



John Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

STEPHEN WOODS, MAYOR

**NEWINGTON TOWN COUNCIL
SPECIAL MEETING
Conference Room L-101 – Town Hall
131 Cedar Street**

**Monday, March 4, 2013
7:00 p.m.**

MINUTES

Mayor Woods called the meeting to order at 7:00 p.m. in conference room L-101.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

Councilor Borjeson
Councilor Bottalico
Councilor Castelle
Councilor Cohen
Councilor DelBuono
Councilor Klett
Councilor McBride
Councilor Nagel
Mayor Woods

Staff Attendees:

John Salomone, Town Manager
Ann Harter, Finance Director
Lisa Rydecki, Deputy Finance Director
Jaime Trevethan, Executive Assistant

III. PUBLIC PARTICIPATION – ON AGENDA

Rose Lyons, 46 Elton Drive: Ms. Lyons stated that the Council has a long road ahead of it but expressed confidence that the Council will work together to create a budget that will maintain the quality of life for Newington residents.

IV. REMARKS BY COUNCILORS

Councilor Bottalico inquired about holding another Capital Improvement Projects (CIP) Committee meeting prior to the Council's discussion of the CIP. Town Manager Salomone replied that he would discuss this during the overview.

V. CONSIDERATION OF NEW BUSINESS

A. Overview of Budget and Budget Procedures

Town Manager Salomone provided an overview of the budget review process, meeting schedule (attached) and a synopsis of the budget as outlined on "page 1" of the Town Manager's proposed 2013-2014 budget. (attached)

Councilor Klett indicated that she had requested to hold a CIP meeting at some point before the Council's review of the CIP budget. She stated that it would be unfair to have changes to the CIP presented to the Council without the input of the entire Committee, which includes Board of Education members that would not have a final vote on the CIP budget at the Council level. Mayor Woods agreed and indicated that Councilor Klett, as the CIP Chairperson, would set the meeting date.

Town Manager Salomone suggested holding the meeting on Thursday, March 14 at 5:30 p.m. Councilor Bottalico indicated that the BOE has agreed to drop \$300,000 from their CIP request, due to the tight budget and stated that the Committee would have to meet to discuss this. The Council agreed by consensus that the CIP committee should meet. CIP Committee members on the Council agreed with the March 14 meeting date.

The Town Manager and Council briefly discussed the proposed decrease in State aid, as outlined in the Town Manager's budget message.

B. Budget Review: General Government (Town Council, Town Manager, Finance, Courts, Elections, Town Attorney, Personnel, Town Clerk, General Service, Facilities Management, Information Technology)

The Town Council and Town Manager reviewed the following sections of the Town Manager's proposed budget:

110 – Town Council

- Slight increase in part-time salary for Council Clerk hourly rate
- Increase in other materials to include rocking chairs for retiring Councilors, only budgeted every-other year.

120 – Town Manager

- Salaries include a full year of the additional part-time employee (shared with the Board of Education), implemented in August 2012.
- Budget has been reduced slightly in other areas as feasible.

Councilor Borjeson inquired about the hiring of an additional staff member to aid in the performance review process. Town Manager Salomone replied that a review process will be developed and administered by current staff and no additional staff will be added at this time.

130 – Probate Court

- The Town is required to contribute a share of the Probate Court's costs. Increase due to a change in the Grand Lists of each of the three participating towns.

140 – Elections

- Increase due to repair and replacement of voting tabulators that have reached the end of their useful life.

Councilor Borjeson inquired whether the potential for a special referendum during the fiscal year is accounted for in the Elections budget. Town Manager Salomone replied that the costs for a referendum would likely be transferred from a contingency fund. Mayor Woods inquired whether the funding could come out of the building committee's budget. Town Manager Salomone stated that there are a number of ways to finance a referendum. Councilor Nagel noted that when a referendum is combined with a regular election there are no additional costs to hold the referendum. Town Manager Salomone agreed but stated that it is not feasible to hold the referendum for the town hall renovation project during this November's regular election.

151 – Finance Accounting and Administration

- Salaries in all departments reflect the two-percent increase previously allocated to all non-union employees during the 2012-13 fiscal year.
- There is a slight increase in salaries among all departments due to one extra payroll day in the pay cycle at the end of the fiscal year. This is an accounting adjustment only, not an increase in actual salaries. There may be up to two days difference (increase or decrease) from year-to-year; the adjustments average out over a number of years.

152 – Assessor

- Minor salary changes due to longevity
- Increase in conferences, meeting and training for additional continuing education and training for assessment staff.

153 – Board of Assessment Appeals

- No change

154 – Revenue Collector

- Increase in elderly tax relief per the Council-approved benefit. This may have to be further adjusted upward due to increased eligibility and publicity of the benefit during Council discussions.

Councilor DelBuono inquired whether there has been an increase in applications for Veterans' tax benefits. Mrs. Harter replied that there has been a slight increase. Councilor Bottalico inquired about the increase being less than the \$50,000 allocated by the Council. Town Manager Salomone explained that the \$25,000 allocated to the elderly is a budget item but the funds allocated to the Veterans is a Grand List adjustment.

155 – Auditing

- No change

157 – Purchasing

- No change

160 – Town Attorney

- No change

Councilor Castelle noted Attorney Boorman's heavy workload. Mayor Woods also noted that the Labor Attorney's retainer is included in the account and inquired about the breakdown between the Town Attorney and the Labor Attorney's retainers. Town Manager Salomone replied that the Town Attorney receives a retainer of \$115,000 and the Labor Attorney receives a retainer of \$15,000. Councilor DelBuono inquired as to where the Labor Attorney's additional fees are included. Town Manager Salomone replied that the fees are included in code 180, Personnel.

170 – Town Clerk

- Slight increase in part-time salary and technical supplies due to increased recordings and work load in the department. The Town Clerk's office revenue has increased over prior years.

Councilor Bottalico noted that some of the salary increases are greater than 2%. He inquired as to whether the increases include union step increases and if so, whether step increases can be more clearly explained in the future. Town Manager Salomone replied that there are some union step increases in the salaries and also reiterated the accounting for the extra day in the work year, which is an accounting adjustment only.

180 – Personnel

- Increase in consultants for increased use of Labor Attorney for AFSCME and IBPO collective bargaining.

191 – Facilities Management

- Decreases in overtime, utilities and heating fuel costs due to energy efficient improvements made to various Town buildings and a decrease in natural gas rates.

Councilor Bottalico inquired whether the Facilities Department is responsible for the Fire Department facilities. Town Manager Salomone replied that the Facilities Department budget covers the utilities (heating and electrical) for the Fire Department buildings. Councilor Bottalico inquired about utilities for the Transition Academy and the Board of Education offices on the third floor of the Town Hall. Town Manager Salomone replied that the BOE reimburses the Town for those costs. Councilor Bottalico inquired about gas and fuel contracts. Town Manager Salomone replied that the contract for gasoline is up for renewal now and will likely be locked in for only one year due to a recent spike in gas prices. Councilor Nagel noted that most of the facilities improvements fall under the CIP budget, but there are some items that the CIP committee recommends be allocated under the regular budget. Mayor Woods commended Facilities Director Bob Korpak for his efforts.

195 – Central Services

- Telephone expenses have been removed from this account and placed into the IT budget for better management.

197 – Information Technology

- Telephone expenses have been added to the IT budget, formerly in the Central Services budget.

- Equipment maintenance has been reduced to trend.
- An additional position has been requested to keep up with the continual demand for IT services for both the Town offices and the police department. The requested position will concentrate on both general IT needs as well as public safety IT needs, including necessary software upgrades and police computer equipment.

Councilor Bottalico inquired about the CIP reserve line item for technical supplies and inquired about the increase in technical supplies in the IT budget. Town Manager Salomone replied that the CIP reserve is for upcoming hardware items such as new workstations and an upcoming required software upgrade to a newer version of the Microsoft operating system.

VI. PUBLIC PARTICIPATION – ON AGENDA (none)

VII. REMARKS BY COUNCILORS (none)

VIII. ADJOURNMENT

Councilor Bottalico moved to adjourn the meeting at 8:29 p.m. Motion seconded by Councilor Castelle. Motion passed 9-0.

Respectfully Submitted,



Jaime Trevethan
Executive Assistant to the Town Manager
Town of Newington

**NEWINGTON TOWN COUNCIL
BUDGET REVIEW SCHEDULE
2013-2014 BUDGET – FINAL**

Date	Time	Place	Meeting	Schedule
Friday, March 1				Council Receives Budget
Monday, March 4	7:00 p.m.	L-101	Special Meeting	<u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> • Overview of budget and budget procedures • General Government (Town Council, Town Manager, Finance, Courts, Elections, Town Attorney, Personnel, Town Clerk, General Services, Facilities Management, Information Technology)
Tuesday, March 5	7:00 p.m.	L-101	Special Meeting	<u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> • Public Works (Engineering, Highway, Sanitation) • Community Development and Improvements (Town Planner, TPZ, ZBA, Building Department, Conservation Commission, Economic Development Commission) • Health
Tuesday, March 12	7:00 p.m. 8:00 p.m.	L-101 (or Council Chambers if needed for PH)	Public Hearing Regular Meeting	<u>Town Manager's Proposed Budget</u> <ul style="list-style-type: none"> • Any Regular Council Business <u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> • Board of Education
Thursday, March 14	7:00 p.m.	L-101	Special Meeting	<u>Departmental Budget Reviews</u> <ul style="list-style-type: none"> • Public Safety (Fire, Police, Street Lighting, Emergency Management, EMS) • Human Services • Senior and Disabled Center • Insurance/Misc. • Employee Leave Liability • Special Reserve Funds/Other Funds • Revenues • MDC
Monday, March 18	7:00 p.m.	L-101	Special Meeting	<u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> • CIP • Debt Service • Equipment Reserve
Thursday, March 21	7:00 p.m.	L-101	Special Meeting	<u>Departmental/Budget Reviews</u> <ul style="list-style-type: none"> • Library • Parks and Recreation/Grounds • Miscellaneous programs not previously discussed
Thursday, March 28	7:00 p.m.	L-101 (or Council Chambers)	Special Meeting (replaces March 26 regular mtg.)	<ul style="list-style-type: none"> • Regular Council Business • Set Tentative Budget
Thursday, April 4	7:00 p.m. 8:00 p.m.	L-101 (or Council Chambers)	Public Hearing Special Meeting	Town Council's Proposed Budget Changes to proposed budget, if needed
Tuesday, April 9	7:00 p.m.	L-101 (or Council Chambers)	Regular Meeting	Adopt Budget and Set Mill Rate Regular Agenda
April 15-19				HOLIDAY/SCHOOL VACATION
Tuesday, April 23	7:00 p.m.	L-101	Regular Meeting	Regular Agenda

*Per Charter §C-805: Within 20 days after holding the second public hearing, the Council shall complete its consideration of the budget and after making such modifications and amendments to said budget as it may deem advisable, it shall adopt the Town budget by a majority vote of all its members.

2011-2012 REVISED BUDGET		2012-2013 REVISED BUDGET		TOWN OF NEWINGTON GENERAL FUND BUDGET SUMMARY				2013-2014 DEPT REQUEST		MANAGER PROPOSED		\$ CHANGE FROM PREVIOUS BUDGET		PERCENT CHANGE FROM PREVIOUS BUDGET	
BUDGET APPROPRIATIONS:															
29,720,012	1,700,000	30,476,256		Town Government Operations	31,929,850	31,501,836	1,025,580	3.37%							
61,576,654		63,347,585		Storm Alfred											
2,894,900		2,952,000		Board of Education Operations	67,144,086	67,144,086	3,796,501	5.99%							
582,234	1,730,031	567,559	1,668,113	Metropolitan District Comm. Payment	3,102,250	3,102,250	150,250	5.09%							
1,773,450		1,775,000		Debt Service - Town's Share(1)	552,653	232,943	-334,616	-58.96%							
2,536,412		2,564,328		Debt Service - Education's Share(1)	1,611,944	1,242,813	-425,300	-25.50%							
67,000	22,300	68,300	22,800	Capital Improvements & Equip. Res. - Town's Share(2)	4,450,403	2,602,755	38,427	1.50%							
102,602,993		103,441,941		Capital Improvements - Education's Share(2)	6,450,000	1,897,648	122,648	6.91%							
20,265,264		20,238,603		Empl. Leave Liability Res. Fund (3)	69,700	69,700	1,400	2.05%							
2,000,000	1,700,000	2,250,000		Empl. Leave Liability Res. Fund - Education's Share(3)	23,200	23,200	400	1.75%							
78,637,729		80,953,338		TOTAL APPROPRIATIONS - TOWN AND BOARD	115,334,086	107,817,231	4,375,290	4.23%							
2,679,238,211	20,000,000	2,554,128,581		LESS:	19,628,213	19,628,213	-610,390	-3.02%							
20,000,000		36,500,000		Estimated Revenues from Non-Tax Sources											
2,659,238,211		2,517,628,581		LESS:	2,250,000	2,250,000	0	0.00%							
2,619,349,638		2,479,864,152		General Fund Balance Applied	93,455,873	85,939,018	4,985,680	6.16%							
				Special Appropriation Applied	2,537,446,750	2,537,446,750	-16,681,831								
				AMOUNT TO BE RAISED BY CURRENT TAXES	20,000,000	20,000,000									
				NET GRAND LIST	2,517,446,750	2,517,446,750	-181,831								
				LESS: Est. Value of Legal Corrections & Exemptions	2,479,685,049	2,479,685,049	-179,103	-0.01%							
				NET ADJUSTED GRAND LIST											
				NET ADJUSTED COLLECTIBLE GRAND LIST											
				(\$ VALUE OF ONE MILL = \$2,479,685)											
30.02		32.64		MILL RATE	37.69	34.66	2.02	6.18%							

(1) Total Debt Service appears on page 11 of Gen. Govt. operations summary

(2) Total CIP appears on page 11 of Gen. Govt. operations summary

(3) Total ELLR appears on page 11 of Gen. Govt. operations summary