

BOARD OF FINANCE
SPECIAL MEETING
February 27, 2016 8:30 am
Town Hall
MINUTES

Members Present: Chairman David Scata, Meghan Bruce, Kevin Cwikla, Diane Malozzi, Phillip Johnson, Elizabeth Charron, and Michael Nintean (Alternate), Stephen Salisbury (Alternate), Vin Shea (Alternate)

Members Absent: None

Also Present: Recording Secretary Laurie Bergeron

A. Call to order D. Scata called meeting to order at 8:30

B. New Business

1. Discuss the following FY 2016-2017 operating and capital budget areas for the Board of Selectmen, Senior Services, and Recreation Commission. After each discussion there will be an opportunity for public input.

Dept 407 Tax Collector

Joyce Hoffman

Joyce stated that she felt they only needed to request \$10,000 for legal this year. The amount requested was higher a few years ago due to tax sales. They are using 2 different attorneys now. With the new attorney, if the property is not saleable, no expenses are incurred. Would also like to suggest that CIRMA payments come from legal for this year. E. Charron asked if there will be tax sales this year. She is concerned legal fees will be higher than 10,000 – shouldn't legal fees be increased. Joyce responded that with the new attorney, when a tax sale does go thru, he will take fees off of sale prior to monies sent to town. Still have open cases with Waller Smith & Palmer – this is where we may incur some legal fees

Dept 400 Legal

Betsy Petrie

Significant change to general counsel. Have an election year this year and will need funding. Also, have a pending land use matter. Case has been going on for years. Appears it will come forward in the next year. E. Charron inquired as to whether the Charter will be on next November's ballot. The Charter has been reviewed by legal counsel. Wording and specifics have occurred and the information is prepared for the November election. Only potential problem may be any litigation over Charter. It is possible that we may need to hold a special election in May of 2017 to elect two new members. We may want to couple it with the budget referendum. E. Charron asked if this needs to be published in the newspaper. Has been published but would make sense to publish again just to refresh the public.

Dept 401 Selectmen

Increase to salaries – evictions are handled thru the First Selectmen's office. Have moved it from Social Service budget to Selectmen budget – Misc. Service. Already hovering in \$1,000 range for this current year

Dept 415 Computer Services

For the most part increases are due to contractual increases. Assessor category is looking to take advantage to host field cards online. Currently you get a brief card thru mapping GIS. We are looking to see if there is an interest in pursuing a new software package for rec commission. M. Bruce asked what the purpose of this was. It makes it possible for people to register and pay online, has a calendar of events, etc. M. Bruce requested that they make sure if they chose a system, it is PCI certified for online payments. D. Malozzi asked is there any cost savings. Hopefully slows down hours spent manually tracking. E Charron asked regarding fees going up \$3,600. Vendor for computer support was providing with unlimited bimonthly telephone support. Vendor has changed pricing model at the last contract renewal. Now paying for telephone support at rate of 6 hours per month. If we use more than 6 hours per month, we will pay per hour. We did not go out to bid last time. Having discussions as to looking at other vendors not because of price but because of other issues. Had to request a certain tech not being sent again. There is a 30 day out. P. Johnson asked if there are other companies that are equal to current vendor. Betsy had conversation with Superintendent regarding IT share.

Dept 417 Town Hall

Increase in training line. There is a learning curve with the computer system. OSHA was on the job recently. Will have OSHA compliance training that has to take place within the whole town. A whole slew of things that need to occur. We will most likely be fined. Will have to negotiate to reduce fine. Public works has the least amount of issues. Issues were things such as the landfill; too much wiring at town clerk's office. OSHA typically comes every 6-10 years. No corrections have been made yet. We are waiting to get a list before acting on anything. Electricity is going down – present agreement for resale expires in the fall – decrease in oil price – went down to 1.33 – locked in. Same vendor as previously used.

Dept 426 Fire Safety Complex

Decrease due to electricity and oil. Fire Safety complex will remain available to rent. Community center will not be available due to temporary housing for Library.

Dept 430 Public Works

Betsy introduced Jay Tuttle. He is the new Foreman for Public Works. Still line item for Director as we don't know we will need to fill position. Looking to add another maintainer. Currently \$90,000 is budgeted to pay for snow removal for the schools. Additional maintainer would be less cost and Public Works would be able to take care of snow removal of schools. Consensus was to maintain it on budget request. D Scata asked if a new maintainer position was added where money would come from. If maintainer approved you would see snow removal budget decrease. M. Bruce asked if all areas are figured in to new position. Yes – all areas including training, benefits, etc. Glenn Coutu reported that if maintainer position is approved, a conversation with school board needs to be take place. Present school contract with maintenance contractor for school does not include snow removal. Can we take back contract and set aside money

for rental of equipment and short term shoveling and plowing needs and public works? Maintenance contract is not up for another year. Snow blowers for schools are in disrepair and need to be worked on. D.Scata remarked that before we move forward, we need to have a better understanding of anticipated positions. M Bruce agreed - need to get firm understanding of all expenses related to this change. E Charron suggested that we leave monies where they are and know if position is created, monies will come from snow removal. Present snow contract will be same price in a year. Will OSHA training need to take place. Steve Salisbury commented that they are going down right road – man power needed for snow removal. Find contractor to just do walkways versus both walkways and driveways. J. Tuttle feels Public Works definitely needs at least one more person. If we don't increase staff and take care of schools, roads will suffer. Definitely enough work to justify another staff member. \$8,000 was added for engineering – We no longer have a town engineer and have to sub out. Misc Services Contractual – big chunk for tree removal. How many years will we be seeing this expense in the budget? This will be ongoing for quite a while. Current year budget monies will be used up. Get a day price versus per tree price. Anticipate this expense to be for years to come.

Dept 431 Buildings and Grounds

D Scata is extremely hard pressed to add Facilities Director to support this unless there is a significant reduction for a Director at Public Works. Betsy reported that the previous Director at Public Works handled both positions. Conversation with Superintendent to see if possible to piggy back EMCOR to pick up 10 additional hours. Prefers our own employee versus outside contractor. If present person doing job does take on dual position, make sure budget includes benefits. E Charron – public works director – also looking for funding for facilities director. E Charron would it make sense for a public works director part time and part time Facilities Director. Facility, maintainer, public works director is the order of preference from Betsy. Thought process is when needed, public works director will be able to help. Little things will come up when OSHA comes thru. If we have a full time Facilities Director these little things will go away because you have a professional set of eyes on things. P. Johnson asked if Facilities Director will have OSHA certification.

Dept 433 Snow Removal

May be some allocation changes depending on staffing for Public Works. If things do not come to fruition with staffing, can we get a better rate by locking in a multi-year contract. M. Ninteanu asked why is sand up so much? J. Tuttle replied that Public Works did not purchase all of sand that was needed for last year. Materials for the schools come from public works.

Dept 441 Health

Increase due to contracts

Fund 204 Community Center

Some changes as a result to electricity costs and general modifications needed for temporary housing of library. Hard to predict what costs will be incurred during this transition. E Charron – 1,000 for rentals – big drop – shouldn't it be zero – Betsy feels library won't move in until September or October.

Fund 205 Animal Control

Reduced – recent modifications made to dog pound were not done with proper permission. Work things out and then use modifications made. Great move to take part in region pound.

Fund 207 Unimproved Roads

E Charron asked regarding transfer from general fund – are you looking for tax dollars – never done in past. Why are we passing tax dollars over. Based upon materials anticipated. Split was determined by percentage of state monies. Wages are separate from public works. Wages are “summer help” and are paid from here. Contractual language needs to be cleaned up.

Fund 208 Town Improvement Plan (TIP)

Glenn Coutu reported that heat tapes for fire safety and senior center have been purchased. A lot of things have been bid and are in process. Snow slides from roof onto egresses and need to be cleared again. Issue with vinyl siding at firehouse. Contractors are concerned with matching colors. Senior center ceilings had ice dams last year. Monies should come from FEMA. Heat tapes may be a stretch. Pretty much all ceilings will need to be repainted. Since addition of heaters in boiler, the three zone now needs to be 4 zone to include bay heaters. Good example for a facilities director could have caught this need at the beginning. Town clerk refurbish due to wiring. Other issues at fire house – back of building where it is vertical steel siding and not vinyl siding needs to be replaced due to snow damage. D Malozzi – how long are heat tapes expected to last? Glenn hard to say how long life span – opinion is that they should last 5 years. Hard to say haven’t been used for long time

Fund 228 Emergency Management

Slight increase under misc services

Fund 458 Senior Center/Commission on Aging

Darcy Battye

Significant increase for senior center director. Darcy handed out position guidelines. Looking for a full time position versus part time position. Seniors are requested to sign in when participating in events. Attendance hasn’t declined. Second page of job description is things that are not getting done due to lack of hours. E Charron – typical week – getting center prepped for daily activity. Follow up with upcoming events – payroll, invoicing, inter act with seniors, oversee transportation. 25% of time is handling transportation personnel - 75% is handling Senior Center duties. D Scata inquired what hours Darcy is at senior center – 8:30 to either 1:30 or 2:30. Not there all day. If 25% of time is spent on senior van – could this be allocated to grant? Would it make sense to hire a part time person to handle senior van and put towards grant. Person wouldn’t be there to handle all issues throughout the day – only able to handle issues while they are there. The more we expose ourselves, the more population returns to use facilities. E Charron asked if there is any thought to charging a small amount to non-residents. There is a one-time fee paid. P. Johnson asked if the director position was made full time, would they cancel the van coordinator position? Coordinator handles all calls reserving van for service, not scheduling. Betsy reported that the cost differential from 35 to 40 hours per week is nominal. There initial request was 35. Board of selectman recommended 40.

Many supporters came to speak on Darcy's behalf. They would like to see this position become a full time position. There is a growing need and she is resource that the townspeople need. Darcy is often at center helping with activities long after her time to leave Darcy is the heart of the senior center. Without her being there, a lot of things go by the wayside. It's a busy happy place and she keeps things going.

Fund 221 Senior Van Program

10,000 increase under salaries – changed the structure of people who manage transportation E Charron senior van program fund as on June 30th had \$125,000 in it. We get a state grant. State grant is to pay for additional services. Grant will cover additional staff Would be appropriate for 25% to be paid from van program for director salary M Bruce decrease in riders – a lot of trips using all day versus various trips throughout the day. What are parameters of a trip request? Van will take you anywhere in the state of Connecticut. Van transports for medical appointments, jobs, etc. Service only available to Lebanon residents. Priority is medical and then first come first serve. A lot of VA appointment calls. K. Cwikla asked when does van need to be replaced. Currently have a handicap van that was purchased with state grant – Senior Center owns a Toyota Sienna and they rent a Toyota Sienna. Rental fee is paid from the State. State guidelines allow to lease vehicle instead of renting. Would like to look into leasing vehicle versus renting. Tires are replaced every year. Repairs have been minimal. Betsy commented- Columbia is looking to share services – looking as Lebanon as model for their own program. Van services will likely increase to more out of town trips. P. Johnson – if you rented a fourth vehicle could that be utilized by town – Yes but we would need to hire another driver.

Fund 206 Recreation Commission

Sandy Tremblay

No change to budget – revenue has gone up some. Pool is running very well. Projects planned: Pavilion needs to be stained; field number 1 has been put out of commission – prides corner has monies granted – repairs will take place. K. Cwikla asked if pool activities will be hampered by temporary housing of Library. No – Port O Potties are rented for season. There is a membership fee for afternoon use. Pool opens the end of June and closes before Labor Day. E Charron asked why fund balance last year went up . Special work that needs to be done? Senior league field fence needs to be redone – always looking to do new programs. Will be offering volleyball for elementary students in the spring. Always things to do at Tyler field. Electricity brought to it – little league paid for that. Aspinall field has a lot of maintenance work. Prides Corner did fund raising for rec department in the amount of \$6,000. P Johnson asked with addition to Tyler field, how much volume is still used at Aspinall? Is field 2 ever utilized in capacity that it was originally used for – field two is used for practices. Field one is being renovated now – field two will be next. Instead of 3 fields to play and practice on only 2 fields this year while field 1 is being worked on. Middle school also uses baseball field – senior league. Any leveling issues for safety will be taken care of.

Rec software being driven by people not able to get to office in timely manner. Makes registration easier if it's online. Looked at 3 different companies. Looking to have any expenses incurred for online services be paid by registration fee. Looking not to increase

any fees to rec dept. P. Johnson asked - do you see any programs reducing? Basketball is decreasing due to soccer season now going year round.

C. Adjourn

E. Charron MOVED to adjourn at 11:05 AM. M. Bruce seconded. MOTION UNANIMOUSLY PASSED

Respectfully Submitted,
Laurie J. Bergeron
Recording Secretary

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.