



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

Thursday, March 1, 2012

7:30 p.m.

CJH Municipal Center – Meeting Room “A”

PRESENT: First Selectman Knickerbocker, Selectman Straiton, and Selectman Szatkowski. Also in attendance were Comptroller Robert Kozlowski, Assistant Comptroller Brad Heering and Treasurer Thomas O’Leary.

First Selectman Knickerbocker called the Special Meeting to order at 7:30 p.m.

1.) Consideration of establishing date for rescheduled Public Hearing on “old Town Hall”

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to establish the date of Wednesday, March 21, 2012 at 7:00 p.m. in the Bethel High School Auditorium for the Public Hearing on the “old” town hall. Vote, all in favor, motion unanimously approved.

2.) Consideration of FY 2012-2013 budget deliberation

Account	Department	Requested FY 12-13	Recommended FY 12-13
100	Selectmen	\$193,103	\$193,103

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 100 – Selectmen’s Office at \$193,103. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
110	Treasurer	\$6,925	\$6,925

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TOWN OF BETHEL
TOWN CLERK

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 110 – Treasurer at \$6,925. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
120	Finance	\$372,914	\$372,914

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 120 – Finance Department at \$372,914. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
130	Town Clerk	\$218,378	\$218,378

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 130 – Town Clerk at \$218,378. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
140	Assessor	\$195,738	\$195,738

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 140 – Assessor's Office at \$195,738. Vote, all in favor, motion unanimously approved. Board of Selectmen recommended funding the full-time position. Selectman Szatkowski requested the Assessor provide a summary of revenue lost due to assessment appeals.

Account	Department	Requested FY 12-13	Recommended FY 12-13
150	Tax Collector	\$185,144	\$185,144

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 150 – Tax Collector at \$185,144. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
160	Professional Services	\$212,680	\$212,680

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 160 – Professional Services at \$212,680. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
170	Probate	\$5,711	\$5,711

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 170 – Probate at \$5,711. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
180	Building Department	\$209,933	\$209,933

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 180 – Building Department at \$209,933. Vote, all in favor, motion unanimously approved.

Discussed was the request for electronic media storage. The Town is looking into expanding the capabilities of existing programs, i.e. Progeos/Hunt for storage of files for the Building, Health and Public Works Departments. Upfront costs to switch over to the Laserfiche system are around \$9,000 with subsequent years being less.

Account	Department	Requested FY 12-13	Recommended FY 12-13
190	Data Processing (IT)	\$271,468	\$273,718

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 190 – Data Processing (IT) at \$273,718. This provides for an increase of \$2,250 for Account 300 – Fire Marshal – Maintenance of Computer Program. Account 300 – Fire Marshal will reflect a reduction of \$2,250. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
200	Social Services	\$60,267	\$60,267

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 200 – Social Services at \$60,267. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
210	Town Insurance	\$925,990	\$925,990

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 210 – Town Insurance at \$925,990. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
220	Fleet Maintenance	\$355,742	\$354,842

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 220 – Fleet Maintenance at \$354,842. Vote, all in favor, motion unanimously approved. This provides for a reduction to 220-308 Clothing Allowance of \$900.

Account	Department	Requested FY 12-13	Recommended FY 12-13
230	Public Works	\$321,600	\$318,600

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 230 – Public Works at \$318,600. Voting in favor of the motion: First Selectman Knickerbocker and Selectman Straiton. Voting against the motion: Selectman Szatkowski. Motion passed. This provides for a reduction to 230-120 Intern of \$3,000. Selectman Szatkowski expressed concern over the funding of the Civil Engineer. Selectmen supported the secretarial position going from part-time to full-time.

Account	Department	Requested FY 12-13	Recommended FY 12-13
240	Highway	\$2,122,620	\$1,191,603

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 240 – Highway Department at \$1,191,603. Vote, all in favor, motion unanimously approved. This provides for a reduction to 240-308 Clothing Allowance of \$3,600, an addition to 240-313 Contracted Services of \$12,000 (leaves) and a reduction to 240-404 Road Construction of \$939,417 (moved to consideration of funding in the 10 year capital plan). Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
250	Planning & Zoning	\$213,898	\$213,898

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 250 – Planning & Zoning at \$213,898. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
260	Building Maintenance	\$1,037,873	\$666,073

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 260 – Building Maintenance at \$666,073. Vote, all in favor, motion unanimously approved. This provides for a reduction to 260-308 Clothing Allowance of \$1,800 and 260-405 Capital Construction of \$370,000 (moved to consideration of funding in the 10 year capital plan).

Account	Department	Requested FY 12-13	Recommended FY 12-13
270	Tree Warden	\$99,400	\$99,400

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 270 – Tree Warden at \$99,400. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
290	Emergency Management	\$26,000	\$26,000

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 290 – Emergency Management at \$26,000. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
300	Fire Marshal	\$88,134	\$85,884

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 300 – Fire Marshal at \$85,884. Vote, all in favor, motion unanimously approved. This provides for a reduction to 300-201 Office Expense of \$2,250 which had previously been moved to the 190 – Data Processing (IT) budget.

Account	Department	Requested FY 12-13	Recommended FY 12-13
310	Bethel Fire Department	\$203,950	\$175,950

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 310 – Bethel Fire Department at \$175,950. Vote, all in favor, motion unanimously approved. This provides for a reduction to 310-207 Firehouse Maintenance of \$13,000 (exterior and interior painting – moved to consideration of funding in the 10 year capital plan) and a reduction of \$15,000 (new office furniture – moved to consideration of funding in the 10 year capital plan) to 310-403 Capital Equipment. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
320	Stony Hill Fire Department	\$120,700	\$115,668

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 320 – Stony Hill Fire Department at \$115,668. Vote, all in favor, motion unanimously approved. This provides for a reduction to 320-202 of \$5,032 (turnout gear). It was thought both departments could get together and price out turnout gear; also, each department has different costs associated with turn out gear.

Account	Department	Requested FY 12-13	Recommended FY 12-13
330	Registrar of Voters	\$102,386	\$102,386

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 330 – Registrar of Voters at \$102,386. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
340	Town Boards & Commissions	\$113,350	\$128,350

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 340 – Boards and Commissions at \$128,350. Vote, all in favor, motion unanimously approved. This provides for an increase of \$15,000 for legal expenses associated with a new Charter Revision Commission.

Account	Department	Requested FY 12-13	Recommended FY 12-13
350	Health Department	\$281,269	\$281,269

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 350 – Health Department at \$281,269. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
360	Police Department	\$3,724,315	\$3,724,315

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 360 – Police Department at \$3,724,315. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
380	Parks & Recreation	\$1,132,488	\$890,348

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 380 – Parks & Recreation at \$890,348. Vote, all in favor, motion unanimously approved. This provides for a reduction to 380-403 Capital Equipment of \$19,190 (moved to consideration of funding in the 10 year capital plan) and 380-403 Capital Equipment of \$222,950 (moved to consideration of funding in the 10 year capital plan). Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
390	Employee Benefits	\$5,350,697	\$5,350,697

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 390 – Employee Benefits at \$5,350,697. Vote, all in favor, motion unanimously approved. Comptroller Robert Kozlowski noted that

there might possibly be some change to the medical benefits; the consultant is working on getting the lowest possible price.

Account	Department	Requested FY 12-13	Recommended FY 12-13
400	Non Gov't Agencies	\$28,838	\$20,504

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 400 – Non Government Agencies at \$20,504. Vote, all in favor, motion unanimously approved. This provides funding for 400-333 WECHAR at \$2,500, 400-334 Mental Health Center at \$2,046, 400-335 Women's Center at \$3,000, 400-336 Ability Beyond Disability at \$4,000, 400-338 Regional Commission at \$2,767, 400-360 Hospice at \$2,500 and 400-372 New Opportunities at \$3,691. Vote, all in favor, motion unanimously approved. Selectmen all agreed that the Town of Bethel has a responsibility to fund accounts that support the Bethel community.

Account	Department	Requested FY 12-13	Recommended FY 12-13
405	Intra Gov't Agency Subsidies	\$377,519	\$377,519

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 405 – Intra Government Agency Subsidies at \$377,519. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
410	Utilities, Charges & Services	\$2,666,440	\$2,541,440

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 410 Utilities, Charges & Services at \$2,541,440. Vote, all in favor, motion unanimously approved. This includes a reduction of \$125,000 to 410-205 Fuel Oil. This is net savings as a result of reducing 410-205 Fuel Oil and an increase cost to 410-321 Natural Gas. Comptroller Robert Kozlowski advised that with the conversion of the remaining schools to gas by the next heating season, immediate savings would be realized. There is also a possibility of a grant for the conversion.

Account	Department	Requested FY 12-13	Recommended FY 12-13
420	Misc. Charges & Transfers	\$436,069	\$436,069

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 420 – Misc. Charges & Transfers at \$436,069. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
430	Senior Center	\$137,366	\$137,366

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 430 – Senior Center at \$ 137,366. Vote, all in favor, motion unanimously approved.

Account	Department	Requested FY 12-13	Recommended FY 12-13
435	Library	\$760,051	\$735,444

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 435 – Library at \$735,444. Vote, all in favor, motion unanimously approved. This provides for a reduction to their request of \$24,607 and funds at the current year budget level. Selectmen offered that there will probably be additional costs with the completion of the second story.

Account	Department	Requested FY 12-13	Recommended FY 12-13
440	Debt Service	\$4,324,436	\$4,324,436

First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding Account 440 – Debt Service at \$4,324,436. Vote, all in favor, motion unanimously approved. Comptroller Robert Kozlowski noted that he anticipates accelerating payments to the road account, lights and equipment in order to reduce the debt more quickly.

Account	Department	Requested FY 12-13	Recommended FY 12-13
450	Board of Education	\$39,810,925	\$39,810,925

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 450 – Board of Education at \$39,810,925. Vote, all in favor, motion unanimously approved.

Selectmen remarked that they believe the voters should have their say on the Board of Education budget; the Board of Education is elected by the voters, and they (the Board of Education) have formulated a budget they believe best meets the educational needs of the Town of Bethel.

Account	Department	Requested FY 12-13	Recommended FY 12-13
460	Board of Education Maintenance	\$535,406	\$535,406

First Selectman Knickerbocker made a motion, which was seconded by Selectman Straiton, to recommend to the Board of Finance, funding Account 460 – Board of Education Maintenance at \$535,406. Vote, all in favor, motion unanimously approved.

10 Year Capital Plan

After deliberation on all of the items proposed for capital funding under the FY 2012-2013, First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to recommend to the Board of Finance, funding the 10 year Capital Plan at \$2,837,866. Vote, all in favor, motion unanimously approved.

This provides funding for the following:

220	Fleet Maintenance	Oil System	\$7,500
240	Highway	Road construction	\$939,416
450/460	Board of Education	Underground Wires-parking lot	\$10,000
450/460	Board of Education	Re-lamping/repair-Middle School	\$10,000
450/460	Board of Education/Town	Gas Conversion for Schools **	\$188,160 **
260	Building Maintenance	Highway Garage roof	\$60,000
260	Building Maintenance	GP Room A/C	\$50,000
260	Building Maintenance	Gym – Heat/Hot water System	\$50,000
260	Building Maintenance	South Street Firehouse	\$65,000
260	Building Maintenance	Animal Control Facility	\$30,000
260	Building Maintenance	Highway Garage gas conversion	\$165,000
310	Bethel Fire Department	Engine 5 *	\$460,000*
310	Bethel Fire Department	Painting & Furniture	\$18,000
320	Stony Hill Fire Department	Pumper/tanker *	\$650,000*
360	Police Department	Wireless radio communication	\$75,000
360	Police Department	New building or expansion	\$80,000
380	Parks & Recreation	Tennis court replacement	\$167,950
		TOTAL	\$2,837,866
*	Fire Trucks – separate bond package/vote		\$1,110,000
**	Gas Conversion for Schools – anticipated funding from grant		\$188,160

As there was no further business on tonight's agenda, Selectman Straiton made a motion, which was seconded by Selectman Szatkowski, to adjourn the meeting at 10:35 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,


Wendy Smith, Recording Secretary