

**MONROE TOWN COUNCIL AND BOARD OF FINANCE
Monroe, Connecticut**

Joint Budget Workshop Session

**Wednesday
February 10, 2016
6:30 PM
Monroe Town Hall
Council Chambers**

A Joint Budget Workshop Session was held on Wednesday, February 10, 2016 at 6:30 p.m. in the Council Chambers of the Monroe Town Hall.

PRESENT: Chairman Frank Lieto
Vice-Chairman Enid Lipeles
Councilmember Nicholas Kapoor
Councilmember Phyllis Kansky
Councilmember Kenneth Kellogg
Councilmember DeeDee Martin
Councilmember Sean O'Rourke
Councilmember Kevin Reid
Councilmember Terry Rooney

ABSENT: First Selectman Stephen J. Vavrek

BOARD OF FINANCE MEMBERS PRESENT: Ron Bunovsky, Heidi Meade, Debra Dutches, Christine Rigby, Ted Quinlan

Chairman Lieto called the Joint Budget Workshop Session to order at 6:45 p.m.

Assessor, Rich Lasky

Mission: *Committed to serving the public and private agencies with the upmost courtesy and respect by making equitable assessments in accordance with state statutes. Ensure that all properties, real and personal, are valued at Fair Market Value and maintain a high standard of assessment and equity for each taxpayer.*

Rich Lasky noted there was not too much change from last year. He stated the need was more in vehicle expense.

Line item 150001, Assessor Salary Admin, increase from 15/16 hour, per year wage adjustment allocation.

Line item 150003, Assessor Salary Other, increase from 15/16 hour per wage adjustment allocation and Contractual Union increase.

Line item 153385, Assessor Office Expense, increase to restore prior year budget cut \$3K. Addition of new staff will require mandatory re-certification.

Line item 153580, Assessor Vehicle Expense, increase to cover cost of mileage and maintenance costs for aging vehicle.

Town Clerk, Vida Stone

***Mission:** The Town Clerk's office, the gateway to the community and serves as the central information point for the residents of Monroe, Land Records, Records Management, Public Services, Voting, Vital Statistics and Printing.*

Vida Stone stated most items remain the same but did increase some line items to keep up to date.

Line item 150001, Town Clerk Salary Admin, 2.5% Non Union Wage increase and 15/16 wage adjustment allocation.

Line item 150003, Town Clerk Salary Other, Pending union contractual increase.

Line item 150005, Town Clerk Salaries, PT, reduction of hours and increase of hourly rate.

Line item 153145, Town Clerk Equip Expense, Potential purchase of HP Laser Pro 400 color printer and an absentee label maker that would connect to the CT Voting System.

Line item 153385, Town Clerk Office Expense, Increase in cost of supplies, postage, legal notices, association fees, monitory meetings, two conferences required per State Statute, continuing education for Town Clerk certification and addition of dog licensing module for land records system.

Line item 153595, Town Clerk Voting Expense, Increase due to presidential primary and presidential elections, printing of additional absentee ballot applications, absentee ballots and miscellaneous expenses.

Land Use Departments

Engineer/Wetlands (Scott Schatzlein)

Town Planner (Will Agresta)

Building (Jim Sandor)

***Mission Engineering:** Provide engineering design and project development/coordination, and technical support and services to the various Boards & Commissions, Town Administration, Departments, Applicants and the Public. In addition, coordination with the State DOP, State DEP, Health District, Utility companies and other agencies and organizations.*

Scott Schatzlein noted two changes on engineering equipment and restoration.

Jim Sandor noted he was not asking much in office expense noting the code books mean the most to the department.

Will Agresta noted enforcement remains the same.

Line item 150001, Engineering Salary Admin, 2.5% Non Union Wage increase and 15/16 wage adjustment allocation.

Line 150003, Engineering Salary Other, increase from 15/16 hour per year wage adjustment allocation and contractual union increase.

Line item 153065, Engineering Consulting Fees, (First Selectman reduction \$4,000).

Line item 153145, Engineering Equipment, (First Selection reduction \$100).

Line item 153385, Engineering Office Expense, due to ACAD Subscription increase

Line item 153390, Engineering Operating Expense, restoration of paper for map printer that was cut last year. Papers to print maps are used by town departments and Board of Education.

Inland/Wetlands

Mission: *To preserve and protect the Inland Wetlands and watercourses in the Town of Monroe. Provide administrative and technical services to the Inland Wetlands commission, associated Boards & Commissions, Federal/State Agencies*

Line item 150001 – I/W salary Admin, 2.5% non union wage increase and 15/16 wage adjustment allocation

Line item 150003, I/W Salary other, increase from 15/16 hour per year wage adjustment allocation and contractual union increase. Upgrade PT position to FT.

Line item 150005, I/W Salary PT, reduction from moving PT to FT

Building

Mission: *Establishes and enforces building, electrical, mechanical, plumbing and energy code requirements necessary to promote the health and life safety of the people of Monroe by reviewing, developing, adopting and administering the State Building Code.*

Line item 150001, Building salary Admin, increase from 15/16 hour per year wage adjustment allocation.

Line item 150003, Building salary other, increase from 15/16 per year wage adjustment allocation and contractual union increase. Upgrade PT position to FT.

Line item 150005, Building Salary PT, reduction from moving PT to FT.

Line item 153145, Building equipment, restore prior year budget cut (First Selectman's reduction \$400).

Line item 153385, Building Office Expense, increase is for updating code books that is mandated by the State. Last time a full set was purchased was 2009-\$3K for digital/hard copy (First Selectman's reduction \$1,500).

Planning & Zoning/Enforcement

Mission: *To protect the Public health, safety and general welfare of the community by providing administrative and professional technical services to all Boards and Commissions, Federal and State agencies. To guide the orderly development and use of land to provide housing and employment opportunities, to stabilize the property tax base and protect open space and areas of unique natural resources within the town.*

Line item 150001, P&Z Salary Admin, move planning and zoning Administrator to Senior Administrator. Administrator position would not be filled for this budget which results in cost savings.

Line item 15003, P&Z Salary Other, reduction from movement of position and starting rate at step 1

Line item 153065, P&Z Consultant fees, (eliminated by First Selectman)

Line item 153385, P&Z Office Expense, legal notices \$13K, Copying \$2K, Office Supplies \$1.6K, Professional Development/AICP certification maintenance \$1.5K, Postage \$720 (First Selectman reduction \$4000)

Line item 150003, P&Z Zone enforcement salary other, increase from 15/16 hour per year wage adjustment allocation and contractual union increase.

Health Department, Nancy Brault

Mission: *The Monroe Health Department is committed to improving the quality of life for our community through the promotion of health, prevention of disease and injury, and fostering a healthy environment for our residents.*

Nancy Brault handed out a FY 2016/2017 Budget Proposal based on goals for 2016-2017

- Continue to build the department’s internal infrastructure by developing ordinances, work procedures, and database functions’
- Expand the department website to better disseminate health information and resources to the public
- Evaluate department program areas through quality assurance reviews, and make adjustments as necessary for program enhancement and/or cost savings
- Develop a “Work Force Development Plan” and ensure staff members receive appropriate training and certifications for job responsibilities
- Protect our community’s health and prevent the spread of disease by conducting routine inspections of regulated facilities as required in the CT Public Health Code.
- Promote wellness in the community by providing four seasonal flu clinics, creating an immunization program to vaccinate children and adults, and developing a community outreach/education program to reduce “hypertension” through self care.
- Create linkages with other Monroe town departments to evaluate and enhance service delivery within program areas and to promote cost savings
- Engage the community by participating in Masuk High Schools’ Annual Career Day and the Farmer’s Market events
- Collaborate with town departments in the review and or function of Monroe’s proposed GIS data base system.

Total Health Dept Salaries 2015-2016 - \$209,000, 2016-2017 Request - \$92,250

New Account/Professional Development (4 Staff), 2015-2016 - \$6,500, 2016-2017 Request \$9,850

Total Expenses: 2015-2016 - \$278,200
2016-2017 Request - \$236,852

Total Revenue: 2015-2016 - \$109,000
2016-2017 - \$81,237

Net: 2015-2016 - \$169,200
2016 – 2017 - \$155,615

Parks & Recreation, Frank Cooper

Mission: *To promote dynamic programs and attractive public spaces that cultivates inclusion, wellness and vitality throughout the community. Promote healthy and engaging recreational activities including sport and leisure choices. Plan and develop natural outdoor resources and provide opportunities for culture creative expressions and growth.*

Frank Cooper noted titles have been moved up. He noted line item 153145 should be labeled as equipment repair and maintenance.

Line item 150001, P&R Salary Admin, 2.5% Non Union Wage increase and 15/16 wage adjustment allocation.

Line item 150003, P&R Salary Other, increase from 15/16 hr per year wage adjustment allocation and Contractual Union increase. Upgrade office from Clerical to Supervisors, New Recreation Supervisor

Line item 150005, P&R Salary PT, increase in Part Time hourly rates (First Selectman Reduction \$1,000)

Line item 151910, P&R Vendor, Reduction to seasonal activities.

Line item 151920, P&R Park improvements, increase for major upgrades; redesign and reconstruction to the park and structures.

Line item 153145, P&R Equipment Expense, increase to purchase/replace maintenance equipment and hand tools to maintain the park and lake.

Line item 153390, P&R Operating Expense, reduction for conferences/educational seminars and cleaning.

Line item 153485, P&R R&M Equipment, reduction maintenance supplies and materials.

Line item 153565, P&R Utilities, reduction due to reduced heating fuel pricing.

Line item 153580, P&R Vehicle Expense, increase costs for repairs and general maintenance of vehicles.

New, P&R Capital Expenditures, increase for Toro Ploar Trac conversion kit \$20K and Turf Debris sweeper \$12K (First Selectman Reduction \$2,000).

Social and Senior Services, Barbara Yeager

Mission Senior Center: *To impact the Monroe community by creating opportunities for mindful aging through physical activity, social engagement, creativity and lifelong learning.*

Barbara Yeager stated the social and senior services is growing and noted 31% of residents are 55 years of age and older.

Line item 150001, Senior Center salary Admin, increase from 15/16 per year wage adjustment allocation.

Line item 150003, Senior Center salary other, increase for new job description and title. Upgrade from Clerical Union to Supervisor's union

Line item 150005, Senior Center salaries part time, increase for new part time front desk position and from hourly rate increases. Minimum wage increases to \$10.10 1/1/17. Above is blended rate of \$9.60 and \$10.10

Line item 153580, Senior Center Vehicle Expense, increase for cost of repairs and maintenance for aging bus and car.

Mission Social Services: *To maintain and improve quality of life issues, while promoting independence through the provision of pertinent resources, referrals and assistance to the residents of Monroe.*

Line item 150005, Social Services Salary part time, increase in part time hourly rates.

Line item 153385, Social Service Office Expense; increase for a cell phone.

Technology, Jack Zamarly

Mission: *To use information technology to increase the capabilities of the organization by improving service delivery, supporting policy development and enabling information access.*

Jack Zamarly presented a slide show based on the line items.

Line item 150003 IT Salary other, projected wage increase. Salaries split with the Board of Education.

Line item 153060, IT Communications; reduced rates from Frontier.

Line item 153075, IT contracted services; increase due to GIS programming and support from GBRC.

Line item 153105, IT Data Processing, reduced rates from Charter and toner supplies for printers from our local vendor.

Monroe Volunteer Fire Department (Chris Krize)

Mission: *To provide aid in the preservation and protection from fire damage and destruction by fire and other emergencies of the properties within the limits of any portions of the Town of Monroe and bordering towns, as agreed on by mutual aid agreements as may hereafter be fixed by the Bylaws of this corporation; and to acquire, hold and use such equipment, apparatus and other personal property as may be required in the promotion of such purpose; and to acquire*

and hold such real property as may be necessary for the housing and care of such personal property.

Chris Krize noted “the biggest need was not actually presented in their budget; the fire department budget truly represented the annual operating expenditures for the Department coupled with minimalist capital expenditures to keep the facilities operating. The biggest needs of the fire service are two-fold. First, a legislated apparatus replacement plan. The Fire Departments combined have presented this plan over the last three to five years to various selectman, boards, and committees with no avail of progress being made. That plan now has apparatus deferred at least two years from planned dates. He would like the Town Council, Board of Finance, and other elected officials to be cognizant to not let the Town slip back to where they once were, which was partially remediated in 2009 with the apparatus purchase. He wanted bonding for this in the near future. Secondly, facility replacement coupled with fire service consolidation. He stated the Monroe Fire Department Station #1 (private facility) has a significant roof deficiency, which was approached to the Town regarding funding for. Now, while the Town appropriately did their diligence and determined we had funds in the bank that could potentially pay for this repair and thus subsequently ceased consideration of Town funding; we also did our diligence into the actual potential cost of that construction, which would be in the range of \$300,000 - \$500,000, well in excess of the amount of funds in our savings that we would be comfortable withdrawing. One of the important factors we must all consider is the roof is only one fix this facility needs. Our capital plan we have presented to the Town over a number of years, has shown many others such as the driveway replacement, apparatus bay enlargement, apparatus bay door replacement, addition of a second floor above the apparatus bays to potentially house sleeping quarters as we move to the next generation of volunteer firefighter in our Town. All in, over \$1,000,000 of repairs are needed to the facility to keep it current with the modern times. The options (1) renovate, (2) renovate with an addition, or (3) a new facility, which he has commissioned a committee to research the best alternative. However, the scenario that will most likely result, which will be a new facility. He noted a new facility will be the Town’s first step forward toward fire service consolidation, forming a Town of Monroe Fire Department, which will be an agency of the Town, very similar to EMS, potentially governed by a commission and reports to the First Selectman”.

PUBLIC PARTICIPATION - none

ADJOURNMENT

Motion: (E. Lipeles)

To adjourn the Budget Workshop Session at 10:14 p.m.

Second: (T. Rooney)

Motion passed 9-0