

Approved
Town of Wethersfield
Town Council Budget Workshop Meeting
Saturday, April 23, 2016
Fireside Room, Pitkin Community Center
8:00 am - 3:00 pm

Present: Mayor Paul Montinieri, Deputy Mayor Steve Barry, Council Members Amy Bello, Donna Hemmann, Jodi Latina, Tony Martino, Anthony Spinella, Michael Hurley, Michael Rell.

Staff Present: Stephanie Askeland, Human Resources Manager, Michael O'Neil, Finance Director, Jeff Bridges, Town Manager.

The meeting was called to order at 8:15 am.

The purpose of the special meeting was to review departmental budgets as recommended in the Town Manager's proposed budget.

The first department reviewed by the Council was the Physical Services Department. Sally Katz, Director of Physical Services appeared before the Council. Ms. Katz reviewed her line items with the Council. The biggest change is the moving of the pool maintenance responsibility from the Parks and Recreation Budget to the Physical Services Budget. This is a shift of approximately \$116,000.

Other items reviewed were electricity costs, seasonal employees, snow plowing, and recreation field maintenance, and mosquito spraying. Council Member Bello asked if the Keeney had had an energy audit conducted. Ms. Katz said she would check.

There was also a conversation regarding the custodians at the Community Center and custodial services at other buildings.

The next department was the Library.

Brook Berry, Library Director and Doreen Ciarcia, Chairperson of the Library Board appeared before the Council. Ms. Berry talked about the Connecticut Education Network (internet network) and how the state may not fund the program next year, the status of the union contract negotiations, and the various consortiums the library works with. There was also considerable discussion regarding the State Library and how the inter-library loan system has broken down.

The Police Department, Chief James Cetran and Administrative Analyst Ellen Walsh, were next to appear before the Council. There were conversations regarding the dispatch services and the new stateE911 software, and how overtime estimates include overtime for training. Chief Cetran said he could use another clerk since one of the clerk positions was repurposed for a dispatcher. There was also a discussion regarding body cameras and the legal requirements of using them.

Steve Lattarulo, Chief Building Official, and Lori Schroll, Administrative Analyst appeared before the Council to discuss the Building Department's budget. Most of the conversation took place around the High School Renovation project.

Anthony Dignoti, Fire Marshal and Lori Schroll, Administrative Analyst presented the Fire Marshal's budget. Fire Marshal Dignoti discussed the request of increasing the part time Fire Inspector to full time.

Peter Gillespie, Director of Planning and Economic Development and Lori Schroll, Administrative Analyst presented the Planning and Economic Development Budget. Mr. Gillespie mentioned that he has an intern that scans the Planning and Zoning information into the GIS system for record keeping purposes. There is still a lot of that work to do.

Don Moisa, Operations Coordinator for the Engineering Department and Lori Schroll, Administrative Analyst, reviewed the Engineering Department budget with the Council.

Chief Richard Bailey and Assistant Chief Mark Guerrero discussed their budget with the Council. They talked about recruitment and building maintenance.

Michael O'Neil, Finance Director, then went over the proposed revenues for the year. Council Member Martino asked that the staff take another look at the Building Department revenues.

Registrars of Voters Camille Mogelnicki and Carol Hurley then discussed their budget with the Council. They have budgeted for two elections in 2017, the August primary and the general election in November. There was other discussion regarding the electronic poll books.

Town Clerk Dolores Sassano then met with the Town Council on the Clerk's budget. There was discussion regarding Justices of the Peace, birth and death records, absentee ballots, and the review of the department's expenditures. She also went over her Clerk to the Council duties such as minute keeping, legal notices and the work on the Town Charter.

Michael O'Neil, Finance Director, then went over the Finance Department budget with the Council. They discussed the staffing, processes, and progress the department has made.

Kathy Bagley, Director of Parks and Recreation and Sal Cucia, Assistant Director of Parks and Recreation met with the Council to review the Parks Budget. Mrs. Bagley stated that the big change for next year was moving the pool maintenance items from the Parks' budget to the Physical Services Budget. She also mentioned that the program fees have not been increased for some time and that she will look to increase those for next year adding revenue to the budget.

Mrs. Bagley then talked about the Wethersfield Early Childhood Collaborative and the request for an additional \$10,000 to add to another \$10,000 in the BOE budget to use as a matching grant for funds from the Hartford Foundation for Public Giving. This grant would be used to create an early childhood program infrastructure. May 9th is the deadline for grant submission.

Kathy Bagley, Director of Social and Youth Services and Erica Texeira, Assistant Director for Social and Youth Services reviewed the Department's budget with the Council. Mrs. Texeira discussed the new Hunger Action Team and the status of Curtain Transportation Dial-a-Ride program.

Fauna Eller, Town Assessor, met with the Council to review the Tax Assessor's budget. Ms. Eller discussed the ongoing issue with the Department of Motor Vehicles and the cars assigned to the incorrect Towns and how that has impacted the Town's Grand List about a \$1,000,000.

Michael O'Neil, Interim Director of Data Services presented the Data Services Budget. He showed how the new technician position as part of the Shared Services effort appears in the budget.

Mr. O'Neil also went over the Central Office budget and insurance. The Town has an agreement with CIRMA for next year which increases the worker's compensation insurance by 3% and reduces the liability, auto and property insurance by 5%.

Jeff Bridges, Town Manager then reviewed the radio system budget and Town Council budget with the Council. There was discussion regarding the public service contributions made out of the Town Council budget. The Council decided that they would keep the safe graduation item in their budget but move the rest to other departments.

Stephanie Askeland, Human Resources Manager went over the Human Resources Manager budget. Ms. Askeland went over the consolidation of the recruiting costs into the Human Resources Manager budget, the recruitments that have taken place, and additional programs underway.

With no further business the meeting adjourned at 3:03 pm.

Minutes prepared by: Jeff Bridges

APPROVED BY VOTE OF COUNCIL
May 16, 2016