



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

PEGGY BUSSE
DOUGLAS B. HARDING
DAVID J. OLENDER
BARRY C. PINTO
MICHAEL D. VARNEY

JOHN P. RACHEK
CHAIRMAN

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
www.ellington-ct.gov

Joint Meeting
Board of Finance
Board of Selectmen

Budget Hearing
March 27, 2018

Minutes

Board of Finance

Members Present: John Rachek, Chairman; Peggy Busse, Douglas B. Harding, David J. Olender, Barry C. Pinto

Board of Finance

Members Absent: Michael D. Varney

Selectmen Present: Lori Spielman, First Selectman; Melinda Ferry, Sarah Cook, John Turner, Jim Prichard, Ronald Stomberg, David Stavens

Others Present: Nicholas J. DiCorleto, Jr., Finance Officer/Treasurer; Tim Webb, Public Works Director/WPCA Administrator; Joe Palombizio, Emergency Management Director; Sgt. Brian Santa, Resident State Troopers' Office; Lisa Houlihan, Town Planner; Bob Tedford, Parks and Recreation Director; Joy Hollister, Human Services Director; Diane Lasher-Penti, Youth Services Director; Erin Graziani, Senior Center Director; Felicia LaPlante, Assistant Finance Officer; Kim Bechard, Assessor; Susan Phillips, Hall Memorial Library Director; Gary T. Feldman, Sr., Chief, EVFD; Timothy R. Seitz, Crystal Lake Fire Department; Peter Hany, Sr., Chief, Ellington Volunteer Ambulance Corps; Dr. Scott Nicol, Superintendent of Schools; Tracey Kiff-Judson, Chairman, Board of Education; Brian Greenleaf, Director of Finance and Operations, Ellington Public Schools; Mary Blanchette, Mary Clements, Gabbi Mendelson, Hall Memorial Library Board of Trustees; Tom Palshaw, Charter Revision Commission

1. Call to Order

Chairman John Rachek called the hearing to order at 7:04 p.m.

2. Budget Hearings – FY 2018-19

First Selectman Lori Spielman presented the budget. She read through the total budget figures for each line item and highlighted the increases and decreases. The Board of Finance members asked questions as they felt necessary.

- 131 Tax Assessor: Mr. Rachek asked Kim Bechard if the open position has yet been filled. Mrs. Bechard stated that the position has not yet been filled, but that it has been reposted at a lower scale full-time position and applications are being accepted until April 2, 2018.
- 155 Probate Court: Peg Busse asked for an explanation regarding the spread over the year. Mr. DiCorleto explained that the Probate Court bills quarterly and that this number represents more than 6-months actual.

Ms. Busse said that the budget is usually based on factors from the previous year and she believes the numbers presented are too clean. She said if the Town is trying to manage to budget, shouldn't the actual numbers reflect actual numbers as to what has been spent. She said that the vast majority of the budgets presented show the amount budgeted for the year; the numbers too often show that the exact dollar amount budgeted is the number that will be hit at the end of the year and that feels way too clean. Mr. DiCorleto said that these are the numbers that the departments provided. Ms. Busse said she is used to seeing overages and underages and this seems too clean.

- 220 Economic Development Commission: Mr. Rachek asked if there is enough activity to warrant the increases throughout the budget for recording secretaries. Lisa Houlihan responded that the Planning Department used to have two full-time secretaries who shared the recording secretary duties and they were compensated through comp time so the cost did not show. She said that one full-time position was eliminated and so some of the duties related to the boards and commissions have been assigned to part-time recording secretaries who are paid salary. It is ultimately a savings to the department.
- 310 Center Fire Department: Mr. Rachek asked Chief Feldman to explain why the numbers of calls and the staffing numbers are exact from year to year. Chief Feldman noted that the numbers have increased. Mr. Rachek reiterated that they look to be the same numbers that were used last year.

Mr. Rachek asked Chief Feldman why there is a charge for inspecting the air packs when they are brand new. Chief Feldman noted that the charge refers to last year before the new packs arrived. Mr. Rachek reminded that he is

speaking of the 2018-2019 budget when the air packs will be brand new; Chief Feldman said that they will still need to be inspected in the fall.

Mr. Rachek asked why the Fire Department needs another 2,000 feet of hose when they just purchased some last year. Chief Feldman said that the hose needs to be replaced as it does not pass testing.

Mr. Olender asked Chief Feldman out of the 787 calls, how many were fires. Chief Feldman said that there were approximately 46 house fires, 20 vehicle fires and 20 to 30 miscellaneous brush fires, etc. Mr. Olender asked what made up the remaining 600 calls and Chief Feldman said that there are medical EMS, fire rescue, wires down, cat in tree, gas leaks, etc. He said that the Fire Department also responds to mutual aid and life threatening calls.

- 320 Crystal Lake Fire Department: Mr. Turner asked for an explanation on the increase in custodial budget compared to what EVFD is paying for the Town's contracted custodial services. Timothy Seitz stated that CLFD has an employee who provides custodial services 5 hours a week; Mr. Turner said that the cost is significantly higher than what the contracted Town vendor charges. Mr. Seitz said that their custodian cleans and washes the trucks.
- 330 Police: Mr. Rachek asked Sgt. Santa to explain the \$50,000 DUI federally funded program that is a line item "just in case" the federal funds are not provided. Sgt. Santa said that this is the way this line item has been handled each year in the event the federal government pulls the funding.

Sgt. Santa explained the increase in new equipment. He said that the State is converting to a new radio program that is mandatory. All cruisers need new mobile radios at a cost of \$3,000-\$4,000 each for five units. He also said that the Tasers need to be replaced by 2019 or the equipment and the medical liability won't be supported by the company.

- 331 Police Special Duty: Ms. Busse said that in looking at the money actually spent in 2016-17, \$0 was planned in 2017-18, yet the Town is spending \$27,000, and once again is putting in \$0 for 2018-2019. Sgt. Santa said that this line item is for construction projects that are set off by revenue. Mr. DiCorleto said that there is a revenue item that shows the money coming in.
- 370 Ellington Volunteer Ambulance: Mr. Rachek asked about the increase in salaries. Mr. Hany said that part of this cost is the reinstatement of pay for the Rescue Post members and to cover the contractual raises for paid staff.

Mr. Rachek asked about the increase in the budget for EVAC. Mr. Hany said that the budget that was submitted prior to him being chief was grossly

underfunded and that he has had to increase the budget in salaries, rescue post program and wherever there was a shortfall, he had to put money back in.

- 385 Public Safety Administration: Ms. Busse asked for a description of the duties of the proposed new position. Ms. Spielman said that this position will oversee the administrative work of the three agencies: EVAC, EVFD and CLFD. The position will report to the Board of Selectmen and will be accountable for the administrative duties. Ms. Busse asked what is not being done today that necessitated creating this position. Ms. Spielman said that this position will provide continuity between the three entities who presently each run autonomously and are subject to turnover in leadership. Ms. Spielman added that the Town of Coventry added this administrative position for similar reasons and it is working in that town. Ms. Busse asked if this position is administrative rather than policy setting or direction setting and Ms. Spielman said that this position will oversee all of the administrative work and apply for grants.

Ms. Busse asked Ms. Spielman to describe what qualifications the successful candidate for this position would possess. Ms. Spielman said that this information will be available at a future meeting. Mr. DiCorleto said that the Charter Revision Commission is presently considering changes, and the reason this line item was added to the budget is so if adding this position does end up going to the residents at the November election and they do approve it, it will be funded. Ms. Busse asked if the citizens reject the position what happens and Ms. Spielman said that the proposed position will not be filled. Ms. Busse said that in reality, the position would not be filled until January 2019; Mr. Rachek suggested that the full year does not need to be funded. Mr. DiCorleto agreed and said that he would reduce this line item by half.

Mr. Olender asked if adding this position would reduce costs in purchasing of products and Ms. Spielman said that it would if purchases could be combined. Mr. Rachek said that the Town is growing and the Board has to have an idea of what the Town is going to look like in five years. He said it is his opinion that this person would be responsible for determining where the Town should be in five years and for setting up a plan to move forward. He noted that the Chiefs are busy running the day to day of their operations and really not focused on where the Town should be in five years and this person would work with them to determine that. Ms. Spielman noted that as an example, the last study that was done resulted in recommendations that were not implemented and this wouldn't happen if there was consistency.

- 435 Grounds Maintenance/ BOE/Parks: Mr. Rachek asked what determines what work is done by Public Works and what is done by Parks and Recreation. Mr. Webb explained that any area beginning at the sidewalk out from the buildings, all of the fields, and any areas related to sports activities are the responsibility of Public Works. The application of fertilizer and lime is contracted out because it can be done at less of an expense than what it would cost for Public Works to do it.
- 439 Road Aid Winter: Mr. Rachek asked if Mr. Webb felt that this account is well-funded. Mr. Webb said that Mr. DiCorleto added a little bit in this account and there is approximately \$20,000 left in the account. Mr. Webb said that he will look at purchasing salt at this year's prices and keep it in the shed.
- 450 Sanitary Landfill: Mr. Webb said the Town received revenue of \$31,000 of MIRA, due to their contractual obligations with the member Towns. Tipping fees were increased by \$2/ton, which represents the increase.
- 610 Hall Memorial Library: Mr. Rachek asked Sue Phillips about the 2017-18 current budget; the spreadsheet on payroll had a different number than the narrative that was provided. Ms. Phillips said that this overtime was moved to a separate line.

Discussion was held regarding the Library's \$4,000/month electric bill. Ms. Phillips said that they have changed to LED light bulbs, but the building is large and the electric bill is very high. She said that it may be time to have the energy efficiency experts in again to offer energy saving recommendations.

Ms. Busse noted that the Friends of the Library provide approximately \$20,000 toward programming for the Library. She added that it would be beneficial to show that as an entry so that in the future, should the Friends of the Library not be able to provide funding, the Town will know how much it will cost to continue the programming presently covered by this group.

Ms. Busse asked for an explanation regarding the custodial hours. Ms. Phillips explained that the custodian works 20 hours a week spread out over seven days. She said that he does things that the Town's contracted cleaning services does not do such as setting up and breaking down rooms, clearing the walks, and cleaning glass. Ms. Busse asked why the amount is over and Ms. Phillips said that it will even out over the year, but it was most likely seasonal events that he needed to work.

- 750 Human Services: Mr. Rachek asked Joy Hollister to explain the difference between Elderly Outreach and the Senior Center ride services and if they could be combined. Ms. Hollister explained that they are very different

services; Senior Center provides the local Dial-A-Ride service and the Town receives some funding to offset this cost; Hockanum Valley provides some rides and the Elderly Outreach Agent has a very different role which includes home visits. These services do not overlap.

- 930 Social Security: Ms. Busse said that the projection for this account is to the penny and realizing that employees come and go throughout the year, she questions how this can be expected to hit the projection exactly.
- 837 Crystal Lake Fire Department/838 Center Fire Building Main Street: Mr. Olender asked if the Town owns this building. Mr. Webb said that the Town does not own this building or the EVFD building on Main Street. Ms. Busse asked if the Town does not own this building, then she assumes it is not covered under the Town's liability policies. Mr. DiCorleto said that the Town does cover the liability insurance for this building and for the Ellington Volunteer Fire Department building, as well as the EVAC building which the Town does own. Mr. Olender asked why the Town doesn't own these buildings. Mr. Seitz provided the history of the ownership of the building.

Mr. Turner said that the issues of ownership go back many years and he reviewed the history of the ownership. He said he has researched the ownership decisions in the minutes, but was unable to find any record. Mr. Olender asked if it would be practical to turn the buildings over to the Town. Mr. Turner explained that it would be up to the corporations that hold the titles. Ms. Busse asked what the advantage is to this arrangement and Mr. Turner said he knows of no advantage or disadvantage to the set up. Mr. Olender clarified that the Town pays all of the bills and takes care of everything to do with the building but does not own it. Mr. Turner said that he believes if it became a legal issue, the Town would be on very strong ground to take over the buildings based on the years and years of upkeep, maintenance and everything else.

Mr. Olender asked Chief Feldman his thoughts on turning the building over to the Town and he responded that ownership of the building is a source of pride. Mr. Olender said that if they own the building, they should pay the bills.

- 950 Insurance: Ms. Busse said that this is another line item that looks too clean. Social Security taxes is a function of wages; wages go up and down so it makes no sense that the budget will hit the budgeted number exactly. Where does the savings show for the open positions that occurred over the year and why is this number so exact? Mr. DiCorleto said that the budget is projected and it includes projected overtime for the Public Works Department, which is difficult to project not knowing how many snow storms they will work. He said that there is some give and take in the projection and he should be

able to make that number. Ms. Busse said that as people are hired and fired, the total wages go up and down, and this is a total function of wages paid. She said that she agrees that it is difficult to project so why is the projection that we will hit the budget to the penny. Mr. Rachek said that this is done with all of the accounts, and Ms. Busse said that this is her concern. Mr. Rachek said that this is a best estimate as to what the next year will bring. Ms. Busse said that she understands the function of budgets. She asked Mr. DiCorleto what happens to any overage that is realized if the final number does not hit exactly as projected. Mr. DiCorleto said any funds not spent are turned over to the general fund surplus in the undesignated fund balance.

Ms. Busse asked why the property insurance and the Workers' Comp are grouped under contracted services rather than being split out. Mr. DiCorleto said that he combines them all in one. Ms. Busse said she would like to see them split out by insurance type (ie: property insurance, workers' comp, etc.).

- 1075 Town Communications: Ms. Busse asked if there has been a determination of how the Town is going to move forward with the Events Magazine no longer being produced. Ms. Spielman said she is in contact with a potential vendor and is waiting to hear back. She is hopeful they may be able to replace the previous vendor.
- 1080 Town Website: Ms. Busse asked what the process will be once the Website contract ends at the end of the 3-year agreement. Ms. Cannella said that with this being the last year of this contract, there will be discussions with the other departments who utilize this service to determine how it is working for all concerned and determine next steps.

3. Adjournment

MOVED (OLENDER), SECONDED (HARDING) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF FINANCE AT 8:41 P.M.

Submitted by


LouAnn Cannella
Recording Secretary

DESCRIPTION	TOWN OF ELLINGTON												NOTES
	BOARD OF SELECTIONS BUDGET											BOS Meeting 3/5/2018	
	2016-17 ACTUALS	2017-18 APPROVED BUDGET	2017-18 ADJUSTED BUDGET	2017-18 FIRST SIX MONTHS ACTUALS	2017-18 ESTIMATED TOTAL	2017-18 (OVER) UNDER	2018-19 BUDGET REQUEST	2018-19 APPROVED (REDUCTIONS) INCREASES	(B) 2018-19	(B)-(A) BOARD OF SELECTM RECOMMEN DOLLAR	Amount		
370E VOLUNTEER AMBULANCE	261,407	266,189	9,728	275,927	174,918	345,577	(69,650)	288,950			(7,577)	-2.75%	Increased Part Time, Moved Building expenses to 618
375 EMERGENCY SERV INCENTIVE PGM	145,644	157,047	0	157,047	31,628	155,000	1,047	157,047			0	0.00%	
376 AFDHOC EMERGENCY SERVICES COMMA	125	35	0	35	0	125	(90)	200			165	471.43%	Part Time Payroll
380 PUBLIC SAFETY	0	100	0	100	0	100	0	100			0	0.00%	
385 PUBLIC SAFETY ADMINISTRATION	0	0	0	0	0	0	0	94,350			94,350	#DIV/0!	New Department Pending Charter Revision
387 FIRE MARSHAL	154,792	174,894	3,412	178,306	74,581	176,570	1,735	179,851			1,745	0.75%	
TOTAL	2,865,126	3,037,295	18,198	3,055,494	963,849	3,191,123	(135,629)	3,126,623			71,729	-2.33%	
PUBLIC WORKS													
410 GENERAL TOWN ROADS	1,780,180	1,943,977	4,834	1,948,311	927,674	1,999,211	(60,300)	2,007,973			53,062	2.72%	Union Increases
415 NEW EQUIPMENT	10,569	10,000	0	10,000	660	10,000	0	10,000			0	0.00%	
420 EQUIP. MAINT.	215,183	228,100	0	228,100	58,705	228,100	0	228,100			0	0.00%	
425 TOWN GARAGE MAINTENANCE	67,385	74,000	0	74,000	28,082	74,000	0	74,000			0	0.00%	
430 STREET SIGNS	17,155	17,500	0	17,500	685	17,500	0	17,500			0	0.00%	
435 GROUNDS MAINTENANCE-BOEPARKS	104,770	110,000	0	110,000	64,175	110,000	0	112,000			2,000	1.82%	Add Service Crystal Lake School Fields
439 TOWN ROAD AID-WINTER	255,815	260,000	0	260,000	1,054	290,000	(30,000)	270,000			10,000	3.85%	Replace reduction in funding from previous FY
440 TOWN ROAD AID-WATERALS	288,123	275,000	0	275,000	289,021	275,000	0	285,000			10,000	3.64%	Replace reduction in funding from previous FY
SUB-TOTAL	2,750,180	2,918,577	4,834	2,923,311	1,285,907	3,003,811	(80,300)	2,998,573			75,062	2.57%	Sub Total
450 SANITARY LANDFILL	292,210	400,400	0	400,400	142,889	400,400	0	400,400			21,200	5.29%	
451 MUN-SOLIDBURY WASTE CURB	0	0	0	0	0	0	0	0			0	#DIV/0!	Paid by Trash Fee
455 SANITARY RECYCLING	341,632	377,200	0	377,200	145,292	377,200	0	377,200			0	0.00%	
456 HOUSEHOLD HAZAROUS WASTE	12,070	15,000	0	15,000	870	15,000	0	15,000			0	0.00%	
460 WPCA MAINTENANCE	95,789	116,016	0	116,016	41,983	116,711	(695)	116,016			0	0.00%	
470 STREET LIGHTING	121,844	97,235	0	97,235	35,268	97,235	0	97,235			0	0.00%	
480 ENGINEER & INSPECTIONS	137,045	125,000	0	125,000	10,491	125,000	0	125,000			0	0.00%	
TOTAL	3,757,770	4,049,428	4,834	4,054,362	1,652,511	4,135,357	(80,995)	4,125,424			95,262	2.37%	
RECREATION													
540 PARKS & RECREATION	428,510	452,427	5,227	457,654	228,063	456,531	1,023	462,146			4,492	0.98%	
550 CULTURAL ARTS	0	100	0	100	0	100	0	1,000			900	900.00%	Partially Offset Summer Concert Series
560 INTERAGENCY AFTER SCHOOL PGM	12,498	12,500	0	12,500	723	12,500	0	12,500			0	0.00%	
585 CRYSTAL LAKE WATER MONITOR	40,000	25,000	0	25,000	21,200	25,000	0	25,000			0	0.00%	
TOTAL	481,008	490,027	5,227	495,254	245,965	484,231	1,023	500,646			6,392	1.09%	
LIBRARY													
610 HALL MEMORIAL LIBRARY	597,624	620,710	0	620,710	313,180	633,500	(12,790)	631,867			11,157	1.80%	Full Time/Part Time Payroll
TOTAL	597,624	620,710	0	620,710	313,180	633,500	(12,790)	631,867			11,157	1.80%	
HUMAN SERVICES COMMISSION													
710 PUBLIC HEALTH NURSING	2,064	3,500	0	3,500	744	2,100	1,400	2,100			(1,400)	-40.00%	Based on spending level trend
714 NUTRIES BIG BROTHERS BIG SISTERS	500	500	0	500	500	500	0	600			500	0.00%	
716 CORNERSTONE FOUNDATION INC	500	1,000	0	1,000	1,000	1,000	0	1,500			500	50.00%	Increase due to service provide Ellington

DESCRIPTION	TOWN OF ELLINGTON										NOTES
	FISCAL YEAR 2018-19					FISCAL YEAR 2018-19					
	2017-18 ACTUALS	2017-18 APPROVED BUDGET	2017-18 ADJUSTED BUDGET	2017-18 FIRST SIX MONTHS ACTUALS	2017-18 ESTIMATED TOTAL ACTUALS	2017-18 UNDER (OVER)	2018-19 BUDGET REQUEST	2018-19 APPROVED (REDUCTIONS)	2018-19 INCREASES	BOA Meeting 3/25/2018 2018-19 BOARD OF SELECTM RECOMMEND	
951 INSURANCE REIMB. & CLAIMS	662	7,500	0	7,500	0	7,500	7,500	0	7,500	0	0.00%
952 INSURANCE PRIOR YEAR	0	5,000	0	5,000	0	5,000	5,000	0	5,000	0	0.00%
950 SERVICE INSURANCE	107,000	107,000	0	107,000	0	107,681	107,681	6,681	107,681	6,681	6.61%
TOTAL	2,806,535	2,977,982	0	2,977,982	2,977,982	0	3,333,970	0	3,333,970	355,008	11.95%
MISCELLANEOUS											
1010 CONTINGENCY FUND	200,000	600,000	0	400,000	200,000	200,000	200,000	0	200,000	(400,000)	-66.67%
1011 CAPITAL RESERVE FUND	200,000	200,000	0	200,000	0	200,000	200,000	0	200,000	0	0.00%
1020 ADHOC COUNCIL DEVELOP POSITIVE YC	8,409	10,000	918	10,000	10,000	0	10,000	0	10,000	0	0.00%
1021 ERASE GRANT	4,121	3,907	0	3,907	3,907	0	3,907	0	3,907	0	0.00%
1031 ADHOC PATRIOTIC COMMITTEE	2,110	4,700	600	4,700	4,700	0	4,700	0	4,700	0	0.00%
1032 ADHOC ELLINGTON BEAUTIFICATION	2,197	0	0	0	2,200	(2,200)	2,200	2,200	2,200	2,200	#DIV/0!
1033 ADHOC ELLINGTON TRAILS COMMITTEE	0	0	0	0	4,500	(4,500)	4,000	4,000	4,000	4,000	#DIV/0!
1035 CHARTER REVISION COMMITTEE	593	4,000	0	3,205	4,500	(1,400)	4,200	4,200	4,200	200	6.00%
1040 MISCELLANEOUS	1,338	2,000	74	2,000	2,000	0	2,000	0	2,000	0	0.00%
1045 GASH OPES	100,000	100,000	0	100,000	100,000	0	100,000	0	100,000	0	0.00%
1050 REFERENDUM/PRIMARIES	3,793	18,000	289	18,000	18,000	0	18,000	0	18,000	0	0.00%
1052 BUILDING DEMOLITION/VICTIONS	14,247	10,000	0	10,000	10,000	0	10,000	0	10,000	0	0.00%
1055 SALARY ADJUSTMENT	203,576	64,300	(62,299)	2,201	0	2,201	65,099	65,099	65,099	29,933.55%	Salary Adjustment
1057 EMPLOYEE EDUCATIONAL DEVELOPMENT	5,663	7,500	0	7,500	7,500	0	7,500	0	7,500	0	0.00%
1060 TOWN WEB SITE	23,823	2,850	0	2,850	5,000	(2,150)	22,538	22,538	22,538	19,688	690.61%
1065 GRANT APPLICATIONS	688	2,000	0	2,000	2,000	0	2,000	0	2,000	0	0.00%
1090 GIS	4,892	14,000	0	14,000	14,000	0	14,000	0	14,000	0	0.00%
TOTAL	777,349	1,067,059	(62,299)	36,220	812,409	192,351	697,295	0	697,295	(307,524)	-30.61%
GENERAL GOVT GRAND TOTAL	17,129,767	18,919,428	0	18,919,428	18,607,320	216,708	18,923,346	21,200	18,944,546	125,118	0.66%
* FIRST SELECTMAN'S SALARY	83,430	85,933	0	42,966	85,933	0	85,970	0	85,970	3,437	4.00%
461 MUNICIPALITY WASTE CURB	804,939	615,000	0	254,790	615,000	0	615,000	0	615,000	0	0.00%

