



John L. Salomone
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR STEPHEN WOODS

MINUTES

NEWINGTON TOWN COUNCIL SPECIAL MEETING HELEN NELSON ROOM – TOWN HALL 7:00 P.M.

March 5, 2012

NOTE: PLEASE REFER TO AUDIO TAPES FOR A COMPLETE TRANSCRIPT OF THIS MEETING. AUDIO TAPES ARE ON FILE IN THE TOWN CLERK'S OFFICE.

Mayor Woods called the meeting to order at 7:05 p.m. in the Helen Nelson Room of the Newington Town Hall.

I & II PLEDGE OF ALLEGIANCE & ROLL CALL

Councilors Present

Councilor Borjeson
Councilor Bottalico
Councilor Castelle
Councilor Cohen
Councilor DelBuono – Arrived at 7:45 p.m.
Councilor McBride
Councilor Nagel
Mayor Woods
Councilor Klett – absent

Staff Present

John Salomone, Town Manager
Ann Harter – Director of Finance
Richard Mulhall – Chief of Police
Chris Schroeder – Fire Marshal
Jaime Trevethan – Executive Assistant to the Town Manager
Roxanne Verbridge – Administrative Assistant to the Chief of Police

III PUBLIC PARTICIPATION – ON AGENDA (none)

IV CONSIDERATION NEW BUSINESS

A. Overview of Budget and Budget Procedures

Town Manager Salomone provided an overview of the Town's budget process. He reviewed the schedule of upcoming meetings and public hearings and reviewed "page one" of the Town Manager's proposed budget, which summarizes the proposed appropriations and revenues. (See attached summary of Town Manager's proposed budget for details.)

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

Town Manager Salomone reviewed the following sections of the proposed budget:

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General Government

Code 110 – Town Council

- Increase in Dues and Subscriptions due to increase in CRCOG membership expenses.
- Decrease in part time salaries for the Council Clerk.

Code 120 – Town Manager

- Town Manager Salomone explained that there is a slight reduction of about 0.4% in payroll cost throughout all departments due to how the payroll dates fall over the next fiscal calendar. There will be one less day of pay in FY 2012-13. This may not apply to teacher's pay since they have various options on how they are paid throughout the year.
- A reduction in seasonal wages for FY 2012-13, due to a temporary employee utilized in 2011 to cover a maternity leave.

Code 123 – Probate Court

- This item is required per State Statute and has remained relatively flat for a number of years.

Code 140 – Elections

- Decreased to reflect fewer primaries.
- Councilor Borjeson inquired whether any costs related to a referendum would come from this budget. TM Salomone replied in the affirmative, and stated that any major excessive costs would be covered by the contingency budget. .
- Councilor Bottalico inquired about changing polling districts and possibly eliminating polling places. TM Salomone replied that this would be a policy decision and is separate from the upcoming mandated voting district adjustment.

Code 151 – Finance Accounting and Administration

- No major changes from the prior year's budget.

Code 152 – Assessor

- Salary increase due to a AFSCME employee step increase
- Increase in Special Contractor for contracted personal property appraisers

Code 153 – Board of Assessment Appeals

- No change from prior year's budget.

Code 154 – Revenue Collector

- Councilor Borjeson inquired why the line item for Elderly Tax Relief is located under the "Contractual Services" heading. TM Salomone replied that the heading is simply a generic heading for various services (rather than materials) to be paid out, and stated that it is detailed on the line-item level.
- TM Salomone stated that the proposed line item for Elderly Tax Relief, along with potential tax relief for Veteran's will be discussed in greater detail in a future meeting and stated that the funding has been inserted as a placeholder until the Council takes action on these items.

Code 155 – Auditing

- No change from prior year's budget.

Code 157 – Purchasing

- No change from prior year's budget.

Code 160 – Town Attorney

- Slight decrease due to change in fee structure for the Town Attorney.

Code 170 – Town Clerk & Records Administration

- Technical supplies are increased to trend.

Code 180 – Personnel

- Decreased slightly for reduction in legal fees related to personnel not included in the legal retainer.

Code 191 – Facilities Management

- Decrease reflects energy savings in the Library and Town Hall.
- There is an increase in equipment maintenance for items not serviced internally, such as elevators.
- Facilities maintenance has increased slightly for cleaning services and other contract items.
- Heating fuel costs have decreased due to decrease in natural gas prices.
- Salary increase due to a AFSCME employee step increase, and also to reflect the full year of a newly filled position, which had been vacant for part of FY 2011-12.

Code 195 – Central Services

- Postage has been decreased to trend.
- Increase is related to reflect changes in the Town's new telephone system, as well as cell phones and data usage.

Code 197 – Information Technology

- Increase due to increased software and licensing costs

C. Budget Review: Public Safety (Fire, Police, Street Lighting, Emergency Management, EMS)

Town Manager Salomone, Fire Chief/Fire Marshall Chris Schroeder and members of the Board of Fire Commissioners reviewed the following sections of the budget:

Code 231 – Fire Department Administration

- Increase in conferences, meetings and training in order to allow an additional chief to attend a conference.

Code 232 – Fire Fighting

- TM Salomone explained that fringe benefits are the pay-per-call program and fire fighters' pensions.
- The decrease in technical equipment is for a decrease in replacement equipment cost.

Code 233 – Fire Prevention

- No change from prior year's budget.

Code 234 – Fire Training

- No change from prior year's budget.

Code 235 – Fire Stations

- Town Manager Salomone explained that this fund is for maintenance projects for the Fire Department, such as furniture replacement, carpeting, etc.

Code 238 – Fire Marshal

- No major changes from the prior year's budget.

Code 240 – Fire Safety Officer

- No change from prior year's budget.

Code 242 – Regional Fire Training Tower

- No change from prior year's budget.

Town Manager Salomone, Police Chief Richard Mulhall and Administrative Assistant to the Chief Roxanne Verbridge reviewed the Town Manager's proposed budget for the Police Department.

Code 211 – Police Administration

- No major changes – consultants decreased to trend.

Code 212- Police Patrol

- Salary adjustments for contractual wage increases and step increases.
- An overtime adjustment is included in this account to cover costs associated with the October storm.
- The increase in technical equipment is for cameral upgrades.

Code 213 - Police Investigation

- No major changes other than salary adjustments for contractual wage increases and step increases

Code 214 – Police Traffic

- No change from prior year's budget.

Code 215 – Police Communications

- Salary adjustments for contractual wage increases and step increases.
- There is an increase for contractual services to the radio system.

Code 217 – Police Education & Training

- Increase due to new POST training, and overtime needed for the mandated training.

Code 218 – Police Support Services

- Overtime adjustment is to cover costs due to FEMA-reimbursed storm overtime.

Code 220 – Police Vehicles

- Chief Mulhall gave an overview of the police cruiser purchase program, the rotation and life-expectancy of the vehicles. The budget reflects a decrease in vehicle cost.

Code 222 – Police Animal Control

- This account decreased due to the retirement of the full-time Animal Control Officer in January 2012.

Code 250 – Street Lighting

- Increase due to utility cost increase

Code 260 – Emergency Management

- This line item reflects an adjustment to cover the costs related to the two FEMA covered storms in 2011.

Code 270 – Emergency Medical Service

- No change from prior year's budget.

Code 280 – Hydrants

- No change from prior year's budget.

V PUBLIC PARTICIPATION - ON AGENDA

Rose Lyons, 46 Elton Drive: Ms. Lyons commented via telephone. She inquired as to who to call to report streetlight outages, and stated that there has been some confusion among the departments as to who to call, especially when the light is located on a State road.

VI REMARKS BY COUNCILORS (none)

VII ADJOURNMENT

Councilor Bottalico moved to adjourn from the regular meeting at 10:27p.m. The motion seconded by Councilor Castelle. Motion passed 8-0. (Councilor Klett-absent)

Respectfully Submitted,

Jaime Trevethan
Executive Assistant to the Town Manager

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