplies and the Uniform line.

Natural Resources – The tree line was reduced down to \$96,000. An average was taken over the last few years to arrive at that number.

There was discussion about the GIS increase and Ms. Malavasi said she would get more information.

Economic Development – Tourism was reduced \$200. There was discussion about REX. Mr. Hoey said he can reach out to the organization and see if possibly the town could pay less since it is a difficult budget year.

Library – Ms. Malavasi noted that the clothing allowance line of \$300 was dropped. She will check to see if that needs to be put back in.

Golf Course – The board noted that it was very impressed with the Golf Commission's budget presentation. There was discussion about the bank fee charges for the credit cards and possibly looking to consolidate all the credit card charges in the different departments with one company to possibly save money.

Police/MACO – Reduction of \$42,000 in the Replacement Salary account. There was discussion about the police canines.

Fire Department – There was discussion about the impact of the SAFER Grant ending as well as Replacement Salaries and Stipends. No reductions were made.

Communications – There is a \$7,000 reduction in Maintenance and Service Contracts. There was discussion of overtime and what is the driver for the increase.

Public Works – There was a reduction of one of the full-time positions requested so only one additional full-time position is included in the budget.

Town Properties – Overtime was reduced \$2,000. The Stipend line was increased \$300. It should have been \$500 not \$200. Another \$1,000 was taken from Vehicle Maintenance.

Health – MUNIS training for the employee was removed for \$2,500. There was discussion about paying for a representative from MUNIS to come in for group in-house training.

Human Services – The board reduced the budget \$3,000 to keep it at the same budget as the current year.

Youth and Family Services – The board requested more information on why the building maintenance increased by \$1,000.

Parks and Recreation Commission – Overtime was decreased \$1,000 and Ground Maintenance was decreased \$5,000. There was discussion on the extra 17.5 hour position. There was discussion on the Program Fund and possibly using the increase in that fund each year to apply it to capital or offset costs in the operating budget. The board decided to possibly use some funding this year for some capital requests and

maybe even put \$40,000 in operating to offset the cost of the additional hours since it is supporting senior programs. There was more discussion on the senior programs.

Reserve for Personnel – There is a reduction of \$128,469 in Reserve for Personnel and a \$155,306 reduction in Retirement Sick Leave. Ms. Malavasi said because of the fund balance they have, it should be okay to reduce those lines.

## **CAPITAL**

Engineering – Ms. Malavasi noted that they removed the \$200,000 for Replacement of the Colonial Bridge because that will be paid for out of bonding.

Golf Course – They eliminated the golf course parking lot paving request this year for a total of \$22,000.

Building – There was discussion about the \$25,000 vehicle request for the building official.

Communications – There was discussion about the Hazmat Trailer Satellite ISP Upgrade for \$40,000 and the Server Infrastructure Upgrade for \$35,000. Ms. Malavasi said she can talk to the fire chief.

Fire Department - \$15,821 was removed for HVAC Replacement in the Server Room, because there is energy bond money that can be used for that.

Information Systems - \$31,400 for MUNIS Citizens Self Service Permits was removed because technology funding can be used as well as the Microsoft Office Upgrade at \$38,320. Ms. Malavasi said all that is left now in this capital request is the replacement computers.

Parks and Recreation – There was discussion about removing the \$98,000 to construct four new pickleball courts and take that from the Program Fund. There was also discussion about doing the same for the tennis courts at \$140,000. There was discussion on the slit drains for GHS and irrigation at Cox. Mr. Hoey said he and Ms. Malavasi will have a conversation with representatives from Parks and Recreation about these items. The board talked about removing the Neuson Roller for \$43,208.

Police – Removed the \$13,475 for Building Security Cameras because there is technology funding that could be used as well as the \$22,235 for Interview Security Camera Upgrade.

Public Works – The board took one of the two trucks requested out for \$50,000.

The total amount reduced in Capital at this meeting is \$941,459. The total cut in both Operating and Capital is \$1,367,722. The board expressed a desire to possibly find another \$210,000 from Capital to reduce.

*Board of Selectmen Special Budget Workshop Minutes of January 28, 2020*

*Motion: Upon a motion made by Mr. Federici and seconded by Ms. Ruoff, the board voted unanimously to adjourn the meeting at 1 p.m.*

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

Respectfully submitted,

*Traci K. Brinkman*

Clerk  
Board of Selectmen