BOARD OF SELECTMEN

Clifford J. Hurgin Municipal Center, 1 School Street
Bethel, Connecticut 06801 Telephone: (203) 794-8501

Matthew S. Knickerbocker, First Selectman
Richard C. Straiton, Selectman
Paul R. Szatkowski, Selectman

MINUTES OF SPECIAL MEETING

Tuesday, February 10, 2016 - 7:00 p.m.
CJH Municipal Center – Meeting Room "A"

PRESENT: First Selectman Matthew Knickerbocker, Selectman Richard Straiton, and Selectman Paul Szatkowski. Also in attendance were members of the Board of Finance, Comptroller Robert Kozlowski and Assistant Comptroller Brad Heering.

First Selectman Matthew Knickerbocker called the Special Meeting to order at 7:00 p.m.

2016-2017 Department Budget Presentations

110- Treasurer Fiscal Year 2016-2017 Request $8,500

Comptroller Robert Kozlowski presented the request for 110 – Treasurer in the amount of $8,500. He noted that there was an increase to this account of $1,000 for salary.

130- Town Clerk Fiscal Year 2016-2017 Request $218,037

Town Clerk Lisa Bergh presented the request for 130 – Town Clerk in the amount of $218,037. She noted an increase to the salary account due to a recent hire with experience and an adjustment to Account #103-109 due to contract requirements and length of employment for one of the Assistant Town Clerks. She retained the election expenses at the current level due to multiple referendums and legal notice cost.

140 - Assessor Fiscal Year 2016-2017 Request $211,763

Assessor Ann Marie Heering presented the request for 140 – Assessor in the amount of $211,763. She noted an increase in salary but the overall request is the same as the current year.

150 - Tax Collector Fiscal Year 2016-2017 Request $194,257

Tax Collector Ann Scacco presented the request for 150 – Tax Collector in the amount of $194,257. She explained that there was a decrease in her budget because a job that was being outsourced is now being done in the office. She asked that her budget not be decreased because there is a 2.3% increase in bulk mailing an d she did not include that increase in her budget request.

180 - Building Inspection Fiscal Year 2016-2017 Request $218,050

Building Official Gary Boughton presented the request for 180 – Building Inspection in the amount of $218,050. He noted, again this year, the need for some kind of electronic storage for the multitude of files that the land use departments all have, use and share.

200 - Social Services Fiscal Year 2016-2017 Request $109,350

Social Services Director Jennifer Lawlor presented the request for 200 – Social Services in the amount of $109,350. She explained that since she was hired in the fall this position should be moved back to a full-time position. She could find no other reason it had been made a part-time except that was what the last Social Service Director had requested. She was experiencing a case load that required more time and work than the part time hours provided.

330 - Registrar of Voters Fiscal Year 2016-2017 Request $104,336

Registrars Tim Beeble and Nancy Ryan presented the request for 330 – Registrar of Voters in the amount of $104,336. The bulk of their budget is for the cost of a referendum. They are requesting an increase in salary for the Registrars and Deputy Registrars. There will be additional training and certification throughout the year.

350 - Health Department Fiscal Year 2016-2017 Request $318,671

Health Director Laura Vasile presented the request for 350 – Health Department in the amount of $318,671. A request for $20,000 be placed in the contracted services account (VNA) for services received from the Visiting Nurses Association.

405 - Intra Government Fiscal Year 2016-2017 Request $404,342

Comptroller Robert presented the 405 – Intra Government request at $404,342, he noted that this account (405) includes funding for various other items. This account will remain flat for the upcoming year.

430 - Senior Center **Fiscal Year 2016-2017 Request** **$215,099**

Senior Center Director Lisa Plumb presented the request for 430 – Senior Center in the amount of $215,099. She requested that the part time assistant be increased to a full time position. She also requested $12,468 for carpeting in the Senior Center Hallway and Card Room.

100 - Selectmen **Fiscal Year 2016-2017 Request** **$238,493**

First Selectman Knickerbocker presented the 100 – Selectmen request at $238,493. He noted an increase in salaries and no other significant change.

120 - Finance **Fiscal Year 2016-2017 Request** **$422.370**

Comptroller Robert Kozlowski presented the 120 – Finance Department request at $422,370. He noted an increase in salary and no other significant change.

160 - Legal **Fiscal Year 2016-2017 Request** **$238,880**

Comptroller Robert Kozlowski presented the 160 – Legal/Professional Fees request at $238,880. He noted an increase to the Legal Fees account to reflect the historical realities of what this account generally costs.

170 - Probate **Fiscal Year 2016-2017 Request** **$5,084**

Comptroller Robert Kozlowski presented the 170 – Probate request in the amount of $5,084. He noted a slight increase in their office expense. This portion is for Bethel's share only.

190 - Data Processing **Fiscal Year 2016-2017 Request** **$266,479**

Comptroller Robert Kozlowski presented the 190 – Data Processing request in the amount of $266,479. He noted an increase to salary to this account.

210 - Town Insurance **Fiscal Year 2016-2017 Request** **$1,294,577**

Comptroller Robert Kozlowski presented the 210 – Town Insurance request in the amount of $1,294,577. He noted an increase but pointed out that these are estimates, the final quote is due in April.

340 - Town Boards & Comms. **Fiscal Year 2016-2017 Request** **$46,750**

Comptroller Robert Kozlowski presented the 340 – Town Boards & Commission's request in the amount of $46,750. He noted the reduction in this account was attributed to the Teen Center being removed and placed in Park and Recreations budget.

390 - Employee Benefits Fiscal Year 2016-2017 Request $5,682,801

Comptroller Robert Kozlowski presented the 390 – Employee Benefits request in the amount of $5,682,801. He noted some savings in the pension calculations.

400 - Non-Government Subsidies Fiscal Year 2016-2017 Request $46,100

Comptroller Robert Kozlowski presented the 400 – Non Government Subsidies request in the amount of $46,100. He noted that these were the requests that were received from the various organizations and that the administration of this account would be moved to the Social Service Director.

410 - Utilities & Other Charges Fiscal Year 2016-2017 Request $2,459,721

Comptroller Robert Kozlowski presented the 410 – Utilities & Other Charges request in the amount of $2,459,721. He noted an increase due to electric rates to this account.

420 - Misc. Charges & Transfers Fiscal Year 2016-2017 Request $411,489

Comptroller Robert Kozlowski presented the 420 – Misc. Charges and Transfers request in the amount of $411,489. He noted a decrease to the wage adjustment account due to settled contracts.

440 - Debt Service Fiscal Year 2016-2017 request $3,871,436

Comptroller Robert Kozlowski presented the 440 – Debt Service request in the amount of $3,871,436. Discussed was the potential use of fund balance to reduce debt. He will present a debt breakdown list to members.

As there was no further business on tonight's agenda, Paul Szatkowski made a motion, which was seconded by Richard Straiton, to adjourn the meeting at 9:40 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

Dionne Craig, Recording Secretary