

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

**Joint Budget Workshop Session**

**Wednesday  
February 17, 2016  
6:30 PM  
Monroe Town Hall  
Council Chambers**

A Joint Budget Workshop Session was held on Wednesday, February 17, 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 Dee Dee Martin  
Councilmember Sean O'Rourke  
Councilmember Kevin Reid  
Councilmember Terry Rooney

**Also Present:** First Selectman Stephen J. Vavrek

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**BOARD OF FINANCE MEMBERS:** Mike Manjos, Ron Bunovsky, Heidi Meade, Debra Dutches, John Ostaszewski.

Mike Manjos, Chairman, Board of Finance called the Joint Budget Workshop Session to order at 6:40 p.m.

**Registrar of Voters, Sue Koneff and Judy Stripay**

**Mission:** *To provide the highest level of service to the residents of Monroe, assist candidates, proponents and opponents of ballot measures in a fair and unbiased manner. Maintain voter records; manage elections, primaries and referendums.*

Ms. Koneff and Ms. Stripay were asking for a change in salary structure for record keeping.

Line 150001 ROV Salary Admin – a salaried position would eliminate the tracking of hourly time on projects outside the salary scope. Will allow Registrars to focus on the tasks rather than tracking of time spent on hourly projects. The last salary increase was in 2012.

Line 150003 – ROV Salary Other – Increase due to rounding of hours.

Line 153145 – ROV Equipment – Increase due to purchases for 2 poll book laptops (\$1,400), 2 tabulators for polling places (\$1,000) and software for poll books (\$700).

Line 153385 – ROV Office Expense – Increased office supply to restore what was cut from prior year budget submission (\$2,500) plus (\$3,200 for mandatory certification training of registrars mandated by the state \$1,600 per person).

Line 153485 – ROV R&M Equipment – Increase for repairs and maintenance to the polling machines and battery replacements for all units.

**Chairman Frank Lieto called a Special Town Council Meeting to order at 7:19 p.m.**

**Workshop resumed: 7:43 p.m.**

**Tax Collector, Manny Cambra**

**Mission:** *To serve the public in a courteous and efficient manner while providing the tax collection effort in conformance with applicable state statutes.*

Line item 15001 – Tax Collector Salary Admin – 2.5% non union wage increase and 15/16 wage adjustment allocation

Line item 15003 – Tax Collector Salary Other – contractual increase of longevity pay for additional years of service and 15/16 wage adjustment allocation.

Line item 150005 – Tax Collector Salaries Part Time – a \$2.00 hourly increase for PT Seasonal Lockbox help, addition of permanent PT help that would work 42 weeks at 19.50 hours = 819 hours and 10 weeks at 40 hours+400 hours.

Line item 150350 – Tax Collector Delinquent – increase due to sending prior year motor grand list to collections in addition to current year motor grand list (current not included in 15/16 collections).

Line item 153385 – Tax Collector Office Expense – original budget submission for 15-16 was \$50,050 and was reduced by \$10K. The increase restores the prior year reduction. Covers increase in postage, supplies, legal notices, memberships and schools. Board of Finance requiring Tax Collector to do more mailings as a result of audit findings.

**Human Resources, Cathy Lombardi**

**Mission:** *To improve quality services and support to our staff in the following areas: employment, training employee relations, labor relations, benefits, compensation and safety in order to enable our staff to better serve our residents.*

Cathy Lombardi presented a slide show on department goals, accomplishments, risk management (drug screening for new seasonal staff hire for Park and Recreation summer staff, emergency evacuation plans (mandatory safety programs), Talent Acquisition (job postings, openings, applications submitted and reviewed), staffing (full time union staff, part time staff from 2013-present), volunteers, benefits administration (affordable Care Act, Medical Provider Change, MUNIS employee self service online enrollment, pension processing), Labor Relations, Historical Employee Cost Share, and Succession planning.

Line item 15001 – HR Salary Admin, 2.5% non union wage increase and 15/16 wage adjustment allocation.

Line item 15003 – HR Salary Other, part time to full time position (Eliminated by First Selectman), part time position increased hourly rate.

Line item 150600 – HR Education, increase from negotiated tuition program for Clerical/Town Hall Union of \$5K per year.

Line item 150610 – HR Safety Committee, Increase for CPR/First Aid training – 6 people \$1.5K, 3 First Aid kit renewals \$3K, 1 defibrillator \$1.75K, supplies/materials, gloves/pads/first aid restock \$400.

Line item 156610 – HR Wage Adjustments, Increase for Supervisor/Highway and Police open contracts as of 7/1/16.

Line item 150630 – HR Insurance, Main increase from blended rate of 10% increase of medical premiums offset by EE% contributions to premium. Worker’s Comp and General Liability increase of 7.5% and potential new hire/upgraded PT to FT position benefits.

Line item 150640 – HR Unemployment Compensation, Estimated reduction due to potentially less unemployment claims.

Line item 150650 – HR FICA and Medicare ER Taxes, Estimation based on salary increases and potential new hires/upgraded positions.

Line item 150680 – HR American Disabilities Act, to provide equipment/materials/upgrades to comply with ADA requirements for staff and public. Costs for interpreter(s) as required.

Line item 150690 – HR Loss Control, Increase to cover cost of 24 Fire Department Volunteer physicals \$10.5K, Hepatitis B Vaccine for Park and Recreation only \$49 each, \$1.9K random drug.

Line item 153385 – HR Office Expense, Reduction to budget to miscellaneous office supplies.

Line item 153409 – HR OPEB, Increase based on Actuarial GASB 45 Valuation for Annual required Contribution (ARC) for the FY2017 that satisfy the requirements of CT General Statute 7-450a for the Police. (BOE’s OPEB funding included in BOE budget).

Line item 153410 – HR Pension, Increase based on actuarial valuation report for the Town’s Retirement Plan. The Actuarially Determined Contribution (ADC) is for the FY2017 that satisfy the requirements of CT General Statute 7-450a. (BOF’s ADC funding is included in BOE budget).

Line item 153480 – HR Police Disability, Mandated increase by state for Police Disability court order.

### **Library, Margaret Borchers**

**Mission:** *To serve as the knowledge navigator for the community as the primary resource for reading, research and popular media in print and non-print, and electronic formats. Access to information is a cornerstone of democracy.*

Ms. Borchers handed out Library Stats to all members of Council consisting of visits, programs, attendance, circulation, and book budget. She indicated library holders is 12,124 (62% of Monroe’s total population of 19, 479). She noted her budget is basically staffing and staff salaries are low.

Line item 15001 – Library Salary Admin, 2.5% non union wage increase and 15/16 wage adjustment allocation.

Line item 15003 – Library Salary Other, increase from 15/16 hour per year wage adjustment allocation and contractual union increase. Upgrade Office Assistant Clerical Step. New paid time off line item.

Line item 15005 – Library Salary Part time, increase in part time hourly rate.

Line item 151850 – Library Books, reduction to cover some of the part time hourly rate increases.

Line item 153485 – Library R & M Equipment, - First Selectman reduction \$1,000.

Line item 153565 – Library Utilities, First Selectman reduction \$1,300.

### **Economic Development Commission, Jonathan Stone, Barb Fahr**

**Mission:** *To promote planned, proactive investment in Monroe's economic future consistent with Monroe's community character, commitment to conservation and quality of life. Attract and retain quality businesses, increase local employment base, attract skilled workers and reduce tax burden on residential constituents through the expansion of commercial tax base.*

Mr. Stone and Ms. Fahr did a presentation on Economic Development stating EDC has to be thought as a revenue generator (spend money to make money). They also presented slides including 5 year business count values, 5 year business grand list value, department function, organization chart, EDC budget request breakdown, EDC Activity, EDC/Grant Coordinator (a dedicated employee responsible for commercial revenue generation), and EDC goals for fiscal year 2016-2017.

Line item 150001 – EDC Salary Admin, new position for EDC Grant Coordinator for \$71,000 (eliminated by First Selectman).

Line item 153385 – EDC Office Expense, develop materials/visuals \$1.2K, printing \$7.5K, 3 displays, assoc. fees and other fees \$3.5K, 3 Ads/media fees/signs \$15.2K, Monroe Means Business \$8.5K, open house/developer night/small business affair \$11.5K (First Selectman reduction \$32,500).

Line item 153850 – EDC Vehicle Expense, (First Selectman reduction \$950).

### **Public Works, Chris Nowacki**

**Mission:** *To manage and maintain transportation and drainage facilities in a safe, efficient, economical, innovative and environmentally responsible manner.*

Line item 150003 - PW Salary Other, increase Deputy Salary, Development Service upgrade from Clerical to Supervisor, PT Clerk upgraded to FT Clerk (First Selectman elimination if DS upgrade and Clerk upgrade).

Line item 15005 - PW Salaries FT, upgrade to PT Clerk to FT (First Selectman elimination-restore back to original PT position).

Line item 150003 - PW Salary GM other, increase for new position for Maintainer III, moved landfill attendant to Solid Waste, eliminated Seasonal Maintainer Position. (First Selectman elimination of Maintainer III new position).

Line item 153075 - PW GM Contracted Services, increase for installation/repair of guide rails and detention basic cleaning (First Selectman reduction \$29,200).

Line item 153390 - PW Snow Operating Expense, increase for truck washing for industrial storm water permit.

Line item 151720 - PW Hwy Street Resurfacing, increase to maintain road plan to operating budget. New engineering costs added (First Selectman reduction \$460,000. Will utilize bonded money to resurface/repair/pave roads).

Line item 153045 - PW Building Maintenance, reduction due to reduced fuel pricing.

Line item 150003 –PW Salary Tree Ward Other, reduction due to relocation of Tree Warden PT salary into Police Park Ranger FT Salary.

Line item 151740 –PW Traffic Signs, increase to sign replacement costs and stripping.

Line item 151750 –PW Street Lights, increase for streetlight electricity.

Line item 151770 –PW Soil Waste Landfill OP, increase for grinding logs and brush. (First Selectman reduction \$5,850).

Line item 153075 – PW Recycle Operating Expense, increase for residential recycling costs increased residents.

**Fire Marshall, Bill Davin**

**Mission:** *To provide professional Life Safety protection to the citizens of the Town of Monroe through inspection, prevention, and investigation as regulated by the applicable Connecticut State Laws.*

Line item 150001 – Fire Marshall Salary Admin, increase from 15/16 per year wage adjustment allocation.

Line item 150005 – Fire Marshall Salary PT, hours/hourly rate increases.

Line item 153145 – Fire Marshall Equipment, increase to purchase a new camera.

Line item 153385 – Fire Marshall Office Expense, increase in postage rates and certified mail.

Line item 153390 – Fire Marshall Vehicle Expense, increase uniforms and training.

**EMS: Don Smith and John Brenna**

**Mission:** *A team of dedicated, compassionate, volunteer professionals that serve the Town of Monroe by providing the highest level of pre-hospital basic and advanced life support to the health care needs of our community.*

Paramedic service added in 13/14 and reduction of revenue due to changes in Medicare/Medicaid rates have major impact on net cash flow. Calls for service are too low to cover full operational costs for EMS. Subsidized by increased appropriations and ended FY 2016 with a deficit of \$103,904.

**Police Department, Chief John Salvatore, Captain White**

**Mission:** *To provide professional law enforcement services to the citizens of Monroe. The staff is committed to the development and implementation of community/quality-of-life policing through proactive problem-solving initiative and partnership with residents.*

Line item 150001 – Police Salary Admin, 2.5% non union wage increase and 15/16 wage adjustment allocation.

Line item 150003 – Police Salary Other, 15/16 wage adjustment allocation and contractual union increase.

Line item 15007 – Police Salary Uniform, reduction attributed to the retirement of 2 veteran personnel and hiring lower-wage step patrol officers. Police contract expires 6/30/16.

Line item 15009 – Police Salary Dispatcher – increase due to contractual/step increases.

Line item 150011 – Police Salary Special Duty – minimal increase to Matron salary.

Line item 150013 – Police Salary Holiday – reduction attributed to the retirement of 2 veteran personnel and hiring lower-wage patrol officers.

Line item 150015 – Police Salary Overtime – 2015-2016 contracted wage increase of 3% (First Selectman reduction of \$10,000).

Line item 151500 – Police Uniform Allowance – State bid increased approximately 3%.

Line item 153410 – Police Pension – reduction attributed to the retirement of 2 veteran personnel and hiring lower wage step patrol officers.

Line item 151505 – Police Safety Equipment – increase in ammunition due to expanded firearms training and qualifications.

Line item 151510 – Police new police cars – increased to 4 vehicles (First Selectman reduction \$30,150).

Line item 151515 – Police Emergency fund and school – increase of \$1,000 per student fee assessed by the state for the basic police academy.

Line item 151530 – Police Traffic Control – increase in recert of laser units.

Line item 151535 – Police Radio – contractual radio service with Northeastern Communications.

Line item 151540 – Police Record Room – NexGen service contract now includes Ecitation and NetMotions fees previously in communications account.

Line item 151060 – Police Communications – increase in AT&T mobile data terminal modem service and IACP Net contract.

Line item 153145 – Police Equipment – reduction due to radio units no longer manufactured and only limited replacement parts in stock.

Line item 153390 – Police Operating Expense – increase in vendor tech support/computer forensics tools and lower lease costs.

Line item 153580 – Police Vehicle Expense – reduction of fuel pricing.

Line item 150003 – AC Salary Other – 15/16 wage adjustment allocation and contractual union increase.

Line item 150005 – AC Salary PT – increase in hourly rates.

Line item 153045 – AC Building Maintenance – increase in LP Gas (heat/hot water) estimating \$2.50 per gallon with 3,500 gallons.

Line item 153580 – AC Vehicle Expense – reduction of fuel pricing.

Line item 150003 – PR Salary Other -15/16 wage adjustment allocation and contractual union increase.

Line item 153390 – PR Operating Expense – increase for uniform.

### **Stepney Volunteer Fire Department, Scott Rose**

**Mission:** *Dedicated to the Preservation of Life and Property.*

Scott Rose stated last year's requested budget was \$259,000 and this year's budget is \$277,400.

### **Stevenson Volunteer Fire Department, Geoffrey Giordano**

**Mission:** *To provide fire suppression and rescue services for the Stevenson area in the Town of Monroe, mutual aid assistance to the Monroe and Stepney Fire Districts and mutual aid assistance to adjoining towns.*

Geoffrey Giordano stated last year's requested budget was \$197,000 and this year's budget is \$200,095.

There being no further questions, Mike Manjos adjourned the meeting at 10:24 p.m.