

**Selectmen Meeting
Minutes
May 7, 2014**

Selectman Iacobucci, Selectman Sargent, Selectman LeBlanc, and Chairman Connolly were in attendance. Attendee was Town Administrator Ward and Solicitor Gibbons.

Chairman Connolly opened the meeting at 6:10PM. He explained the board has scheduled a review of the Annual Town Meeting Warrant and Preliminary Budget recommendations, he asked if the board would consider beginning with an Executive Session regarding current litigation. The board agreed.

Chairman Connolly stated the board will be entering Executive Session under article 3 for Current Litigation at 6:11PM, and will return to open session. Roll Call Vote to enter in Executive Session: Selectman Iacobucci "aye", Selectman LeBlanc "aye", Selectman Sargent "aye" and Chairman Connolly "aye."

Executive Session Article 3 Current Litigation 6:11PM -6:25PM

Chairman Connolly continued with the open meeting with FY 15 Preliminary Budget review. Administrator Ward reviewed Acting Chief McLaughlin had submitted a history of the revenue of the Ambulance Enterprise Fund the board requested. Administrator Ward also distributed a compiled spreadsheet of the capitol expenses per department, some are warrant articles. He reviewed there is \$700,000 in free cash to fund some items in the budget. Chairman Connolly asked if in the budget the funding cannot be borrowed to cover the expense. Administrator Ward agreed stating that is correct. Review began of the Preliminary Budget with the Moderator, Board of Selectmen, Finance Committee, Accountant and Assessors. Chairman Connolly reviewed the salary increases in the Assessors Department were submitted by the department. All salaries will be adjusted at the same time. Administrator Ward explained the Personnel Board will have the report ready for next week; the study has been completed but the elected officials were not included as part of the study. The positions would include the full time Treasurer, Town Clerk, Assessors and Collector; he suggested the board conduct a quick survey of a salary comparison to 10 similar communities. Selectman Iacobucci asked what percentage will be used. Chairman Connolly reviewed the Personnel Board will send a report. Discussion continued with review of the Town Treasurer it is level funded, the \$1000.00 stipend for the certification has been removed. Administrator Ward asked for the board to review the Assistant Treasurer position at this time it is for 30 hours a week, the addition of 5 hours will make it full time. The current Treasurer had reduced the hours; he asked if the board would consider making

the position full time. Selectman Sargent stated he would support the additional hours the office has always had a full time assistant. Chairman Connolly explained this approval should be subject to negotiations with the Finance Committee. Administrator Ward explained he will check with the candidate for Treasurer as well. Review continued with the Treasurer Clerks salary of \$5000.00, the board agreed to add this to the Assistant Treasurer salary. Discussion continued with review of the Tax Collector, Selectman Sargent stated he knows there is a need for new computers in the office. Administrator Ward explained he is aware of the need and has funding to cover 2 new computers for the department. The board agreed to purchase two new computers for the department now in this current budget. Administrator Ward explained next year there will be a need to replace a server. Selectman Dziokonski stated he would like to see a new system put in place to set up funding to cover computer problems and replacement. Administrator Ward agreed explaining the computers in the Collector's office are between 8 and 10 years old, far beyond the average lifespan. Selectman Dziokonski stated he would like to see the development of a replacement program similar to the Police Cruisers program. Administrator Ward agreed stating it will be helpful to develop a comprehensive plan. Chairman Connolly continued review with the Town Solicitor reviewing the re-appropriation of the salary, the Town Clerk is level service funded along with the Conservation Commission. Review continued with the Community & Economic Development department, Administrator Ward reviewed the Finance Committee has reviewed the current budget and determined the Directors salary will not receive total funding this year so they have budgeted half, \$32,500.00. Chairman Connolly agreed to fund half of the Directors salary, the board agreed. The review continued with the Town Hall Custodian budget which the board agreed will be funded at level service, the Insurance/Miscellaneous review Administrator Ward explained the Police/Fire accident insurance there is a current deficit, the policy was previously carried by Hartford Insurance which did not renew last year. The town then went through MIA and was able to get a policy through a third party carrier, the CHUBB Group but the premium went up \$42,000.00. He received a renewal quote with a \$10,000 increase; he explained the utilization has increased 100% there for the premium went up. He has spoken to the representatives and this is a competitive price. Selectman Dziokonski asked what claims are paid. Administrator Ward explained the Police/Fire personnel claims are covered. The discussion continued with review of the Police Department the board reviewed the level service request. Administrator Ward highlighted there is a new equipment charge for a new cruiser. The board highlighted the extra sergeant salary is included in the salaries, which will require town meeting approval. The discussion continued with Fire Department review the board discussed funding to support the purchase of new radios and equipment. Administrator Ward explained the Acting Fire Chief has made the recommendation of additional funding for training. Selectman Sargent made a motion to include the recommendation of the

Acting Chief. Selectman Iacobucci seconded the motion. The vote was unanimous. The Building Department budget was reviewed next; Selectman Sargent asked if the salary for the Building Inspector will be addressed by the Personnel Board. Administrator Ward stated yes. Review continued with the School Department, Chairman Connolly explained the budget submitted from the Superintendent is \$1.1million over the level service of the prior year. The board discussed and agreed to include an additional\$600,000 to the level service. Selectman Sargent made a motion to approve \$600,000 to the prior year level service funding. Selectman Dziokonski seconded the motion. The vote was unanimous. The Department of Public Works budget was reviewed next, the Administrator explained the budget does reflect the ratified agreement for the FY15 budget, and the Special Town Meeting article will support the retro part of the agreement. The review of Council on Aging budget was discussed, the miscellaneous expense was reviewed the board discussed this expense will include the custodian for the new center once they move in. The board agreed this should not be added as an additional salaried position but included in the expense. Review of the Department of Veterans was next, the board agreed to lower the Chapter 115 benefit to \$400,000. Selectman Iacobucci made a motion to adjust the Chapter 115 benefit to \$400,000 subject to review. Selectman Sargent seconded the motion. The vote was unanimous. The board was informed by Administrator Ward a new computer is on order for the department and not needed. The board agreed to remove the expense of \$1135.00 for a new computer. Discussion continued with the review of the Library. The board reviewed the salaries will be addressed with all the other non union, the consortium expense is approved for the CWMARS membership. The Park and Recreation Department was discussed, the board agreed to reduce the request to level funded and any changes to be negotiated with the subcommittee. The Fuller Field was the same. The Facility Department Chairman Connolly reviewed the expectation is for the consultant is to have something completed by May 1st. He asked Administrator Ward to follow up where that stands. The board agreed to keep the funding in miscellaneous expense for the Facility Department. They also agreed to restore the Historical Commission Expense to \$1000.00 and to eliminate the Cable Advisory Commission expense. They also reviewed the reduction in the Health Insurance Premiums, they were over budgeted, and there will be no change to Street Lights. No changes to the enterprise funds, there is an increase to the Landfill for equipment and supplies. Budget discussion and review concluded with the review of the summary, the revenue projections and the sources of funding. The board continues with the review of proposed warrant article requiring funding. Chairman Connolly reviewed a spreadsheet prepared by Administrator Ward. The review began with the standing articles to fund \$4800 in Social Service and \$15,000 for WHEAT, the Assessors reevaluation of \$42,400, downtown streetlight replacement expense of \$50,000, to higher consultant to evaluate and design the project. The board approves the Library's request for roof

repairs and the conversion of the heating system. Administrator Ward explained the initial request from Fuller Field was for \$15,000 for a new mower/tractor now it has changed to \$18,000 for the new mower/tractor. Selectman Sargent made a motion to change the amount of the Fuller Field funding request to \$18,000 to cover the expense for the new mower/tractor. Selectman Iacobucci seconded the motion. The vote was unanimous. Administrator Ward reviewed the Senior Center Building Committee is scheduled to meet Monday with the Architect an additional \$100,000 is needed. Selectman LeBlanc reviewed the project has grant funding and received donations but an additional \$100,000 is needed. Selectman Iacobucci made a motion to approve an article to request an additional \$100,000 in funding for the Senior Center project. Selectman Dziokonski seconded the motion. Under Discussion: Selectman Iacobucci explained the project is almost complete, it is about 75% finished. The vote was 4/1 Chairman Iacobucci was in opposition. The board reviewed approving \$100,000 to be put into the Health Insurance Trust Fund. Discussion continued with the requests of the Parks & Recreation Department there is a \$25,000 request to upgrade Philbin Memorial Park, and Savage Field consulting services for \$58,000. Administrator Ward explained he received an update from the Director who informed him they will be reducing the request to \$45,000; they plan to only work through phases 1 to 4 of the project and cut the request by \$14,000 which would be the construction oversight of the project. He reviewed a rough estimate for project cost is about 1.5 million. Selectman Iacobucci made a motion to remove the article this year because there are a lot of funding article requests. Selectman Dziokonski seconded the motion. Under Discussion: Chairman Connolly reviewed the department is making the right approach, professional guidance is needed. The request is a forty five thousand dollar commitment for a 1.5 million dollar project, there will be more discussion but the article was submitted by a department and he would like to leave it and allow the towns people to decide. Selectman Sargent agreed, the town's people should decide. Selectman Dziokonski reviewed it has always been a long standing policy is an article has been submitted by a department it is a courtesy to leave it on. Selectman Iacobucci explained there are a lot of articles with funding requests. Administrator Ward reviewed the board could review the funding source. Selectman Dziokonski explained perhaps this could wait until next year. The vote was 1 in favor 4 in opposition Chairman Connolly, Selectmen Sargent, Dziokonski, and LeBlanc. Motion doesn't carry. The additional request from the Parks & Recreation Department for additional electrical sources for Central Park and an ice skating rink in central Park were approved. Administrator Ward reviewed the Accountant has requested a listing of all revolving funds be included for approval as advised in the auditor's report. There is also a separate request to approve a Senior Center Revolving Fund, to be used for the rental fees to help offset cost for maintenance of the building similar to the Town Hall Usage Revolving Account. Review continued with the School Department requests, an article has been submitted to

support funding of the purchase of new textbooks & Technology for \$250,000, Asbestos abatement from the Middle School for \$600,000, Middle School Building Improvements for \$150,000 and Athletic Complex Track Renovations for \$300,000. Selectman Dziokonski asked about the \$79,000 approved to be used for engineering study. Administrator Ward explained potentially the study showed minor repairs needed. Chairman Connolly explained there are multiple options for long term solutions, there has been a review of the needed repairs and if repairs are completed now the process will have to be repeated in a few years. Chairman Connolly explained debt exclusion can be amended to include any article in the amount of \$299,000. Administrator Ward reviewed this article is already on the warrant, and would be subject to debt exclusion and override election approval. Selectman Sargent made a motion to require any proposed Article requiring funding of \$300,000 or more subject to a Debt Exclusion override, with the article language to be amended to include the Debt Exclusion override vote was the funding source. Selectman LeBlanc seconded the motion. Under Discussion: Administrator Ward reviewed this would be valid on election, the town meeting would authorize the appropriation and look to get funding through the vote, Town Meeting would approve the request and the vote would approve the Debt Exclusion borrowing. Selectman Dziokonski reviewed last week the board approved any article over \$300,000 have a debt override election subject to town meeting approval, this will require the language be added to the articles. The vote was unanimous. Administrator Ward indicated the article for funding for new radio equipment is a citizen petition, there for it will have to be amended on the floor and changed later. He also reviewed there are a few Special Town Meeting Articles, to support the DPW, Police and Fire Union contracts and an Article to support the Assessors overlay deficit created by appellate tax case judgment. Each year there are abatements granted at the close out of this account which can be carried for three years there is a deficit. The statute requires Town Meeting approval to declare a surplus before the deficit can be cleared. There for \$80,000 in surplus can be moved to pay, clearing the deficit. This surplus will cover the abatement of the prior year. He concluded the warrant article spreadsheet includes only the articles submitted with the budgets. There were some capital improvement requests submitted, the Town Clerk has requested new voting machines and booths for \$48,000, funding for a new Fire Truck, Police Cruiser and \$17,000 for the Senior Center. Administrator Ward explained he included the Fire truck on the list to the Town Clerk requesting Debt exclusion. Selectman Sargent made a motion to approve the Fire Truck on the Debt Exclusion list as submitted. Selectman LeBlanc seconded the motion. The vote was unanimous. Chairman Connolly concluded on the other requests the board can work with the Finance subcommittee to determine if they will be included in budget or articles. Administrator Ward informed the board the Trash subcommittee is working on a proposal to go forward with. Superintendent McGown is researching the long term

contracts with haulers, and cost for the town to purchase bins or if the haulers deliver the bins it requires a 10 year contract. He explained if the town were to purchase the bins they could be paid for over a 10 year period, this can be approved through a warrant article but not implemented until after July 1 within the next fiscal year. This could also be reviewed for a Special Town Meeting in the fall to make revisions to the budget. Administrator Ward explained he will have an updated budget to be reviewed at the next Wednesday's meeting.

Selectman Iacobucci made a motion at 9:05PM to adjourn. Selectman Sargent seconded the motion. The vote was unanimous.

Meeting adjourned.

Respectfully submitted,

Joyce Corbosiero
Administrative Assistant to the
Clinton Board of Selectmen