Mayor Zartarian called the special meeting to order at 7:00 p.m. in Room L-101.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL
   Councilor Anest
   Councilor Arace
   Councilor Budrejko
   Councilor DelBuono
   Councilor Manke
   Councilor Marocchini
   Councilor Miner
   Councilor Serra
   Mayor Zartarian

Staff Attendees:
   Tanya Lane, Town Manager
   Janet Murphy, Finance Director
   Lisa Rydecki, Deputy Finance Director
   Chris Schroder, Fire Chief
   Tom Lapierre, Assistant Fire Chief
   Stephen Clark, Chief of Police
   Roxanne Verbridge, Police Administration Assistant
   Lisa Masten, Library Director
   James E. Krupienski, Town Clerk
   Susan Gibbon, Council Clerk

III. APPROVAL OF AGENDA

Motion to approve the agenda by Councilor Manke seconded by Councilor Anest. Motion passed 8-0 (Councilor DelBuono absent).

IV. PUBLIC PARTICIPATION – ON AGENDA (In Person/Via Telephone: 860-665-8736)
   (3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
   • None

V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION
   • None

VI. CONSIDERATION OF OLD BUSINESS
   A. Budget Review: Public Safety
      a. Fire
         Activity

Code Change
Administration 231 -0.91%
  • 8202 Dues and Subscriptions shows a decrease but same as last year
  • 8204 Conferences, Meetings, Training decreased the number of out of state conferences, money not used since 2015

Firefighting 232 +2.44%
  • 8302 Technical Supplies increased in the cost and quantity of firefighting gloves, increase in cost for Class A uniforms and increase for firefighting boots and helmets
  • 8303 Uniforms and clothing increased for new uniforms for recruits and some senior staff uniforms
  • 8402 Technical Equipment increased for purchase of a fire ground radio recording system on Rescue 1

Fire Prevention 233 0.0%

Fire Training 234 0.0%

Fire Stations 235 +1.78%

Fire Marshal 238 +1.08%
  • 8103 Part Time request for increase in salaries of $8,000 for three deputy fire marshals and an assistant emergency management officer. Request denied, it did not go through the proper channels and it was a large amount for an increase.
  • 8310 Other Materials money was moved, same as last year

Fire Safety Officer

Regional Fire Training Tower 242 0.0%

Mayor Zartarian asked under Fire Stations, Facilities Maintenance, if it is covered by Facilities Maintenance.

Janet Murphy stated no, it is not. That is the only department not consolidated.

Councilor Manke asked under Section 232, Firefighting, 8402 Technical Equipment. Can you explain what that is.

Firefighter stated that in regards to that, we have an outdated recording system for our fire ground operations. When we are working on fire ground we actually go to an incident channel and we have no way to record what is going on at the fire scene. So if something were to happen we can go back and listen; we use it for training purposes; God forbid there be litigation, it can help with that. Once we go to an incident channel it does not get recorded at dispatch like our main channel. The type of technology in the trucks is outdated and it doesn’t work anymore, so it is a replacement of that system. It is also an NFPA requirement that we have a recording device.

Councilor DelBuono stated that under Code 238 there was a request for positions that the Town Manager did not move forward. Can you explain what those are for.

Chief Schroeder stated that there were actually two requests. First, we ran out of money in the part time budget last year and I had to transfer funds in to allow the inspectors to continue their work. Number two we were down an inspector last year and we ran out of money. We have a candidate in class now who will be certified arson investigator by the end of April, and he will start as a code inspection module and will be working 2-3 days per week. So we will have an additional person working. Anticipating we will run out of money by the end of the year again. Also, these guys have not had a raise in quite some time. Part timers get a small increase annually, but for what they are paid and the responsibility and services they provide to the community, they are grossly underpaid based on surrounding communities. It was an effort to identify they are underpaid and the fact that it will affect our ability to continue our inspection and fire safety programs that are important to the community.

Chief Schroeder stated that the EMS budget is a modest budget, supplemented by state grants.

b. Police

<table>
<thead>
<tr>
<th>Activity</th>
<th>Code</th>
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<tbody>
<tr>
<td>Administration</td>
<td>211</td>
<td>+2.07%</td>
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</table>
- 8217 Consultants/Special Contractors increased due to lab fees

Patrol
  - 8207 and 8303 money transferred between accounts

Investigation
  - 8102 Overtime increased due to contractual wage increases
  - 8207 Clothing Allowance decreased because only eight detective positions

Traffic
  - 8103 Part Time increase is a part time administrative wage increase

Police Communication
  - 8101 Full Time Salaries includes contractual increases and shift differential
  - 8207 Clothing Allowance for new dispatcher

Education and Training
  - 8101 Education Incentive increase. Town reimburses for tuition, expect more people to take advantage of this next year
  - 8202 Dues and Subscriptions increased due to the instructors license renewal for the Rape Aggression program

Police Support Services
  - 8102 Overtime increases due to contractual increases and more patrol coverage needed to town events such as the Extravaganza
  - 8210 Equipment Rental decreased have new vendor for copiers

Vehicles
  - 8403 Passenger Cars last year there was a request for police patrol cars and it was cut to two. This year they are requesting three vehicles.

Animal Control
  - 8303 Uniforms and Clothing reflects one uniform per contract and one replacement uniform

- Councilor Budrejko stated that she noticed on under 211, that chart there, there is an increase in major crimes from 2016 to 2017.
- Chief Clark stated that we went to a new records management system, the way we report crime is through NIBORS.
- Councilor Budrejko stated that major crimes haven’t increased.
- Chief Clark stated that it is the way things are being reported. In 2017 robberies were down, sexual assaults were down, but because we are changing the recording, it is not accurate, wait and see a three year trend.
- Councilor Budrejko stated that under 218 Support Services under Major Budget Change and Commentary you stated that overtime includes patrol hours for Town programs, is that reimbursed from the Enterprise Fund?
- Chief Clark stated that there are some private jobs in the park that are paid by Parks & Rec and there are other jobs we pay out of our budget. I have had discussions with the Town Manager about the size of the Extravaganza; we have reached a point where it is growing so big we are having trouble staffing it. As an example: on the night of the fireworks last year, there were either 27 or 29 assignments for the entire day. You take in to account we are a 51 person department, we are having a difficult time staffing. One of the things we are looking to do is maybe bringing in other officers from other departments, similar to what we do with Cromwell for the Travelers Championship. We have a mutual aid agreement with Cromwell and we will pay their rate.
- Councilor Budrejko stated that now that we are getting more and more large events in town, who pays?
- Chief Clark stated that we pay out of our overtime. One of the things for the Carol Sing was blocking Main Street, you need officers to block the road. All of these extra incidentals are coming out of our overtime

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account, so we need to properly fund that. They are great events for the community, but for the police department it comes with a cost. Years ago we were able to absorb that cost because there weren’t a lot of big events where a lot of officers were working. But as things begin to grow and draw more people we need to be able to staff it properly for public safety purposes.

- Councilor Budrejko asked if the Enterprise only pays for the private hires.
- Chief Clark stated that to his knowledge, as far as the Enterprise account, the only expense it pays is for the extravaganza and that is only part of those assignments. The officers that work in the park work at a private duty rate and the officers that direct traffic and the outskirts are paid out of our overtime budget. That is not new, that has been in place for many, many years, where we split it.
- Councilor Budrejko stated she understand that but was under the impression that it was paid out of the Enterprise. Thank you.
- Councilor Manke asked if it is a private organization having an event, like the Lantern thing, do we pay for that or do they pay for police protection?
- Chief Clark stated that we have not done the Lantern before, that is new. Would prefer to have Parks & Rec pay for it out of their revenue generating account, as opposed to our officers on overtime. But for Motorcycle Madness that is all out of overtime account. We need to have some discussions on how those events are being paid and by whom because they are coming with a cost. Each year it is getting more and more expensive because of our raises and our overtime rate is higher and that is more money coming out of our operating budget.
- Councilor Budrejko stated that there are more and more events and they keep getting bigger.
- Chief Clark stated the he and Bill, along with the Town Manager and Finance Director, need to come to some sort of resolution on how to do this.
- Councilor Manke stated that he can understand paying for the Extravaganza and Motorcycle Madness, but this Lantern event is a private event, they are using the park. They should be paying for whatever facilities they need and police protection.
- Councilor Budrejko asked what the open part time position was.
- Chief Clark stated that is a part time records clerk. It hasn’t been filled, because we have an officer that has been on light duty, but we would like to get that filled. There are two full time records clerks now; there is a records supervisor and another records clerk, but we’ve always had someone working part time, 19 hours per week who pretty much handles pistol permit applications.
- Councilor Manke asked Chief Clark about the vehicles he is requesting.
- Chief Clark stated that last year we requested three, and were cut one. This year we are requesting three again. As an FYI, Ford is changing the Police Interceptors, the sedans and SUVs are being discontinued at the end of the year. The prism modules cannot be transferred from car to car. Next year we will have to come before you and ask for them.
- Councilor Anest asked if the three vehicles being requested are this years model or next years.
- Chief Clark stated that they come out the new the models in the fall, we can try to get the leftover models.
- Councilor Anest asked if the new models were going to be more expensive.
- Chief Clark stated that he does not know, he hasn’t seen the state bid. Would imagine they would be more expensive.
- Councilor Miner asked Chief Clark how he is doing on staffing.
- Chief Clark stated that staffing is a problem. We are at a point where it is increasingly challenging to find qualified people. Not a lot of people want to the job anymore. If an officer is involved in a serious or deadly use of force incident, that officer is subjected to a number of investigations; a department investigation to see if they acted within department policy; they will then be investigated by the State’s attorney office to see if they acted within state statute or violated statute and possibly can be arrested. If it is controversial the officer can be subject to an investigation by the U.S. Department of Justice. Now, there is a proposal by the new attorney general to be able to investigate police officers for those types of acts, so that is a fourth investigation that office may have to go through, not to mention any civil litigation. So you wonder why people don’t want to do the job. Don’t know of any other profession, I’m not trying to minimize it, but to have to endure that.
There are other things as well, the media, elected officials, at lot of things discouraging people from entering this field. Don’t know where we are going to be 10-15 years down the road. We are all fighting for the same people and if you are good qualified candidate, you call the shots. Heard that the state police are having trouble hiring and they have a 20 year retirement. At some point we made to need to go a county form of policing. It is frustrating. Right now we are one down. Next week we have three certified officers coming in for that one position. They are young, so you will get longevity from them. Everybody is in the same boat.

- Councilor Miner asked how we were doing with our senior officers. The state police are expecting a mass exodus.
- Chief Clark stated that he doesn’t know. If you are a good, qualified candidate you call the shots.
- Councilor Marocchini asked Chief Clark if he still looking for help in his office with an assistant chief.
- Chief Clark stated we would have to see what the total coat would be with benefits. Fortunate to have three very competent lieutenants. Would I like a second command, absolutely, but if I had to weigh things, at this moment I would rather have one or two police officers, because I can do a lot more with that. For a department our size, we should really have a second in command.

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<thead>
<tr>
<th>Activity</th>
<th>Code</th>
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<tbody>
<tr>
<td>b. Street Lighting</td>
<td>250</td>
<td>0.0%</td>
</tr>
<tr>
<td>• Mayor Zartarian asked who owns the lights</td>
<td></td>
<td></td>
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<tr>
<td>• Ms. Murphy stated that Eversource owns the lights</td>
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<tr>
<td>• Councilor Anest asked if we were on trend for 2018-19, have there been any savings</td>
<td></td>
<td></td>
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<tr>
<td>• Ms. Murphy stated we are on trend, a little bit of savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Emergency Management</td>
<td>260</td>
<td>0.0%</td>
</tr>
<tr>
<td>d. EMS</td>
<td>270</td>
<td>0.0%</td>
</tr>
<tr>
<td>e. Hydrants</td>
<td>280</td>
<td>+4.64%</td>
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<tr>
<td>• Increase in maintenance for the hydrants</td>
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- Councilor Budrejko asked on all the budgets, can you explain what longevity is, all the budgets have increased significantly under longevity.
- Town Manager Lane stated that it is a benefit of being a member of the union and you get a certain paycheck every year after a certain number of years.
- Mr. Murphy stated it depends on the retirements in each department.
- Councilor Anest stated speaking of longevity, that is a union benefit, not a town benefit. If you are not in the union you don’t get that benefit.

B. Budget Review: Community Services

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<th>Activity</th>
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<tbody>
<tr>
<td>Human Services</td>
<td>610</td>
<td>+2.85%</td>
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<tr>
<td>• 8103 Part time was for an increase in hours at the holiday time is offset within the budget</td>
<td></td>
<td></td>
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<tr>
<td>Human Services</td>
<td>610</td>
<td>+2.85%</td>
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C. Budget Review: Library

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<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>Library Administration</td>
<td>711</td>
<td>+1.37%</td>
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<tr>
<td>• 8205 Postage and Shipping decreased because they are using email notifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Children’s Services</td>
<td>712</td>
<td>+2.30%</td>
</tr>
<tr>
<td>• 8101 full time salaries increased due to contractual wage increases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 8220 Other Contractual Services increased due to movie subscription services</td>
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</table>
Reference and Community Services 713  
- 8101 full time salaries increased due to contractual wage increases  
- 8212 Equipment Maintenance moved to code 714  
- 8220 Other Contractual Services increased due to movie subscription services  

Building 714  
- 8212 Equipment Maintenance increased due to all departments consolidating to this line item  

Collection Management 715  
- 8212 Equipment Maintenance moved to code 714  

Circulation 716  
- 8101 full time salaries increased due to contractual wage increases  

Hubbard Book Fund 730  
- 8101 full time salaries increased due to contractual wage increases  

- Councilor Budrejko asked under 714 Building, under the paragraphs, it said lack of parking was a challenge throughout the year. Is that due to the construction going on or an increase of volume of people coming in.  
- Lisa Masten, Library Director stated it is probably both the library and the town hall; the use of both places.  
- Councilor Budrejko stated that this year you are talking about a continuing problem with the cleaning service and vandalism, I believe that was a problem last year as well. It hasn’t been resolved.  
- Ms. Masten stated that a new cleaning service started January 2nd and it is a work in progress right now.  
- Councilor Budrejko asked if the vandalism is increasing.  
- Ms. Masten stated no. Right now it isn’t too bad.  
- Councilor Budrejko stated that under 715 Collections Management it says continue to work with outside agencies to offer job training to disabled persons. Are we doing the training or offering them placements?  
- Ms. Masten stated they are offering placements. Usually get a couple of people per year and they come with a job coach.  
- Councilor Manke asked for an explanation of the movie licensing fees.  
- Ms. Masten stated that the library subscribes to two services that we have umbrella licenses with so we can show movies and documentaries and don’t have to pay public performance rights when we show them. We actually just bought a second license because we want to make sure we cover all the major movie rights. The nice thing about this is we provide the movies for the senior center for their weekly films. We can extend the licensing to them as well. You could pay up to $150 in fees just to show the movie in addition to purchasing it.  
- Councilor Budrejko stated that under operations you said increased outreach to the community with monthly visits to Cedar Mountain Commons as well as Middlewoods, homebound services. Long ago you used to have a van, what is home bound services.  
- Ms. Masten stated they work with people who are at home or with a family member. We will check out materials and deliver them to the person. Currently we have 6 or 7 home bound. We go to Cedar Mountain Commons and Middlewoods once a month drooping off books and working with technology as well.  
- Diane Stamm, President of Board of Trustees stated that she wanted to talk about the library with its excellent staff and volunteers. It continues to stay relevant to our town. Continue to do things with our schools. Very much looking forward to picking up their renovation again, once the town hall renovation is complete. Also very excited to see the parking lot that is almost ready. Can’t wait for spring time. There are lot of exciting things going on at the library. You can see the love the town has for the library. We still have needs and we are call committed to making it work.  

D. Budget Review: Senior and Disabled Center  

Center Operations 644  
- 8204 Conferences, Meeting, Training increased to get training for Social Worker  

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• 8220 Other Contractual Services increased due to the purchase of a POS system for the coffee shop and the gift shop. Necessary for them to get accreditation.
• 8402 Technical Equipment decreased

Dial-A-Ride  645  +2.84%
• 8101 full time salaries increased due to contractual wage increases

Commission on Aging and Disabled  671  0.0%
Human Rights Commission  673  0.0%
Youth Adult Council  674  0.0%

• Councilor Anest asked about the POS system. Is that for the coffee shop, the gift shop?
• Ms. Murphy stated it is the office one they are replacing.

VII. PUBLIC PARTICIPATION – ON AGENDA (In Person/Via Telephone: 860-665-8736)
(3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)
• None

VIII. REMARKS BY COUNCILORS
• None

IX. ADJOURNMENT
Councilor Marocchini moved to adjourn the meeting at 7:58 p.m. Seconded by Councilor DelBuono. The motion passed 9-0.

Respectfully submitted,

Susan Gibbon
Council Clerk