

**BOARD OF SELECTMEN  
SPECIAL MEETING MINUTES  
FRIDAY, MARCH 16, 2018  
7:30 A.M. – GUILFORD TOWN HALL**

First Selectman Matthew Hoey called the meeting to order at 7:37 a.m.

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

Town Officials: Finance Director Maryjane Malavasi and Clerk  
Traci Brinkman

**1. Discuss and take possible action on reductions for FY2018-2019 budget in amount reduced by the Board of Finance at its meeting March 12, 2018.**

Mr. Hoey said they are charged with finding an additional \$250,000 in budget reductions. He met with Ms. Malavasi and they came up with some potential areas that could be reduced.

There is an expenditure offset in the police department of \$14,800. Ms. Malavasi noted the department previously added an admin fee on top of what they charge for outside services.

Mr. Hoey said another significant reduction is a \$15,000 decrease in the library. He noted that Library Director Rob McCoolle has a reorganization plan for the library that will require reclassifying positions and job descriptions. This will also require work with the unions. He added that this was brought to his attention after the initial budget presentation.

There is a reduction of \$1,500 in the Finance Department for budget publication. This is the cost for producing the budget books and capital plan books. They now have the I pads in place for this.

Mr. Hoey said they are increasing the amount they expect to receive for the CIRMA Equity Distribution. They brought the amount up to \$74,000, which is the amount received last year. He noted that CIRMA has stated that this is the best year they have had. This is a savings of \$17,000.

Smaller cuts include a \$2,000 decrease in Education and Training for the Tax Collector. The tax collector has said she can do without it. A decrease of \$2,200 in the Parks and Recreation fuel account. There is also a cut of \$10,000 in Reserve for Personnel.

Capital

Mr. Hoey said they took \$27,500 out of Parks and Recreation Land improvements. This consists of \$25,000 for the Adams irrigation and \$2,500 out of the Lake Quonnipaug

*Board of Selectmen Special Meeting Minutes of March 16, 2018*

weed control program. Choate has committed to contributing \$2,500 for that project. They also took out the \$100,000 mower. If one of the current mowers breaks they will have to buy this. He added that they also took \$50,000 out for revaluation.

Mr. Hoey said these are suggestions for the board.

Mr. Havrda had some concerns about not putting the \$50,000 in there to build up the fund for the next revaluation.

Mr. Hoey noted that some Board of Finance members said the town needs to kick the can down the road and others want to use fund balance for things. In this case if they need these items they will make a request to use money from the unassigned fund balance.

Ms. Malavasi said they know they are going to need \$225,000 to \$250,000 for the next revaluation. Fund balance could be used for this.

Ms. Renner noted that they are bringing capital down to \$850,000.

Mr. Havrda asked if worker's compensation was a firm number at this point.

Ms. Malavasi said it is and that the board already took a reduction there.

Mr. Havrda asked if the \$93,000 for licensing in IT was accurate.

Ms. Malavasi said it is and a lot of that is for the MUNIS system.

Mr. Federici asked about the \$35,000 in Information Systems for part-time salaries.

Ms. Malavasi said the board already took that out. They have some money in reserve for personnel if they move ahead with that.

There was more discussion about the Parks and Recreation Capital. Mr. Hoey noted that the department prefers to keep the truck in there and would rather do without the mower at this point.

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Federici, the board voted unanimously to make the reductions totaling \$250,000 in the proposed FY 2018-19 as recommended by the First Selectman and Finance Director.*

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

Respectfully submitted,

---

Traci K. Brinkman  
Clerk  
Board of Selectmen