



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

NEWINGTON TOWN COUNCIL

SPECIAL MEETING MINUTES

Saturday, April 25, 2020

RECEIVED FOR RECORD
IN NEWINGTON, CT

2020 MAY -4 AM 11:21

James E. Krupinski
Town Clerk

This meeting was presented as a Zoom Webinar/Meeting.

Mayor DelBuono called the meeting to order at 9:00 a.m. via Zoom.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

- Councilor Anest
- Councilor Braverman
- Councilor Budrejko
- Councilor Camillo
- Councilor Donahue
- Councilor Manke
- Councilor Miner
- Councilor Nagel (*joined at 9:10 a.m.*)
- Mayor DelBuono

Staff Attendees:

- Keith Chapman, Town Manager
- Janet Murphy, Director of Finance
- Dr. Maureen L. Brummett, Superintendent of Schools
- Chris Schroeder, Fire Chief
- Jeffrey Trommer, Deputy Fire Chief
- James E. Krupinski, Town Clerk
- Susan Gibbon, Council Clerk

III. APPROVAL OF AGENDA

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

IV. PUBLIC PARTICIPATION – ON AGENDA ONLY (Via Zoom or Telephone: 888-788-0099) or 877-853-5247) (4 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)

- None

V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION

- None
- Mayor DelBuono stated that the Parks & Rec. budget is not being reviewed at this meeting as it was reviewed by the Town Manager earlier. The BOE budget has also been previously reviewed, but is on the schedule today due to some changes.

VI. CONSIDERATION OF OLD BUSINESS

A. Budget Review: Library

Activity

Code

Change

- Library Administration 711 +1.85%
 - 8101 full time salaries
 - 8105 Longevity
 - 8202 Dues and subscriptions
- Library Children’s Services 712 -0.12%
 - 8101 full time AFSME positions - same rate was 26.2 periods now 26.1
 - 8103 Increase for part time salaries
- Reference and Community Services 713 +3.90%
 - 8101 full time salaries increased due to Sunday openings
 - 8212 Equipment Maintenance moved to code 714
 - 8220 Other Contractual Services increased due to movie subscription services
- Building 714 +19.02%
 - 8103 Part time salary increase reflects actual hours and increase rate due to minimum wage increases
- Collection Management 715 -2.33%
 - 8101 full time AFSME positions – same rate was 26.2 periods now 26.1
 - 8103 Change in personnel
- Circulation 716 +2.14%
 - 8101 full time salaries increased due to contractual wage increases

- Councilor Manke asked if the increase for Sunday wages was included in circulation.
- Ms. Murphy stated that it is included in Reference and Community Services.
- Councilor Budrejko asked if there were any contractual or issues regarding Sunday hours
- Ms. Murphy stated that this library has stated that there are no contractual issues regarding this.
- Councilor Anest asked what the increase in Library positions is for, is it pages?
- Ms. Murphy stated yes, they will be using more pages.
- Councilor Anest asked about overtime hours.
- Ms. Murphy stated that is for opening on Sundays.
- Mayor DelBuono asked about Sunday openings.
- Ms. Murphy stated that they propose being open for 25 Sundays for 3 hours.
- Councilor Budrejko asked if it is possible to track usage on Sunday, to determine whether to increase or decrease next year.
- Councilor Braverman stated that we will need to make sure the public is aware of library times and hours.
- Councilor Nagel stated that the library is very vocal about their hours.

B. Budget Review: Public Works

<u>Activity</u>	<u>Code</u>	<u>Change</u>
a. Engineering	310	+1.38%
<ul style="list-style-type: none"> • 8101 full time salaries increase for 19/20 and 20/21 admin • 8105 Longevity contractual change • 8202 Dues and subscriptions • 8216 Printing and binding 		
b. Highway		
<ul style="list-style-type: none"> • Highway Administration 321 +1.86% <ul style="list-style-type: none"> • 8101 full time salaries increase for 19/20 and 20/21 admin • 8105 Longevity retirements • 8204 Conference & Meetings increased price for meeting • 8406 Office Equipment 	321	+1.86%
<ul style="list-style-type: none"> • Highway Operations 332 -0.32% 	332	-0.32%

- 8101 full time AFSME positions – same rate was 26.2 periods now 26.1

• Highway Snow & Ice Control	324	No change
------------------------------	-----	-----------

- Councilor Miner asked due to lack of bad weather this year, how will we offset for next year.
- Town Manager Chapman stated that we will budget what we did this year and will return what wasn't used to the general fund.
- Councilor Manke asked how much was being returned
- Councilor Budrejko stated that there seem to be an increase number of wind events. Does that come out of this budget?
- Town Manager Chapman stated that both the highway and parks departments are responsible tree removal. Funds will come out of snow & ice budget.

• Highway Traffic	325	No change
-------------------	-----	-----------

• Highway Vehicles & Equipment	327	+2.57%
--------------------------------	-----	--------

- 8302 Technical supplies increase in costs
- 8105 Equipment parts increase to keep in line with historical spend
- 8204 Motor fuel and Lubricants increase in contracted rates

- Councilor Miner asked about the length of the diesel fuel contracts
- Mr. Murphy stated it was for 2 years.

• Highway Leaf Collection	328	No Change
---------------------------	-----	-----------

- Councilor Anest asked if there was a way in the future to publish where the trucks are going to be so people can get their leaves raked. Noticed piles of leaves on lawns because they missed the last pickup.
- Town Manager Chapman stated that they would do that.

c. Solid Waste

• Refuse Collection	351	+0.76%
• 8220 Other contractual services increase in quantity of tons for residential and condo bulk collections		

• Refuse Disposal	352	+9.81%
-------------------	-----	--------

- 8103 Part time salary increase for 19/20 and 20/21
- 8220 Other contractual services increase in tipping fees

- Councilor Miner asked if the Town Manager has heard anything from MIRA regarding the increase in tipping fees
- Town Manager Chapman stated that he has not heard anything from them, however anticipate that the cost will continue to rise

• Recycling	353	-5.00%
-------------	-----	--------

- 8220 Other contractual services reduction to reflect historical spend

- Town Manager Chapman stated that this is an area where we will may see a spike in the future. The market is flat.
- Councilor Braverman asked in what proportion Newington residents recycle.
- Town Manager Chapman stated that we need to increase efforts in getting people to recycle. Will be looking at that over the next month or so. It is something we will focus in on, not at the standards we should be.
- Councilor Anest asked if that is the fact and we increase recycling have we given any thought to having a collection once a week instead of every other week.
- Town Manager Chapman stated that is a very good point. As we increase our recycling, our refuse will reduce. If we are successful, we may need to once a week along with refuse collection.
- Councilor Manke stated he would like to see what Newington's recycling is compared to other communities.

C. Budget Review: Public Safety

- Chief Schroeder stated that the Fire Department has three concerns that they would like information on for planning purposes, also here to answer any questions you may have on the budget or any fire department issue. Our first concern is the ladder truck replacement, second would be radio replacement and third would be firehouse expansion. Where do they fit in the budget schedule, how will they be funded and what will we need to do to prepare for that.

- Mayor DelBuono stated that there is ladder truck replacement, radio and expansion. I'll ask the Town Manager to address where we stand on those issues.
- Town Manager Chapman stated that the ladder truck has been deferred for another year. We have heard from our town attorney that will need to go to referendum due to its cost. Looking at the current payments for the existing leases, those will be eliminated after next year and will open up the opportunity to go into another lease program. As far as fire house expansion, we are looking at a potential opportunity to obtain property for expansion of Firehouse No. 3. As far as Company 4 goes that is still an open issue. Hoping that the facilities study will shed light on this once we get the report back. As for radio replacement, we will be forming a committee of fire, police, ems and others to determine what is best and what direction we want to go in; will be setting up that committee in the near future.
- Deputy Fire Chief Trommer stated that the ladder truck was supposed to be replaced in 2017 and was pushed back for 3 years, so we are looking at a 23-year-old apparatus. We have been working on a spec for new truck for 10 months. Every year this gets pushed off, there is a 6-8% price increase. In the past 3 years, the price has increased anywhere from three to four hundred thousand dollars. Because it is older, maintenance issues are coming into play. We also have a concern about when other trucks are down for repair, the ladder truck covers the whole town. It is becoming a safety concern and would like to get this back on schedule. Now that it is a referendum issue, how does that play out? If we go out next year, when is the referendum going to be and what is the time delay. Once it is approved, it takes 10-11 months to build the truck, so we may not be getting a new truck until 2022. Those are our concerns regarding the ladder truck.
- Councilor Manke asked why the ladder truck needs to go to referendum.
- Mayor DelBuono stated that it is the cost of the item. Our Town Charter states that anything over \$970,000 is required to go out to referendum. Have had questions if we lease the truck and we still have to. It is based on the overall expenditure, not the lease payment.
- Councilor Manke asked what the overall estimated cost is.
- Deputy Fire Chief Trommer stated that the overall cost for the truck, with equipment, is about \$1.5 million. We are also looking to sell the older ladder truck, hope to sell it for \$100 - \$150 thousand. The sale of that will go back to the general fund, don't believe it goes into equipment reserve.
- Councilor Manke asked if that was a firm price.
- Deputy Fire Chief Trommer stated that he got a firm price of \$1.4 million for the truck and \$100,000 for equipment for a total of \$1.5 million
- Mayor DelBuono asked if there was an opportunity to reuse equipment from the old truck to the new one.
- Deputy Fire Chief Trommer stated that some of the equipment can be reused, but most of it is over 20 years old and will need to be replaced.
- Councilor Budrejko asked if there were any other trucks in the fleet nearing replacement at this time.
- Deputy Fire Chief Trommer stated that Engine 2 is scheduled to be replaced in 2022, but that looks like it has been pushed out to 2026. In 2010 all of our trucks were put on a 20-year replacement plan, but slowly over the last 10 years they have been pushed out 3-5 years which puts a strain on all of our apparatus. Because now you are putting more years and maintenance on vehicles. We have not input on when they get replaced, it was a 20-year replacement plan and now they are getting pushed out.
- Councilor Manke asked how soon would this be ready to go to referendum.
- Deputy Fire Chief Trommer stated that it is all set to do, when can you put it out to referendum?
- Mayor DelBuono asked Ms. Murphy about the lease payments and when will they be up. Know that there is a concern about paying for three trucks at the same time.
- Ms. Murphy stated that the last payment for one of the trucks will be 2021 and the last payment for the other truck will be 2022. Already paying on two trucks.
- Councilor Miner has a concern about putting this off and waiting to go to referendum. We will have an increase of 6-8% based on historicals over the past 4 years since this was supposed to be replaced in 2017 we have had an increase of almost 25-30%. It will just continue to increase if we delay it. If it is not coming out of equipment reserve and we are just boding it. Am I missing something?
- Ms. Murphy stated that it is coming out of equipment reserve, but it is borrowing, it is a lease.
- Councilor Miner asked if this is how the previous leases were entered into. The more we push it out, it is increasing the purchase cost and increasing repair costs on other apparatus as they age.
- Ms. Murphy stated that the two leases are about three years. This equipment reserve takes a huge beating. If I shift payments it goes into a negative. It has been a difficult area for us.
- Councilor Mine asked if there is any other methodology to use in replacing these pieces of equipment.
- Ms. Murphy stated that this are big items and a problem shifting around

- Councilor Miner stated that the ladder trucks are the most expensive pieces of equipment. Believe that the last purchase price was around \$985,000 in 2006. If it needs to go to referendum, would encourage we do that this year in November.
- Ms. Murphy stated that if it goes to referendum in November, we may actually be in the 2021/2022 fiscal period before we start paying.
- Councilor Miner asked if we can order now, are in the que and lock in the price. Are we required to pay anything up front or just start paying once the truck is delivered. Can we request a specific month when it is delivered.
- Deputy Fire Chief Trommer stated that he can probably work with the manufacturer on that. Not sure of how the payment work.
- Councilor Miner asked if it makes any sense to explore that as an option.
- Town Manager Chapman stated it makes sense as long as the referendum passes. Based on my experience working with vendors, we can tell them when we want delivery and if delivery is held back a few months to help us with the funding in CIP.
- Councilor Miner stated that he is encouraging everyone to go in that direction.
- Deputy Fire Chief Trommer stated that he thinks that price can be locked in for this year, not sure if we go into January if there will be a price increase. Not sure when price increases go into effect.
- Councilor Anest had the same questions and statement that Councilor Miner had. I too will encourage everyone to has this go to referendum this year so we can increase a significant amount of dollars with the price increase.
- Councilor Camillo asked if it was a lease and there is a dollar by out of \$235,000 per year, why does it need to go to referendum?
- Ms. Murphy stated she sent this to the town attorney and that it is the total amount of borrowing. If you look at our debt page, leases are a form of borrowing.
- Councilor Camillo stated that you are not borrowing, you are leasing, there is a difference.
- Councilor Camillo asked if the fire department has looked at retrofitting this piece of apparatus because it only has 30,000 miles on it. You can probably save six to seven hundred thousand dollars.
- Deputy Fire Chief Trommer stated that they have not looked into doing that.
- Councilor Camillo stated you can just put a new aerial on, the truck is in great shape, they don't build trucks like that today. It is just a thought. The aerial is the most expensive part and you can probably get another year or two out of the truck since it is a backup piece of apparatus. In the meantime, think about getting it rebuilt. It has only 30,000 miles on it.
- Fire (name?) stated that this is not a backup piece of apparatus. It is used on all calls.
- Councilor Camillo stated that he was told it was a backup piece of apparatus.
- Chief Schroeder stated that our ISO rating has just improved a couple years ago, it is the best rating a volunteer fire department can have and it is based on or firehouses and apparatus. Any changes to that can affect our rating. Retrofitting the truck is has not been considered and is truly not an option. We are talking about 40-ton piece of equipment that responds to emergency calls and it is 23 years olds. I am concerned with firefighter safety and moral. We have a large volunteer fire department and the men and women go above and beyond. There is lot to take into consideration when you diver funds or projects that we have. Have been responsive in planning for our future and the communities needs and we are asking for your support. We want to work with you and provide you with what we consider is best for the community and the volunteer fire department.
- Chief Regina stated that when you look at the apparatus and look at refurbishments you are still getting an old piece of apparatus and you are throwing good money and down the road, you are still going to have repairs and issues. As the Chief said, moral is a big issue. Right now replacing the apparatus is really the smart thing to do.
- Councilor Camillo stated that the last piece of apparatus was \$995,000, it didn't go to referendum. Was that because it was a lease?
- Ms. Murphy stated that she does not have anything for \$995,000. Which piece are you looking at?
- Councilor Camillo stated the one mentioned by Councilor Miner.
- Ms. Murphy stated that both of those purchases were below that amount. One was for \$704,000 and the other was \$649,000.
- Councilor Camillo asked if it was possible to refinance the old piece of apparatus instead of going to referendum. Feel that there will be a problem if we go out to referendum.
- Ms. Murphy stated it is still the amount of borrowing.
- Deputy Fire Chief Trommer asked what happens if the referendum fails?
- Mayor DelBuono stated that if the referendum fails, then we don't get that piece of equipment until we can make it so that the referendum passes.

- Town Manager Chapman stated that the \$1.5 million; assuming we would go out to bid for this. Any possibility that the price would go down?
- Deputy Fire Chief Trommer stated that they over the past several years they have been staying with same manufacturer which is Pierce Manufacturing. All of our mechanics are trained on Pierce fire apparatus, they have to go to school for it. Plus everyone is familiar with the actual use of the fire truck since all the trucks are set up the same way. It is ease of use for the firefighters. In fact, the fire service now is saying that we should implement standardization of our fire apparatus for ease and reliability of the equipment.
- Town Manager Chapman stated that you would not be going out to bid, you would be seeking a bid waiver from the council.
- Deputy Fire Chief Trommer yes we would. We would like to stay with Pierce Manufacturing, all of our apparatus is Pierce except one.
- Councilor Manke stated that it appears that there is no way to get this done without going to referendum. Need to get on the November ballot. Would support this even if we are short when finishing paying off the other off. Delaying it would not be the best idea. Would like to see some efforts on retrofitting if possible.
- Councilor Miner stated that the previous truck one which was \$995,000 delivered. If we could go back and verify that was the delivery cost. I would say if that was the cost of the equipment, with the cost of financing we already exceed that threshold. If we are going to set historical parameters to how we proceed with things, if this was an issue of borrowing in excess of the \$975,000, I would challenge that by saying her Marcap property was purchased over multiple years, renovations in the town hall lower were done over a period of several years in excess of \$975,000 as a sum total. We need to have a clear definition of what and how this is in terms the Charter. Not looking to overstep the bounds, but adjusting these limits it another thing to look at going forward. This is the first time we are taking delivery of a truck in excess of \$1 million and it will not be the last time. Need to keep up with the cost of equipment. In terms of a retrofit, I would not want to encourage that, however, we can purchase a glider kit and switch that over, just something to look at.
- Councilor Donahue stated that he understands keeping equipment the same, but would it hurt to see what other manufacturers charge.
- Councilor Miner stated that the issue is you may be trained on one in your own company, but you may need to jump on one with another company or crew. The trucks are laid out in such a fashion that there is uniformity in performing their duties. On the mechanical side of it, you have people who go to school and train with that manufacturer. If you look at different municipalities, they have gone with low bid and a different type of equipment and in the long term, they are getting the use out of the equipment because they can't consistently operate across the board.
- Councilor Donahue stated that he wasn't saying don't go with the Pierce, if you have tow the same, one is \$1.1 million, one is \$1.5 million I don't know enough about fire trucks to make that call.
- Councilor Miner stated it is specific to the fire trucks, how the pumps are configured, how the lines are set up, know which switch does what. When you get into operate it it is almost second nature from you go to one to another. You don't want delays because they aren't familiar with a piece of equipment. You will see big differences, manufacturers write specifications that are specific to them. What you want is something that you can maintain for a period of time where your technicians are comfortable with it, your parts and service supply are comfortable with it and you are able to get the most effective use out of the piece of equipment.
- Fire (name?) stated that when retrofitting the piece of equipment, you are taking that out of service for an extended length of time. That leaves the town with one ladder truck, truck one and that was down last week needing a pump and if something were to happen we would have no ladder truck. When we replace a truck it remains in service until people are qualified on the new apparatus and it is put into service and that piece of equipment is sold. We are very fortunate in Newington with two ladder trucks and two rescues. Our typical response to a fire is two fire trucks, a ladder and a rescue. It has been proven that we can effectively operate at opposite ends of the town without asking for help. We are trying to maintain an effective fleet and keep consistency within the fleet.
- Councilor Manke stated that he sees the value in having the same manufacturer of the truck each time so when you get in the truck you are familiar with where everything is, that is why we do the not bid waiver. Hadn't thought about the fact that when retrofitting the truck it will be out of service; that is a consideration because you don't want to leave yourself one truck short when responding to a fire. Should still look into retrofitting, and find out how long that would take, if it is a week or two that is one thing, but if it is a month or two that is insurmountable.
- Councilor Miner stated that is one consideration he did not think of to do the retrofitting. Think that would dictate not wanting to go in that direction. Think it would take a considerable amount of time. Should still look into it, it's at least worth exploring.

- Councilor Manke stated that if we don't look into it, those are questions that might come up at referendum, so to get the most favorable results we should have the facts vetted for when we present something to the town.
- Councilor Camillo stated that if Piece but that piece to begin with, they could build the unit without the chassis there so when you brought it in it could save time. It will save you money, understand you want shiny, brand new and the guys will feel good about themselves when driving it, but cost efficient it isn't. Is has only 30,000 miles on it; it is a good running truck; there aren't trucks around at paid fire departments in town with trucks as good as this one. The other question I have is I haven't heard from any commissioners. They are in charge of the budget. Any comments on that Brian.
- Fire Commissioner Whelan stated that we all need to work together to get what is best for our department. We can look into getting a price on it so when it comes to referendum we have all of our ducks in a row. It is hard to say, we are all in a tough time with the Corona virus, and people paying their taxes. We will have to see, we will talk to the manufacturer to see it if can be done.
- Councilor Camillo asked if they would agree to purchase the old one as a trade in.
- Fire Commissioner Whelan stated at historically fire trucks don't sell for too much after they have bene used. Doubt that is something they would do. The price to buy them back is peanuts. Will look into it.
- Councilor Camillo stated that there are a lot of towns that would love to have that. Is this a want or a need?
- Fire Commissioner Whalen stated it is a need. We have a large population on the Berlin Turnpike where that truck is first at scene, we have the VA Hospital and we have the senior high rise in Newington center.
- Councilor Camillo stated that he appreciates the chief being here, but shouldn't they have brought that to you and then you bring it to us.
- Fire Commissioner Whalen stated that we all work together, was invited into the meeting with the chiefs, we all work together.
- Councilor Camillo stated there is a chain of command that starts with the commissioner, then then chiefs and it moves down.
- Fire Commissioner Whalen stated that Chief Schroeder has sole authority in the day-to-day operations of the fire department. Commissioners do not have authority of the day-to-day operations.
- Councilor Camillo stated that this is more than day-to-day when talking about a million dollar piece of equipment.
- Chief Schroeder stated that everything comes back to firefighter safety. Yes, other fire departments don't have the equipment we do, but Newington doesn't have a \$13 million dollar budget for fire protection. Don't we are going to resolve this issue, have tossed it around enough and think we have give you enough information. Need to find a way to get this truck purchased and if referendum is the way to go, think the citizen's of Newington deserve better. You say that when putting the old truck up for sale, some will snatch it up, that is not the case. This has been in service for 24 years and it has outlived its use for a department of our size and we need to replace that piece of apparatus as we planned. The day we purchased we had plans to replace it replace it. We had other topics we wanted to discuss, don't want to keep you there all weekend. If you have any other questions on the apparatus, or other ideas, our entire command staff is here to answer any questions you may have.
- Mayor DelBuono thanked the Chief and stated that they haven't discussed the budget yet which is part of today's agenda. Do you want to take us through the line by line or do you want Janet Murphy to?
- Deputy Chief Regina stated that Janet Murphy can go through the list.

<u>Activity</u>	<u>Code</u>	<u>Change</u>
a. Fire		
• Fire Department Administration	231	+3.03%
• 8101 Full time salary fewer periods 26.2 last year 26.1 this year		
• 8103 Part time salary includes increased pay for 2019/20		
• 8204 Conferences/Meetings		
• Councilor Manke asked why there was an increase in Conferences/Meetings.		
• Deputy Chief Regina stated that they have been removed from the budget twice and ask that they be reinstated to attend the conferences. However, because of COVID-19 one of them just got cancelled.		
• Councilor Budrejko stated that since one of the conferences was canceled, can you send Janet that dollar amount. When is the other one schedule for?		
• Deputy Chief Regina stated it is scheduled for September.		
• Fire Fighting	232	+16.94%
• 8110 Fringe benefits increase in stipend to \$1,500 for fire fighters		
• 8209 Uniform rental/cleaning decrease/flat to original budget		

- 8212 Equipment Maintenance decrease – transfer to Tango software fee
 - 8214 Motor vehicle maintenance increase for rustproofing Engine 2 and Service 2
 - 8217 Consultants/special contractors increase from current budget
 - 8302 Tech Supplies increase from current budget
 - 8303 Uniforms and Clothing increase in boots, hoods and cadet uniforms (new to funding)
 - 8310 Other materials increase for recruitment/retention aids
 - 8402 Tech Equipment purchase of Radio Recording Equipment/varies from year to year. Large purchase is the radio recording system.
- Councilor Budrejko asked why we are funding cadet uniforms and badges now when it wasn't in the past. Can you tell us about the increase for recruitment/retention aids in other materials.
 - Deputy Chief (?) stated that in the past we only had 2 or/3 cadets in the program, now we have 23. We need to invest in this program because this is the future of our fire department. There is a lack of volunteerism in fire departments. If you look around, Cromwell just went to a partially paid department and Plainville is doing the same thing. We have to take a good look at where we are going to be in 5 years and hopefully have a maintained fire department.
 - Councilor Miner stated that if you look at the item 8214 maintenance, that is an unexpected consequence in extending these vehicles out beyond their years. From the surface they may look great, but when you look underneath them they are showing signs of their age with the corrosive materials from the roads. Engine 2 had to have considerable work done on it last year.
 - Mayor DelBuono stated that the increase in stipends, it's an allowance, it is not something we are required to do, is that correct?
 - Ms. Murphy stated yes.
 - Mayor DelBuono stated that she is glad to see it, just asking for clarification. Any other questions from councilors?

• Fire Prevention	233	No change
• Fire Training	234	+38.51%
• 8220 Other contractual services – new initiative to send 10 cadets to CT Fire Academy's Introduction to Fires Service Program and increased number of new members to attend Firefighter 1 classes		

- Councilor Budrejko asked about the training, it may or may not be cancelled. If you could check into that for us.
- Chief Schroeder stated that one of the meetings will be held via Zoom in some cases.
- Councilor Manke stated that these are classes that are required in order to be firefighters, so even if they are cancelled they will still need to take them eventually to get them on the apparatus and fighting fires.
- Chief Schroeder stated that is correct.
- Town Manager Chapman stated that these types of requests in the fire department budget are fully supported by the town administration. The program for the cadets and the ongoing training is critical. There will be no adjustments made to those proposed by me.
- Mayor DelBuono stated that in looking at the budget book, most departments are at a zero percent increase or very little increase and we are investing in our fire department this year. It seems that each code is going up at least 30% and it shows that we value public safety and our fire department. Hope you hear that and we value you each day.
- Chief Schroeder thanked the Mayor, lucky to have the amount of cadets we have in our program. The chief in Rocky Hill said we have more cadets willing to join than he does for full time people at his stations.
- Mayor DelBuono stated that she has interacted with some of the cadets, most recently the Iwo Jima memorial, and she was very impressed with them.
- Chief Schroeder stated that we are very lucky to have the cadet program and that the town supports us. Captain Dougherty and Chief Stegmeir work hard with that group. We have members who now have some of their children coming through.

• Fire Stations	235	+35.15%
• 8407 Building equipment \$3,000 revolving furniture fund and various items for fire houses		
• 8408 Building improvements – toilet/sink/vanity at Co. 4 / Landscaping and patio at Co. 3		
• Fire Marshal	238	+65.32%
• 8101 Full time salary increase to make PT to FT		
• 8103 Part time salary increase hours and wages for 3 Fire Marshals		

- 8204 Conferences & Meeting increase in ppl attending IAAI training
- 8302 Tech supplies increase to prepare for move to new Town Hall location
- 8303 Uniforms and clothing increase double cost for Fire Marshals and Deputies
- Mayor DelBuono stated that the increase in staffing is to keep up with fire inspections.
- Ms. Murphy stated that is correct.
 - Fire Safety Officer 240 +19.86%
 - 8220 Other contractual services – additional quantities of air cylinder hydrostatic and self-contained breathing apparatus flow testing

- Councilor Manke thanked the Chiefs for being online and helping us out with questions we may have.
- Chief Schroeder thanked the council for inviting them to be a part of this. Just want you to keep in mind our radio, existing units are 22 year old and our space needs in the future.
- Town Manager Chapman stated that the school administration is waiting and we are running behind, so you may want go to that next.
- Mayor DelBuono stated that is ok. We adjust and will now review Item D. BOE Budget Review. Any objection to that?

D. BOE Budget Review

- Mayor DelBuono stated that the budget item being discussed today is the \$1.5 million budget surplus.
- Town Manager Chapman stated he was informed by the Superintendent that because of COVID-19 and the shutdown of schools earlier than anticipated there is a surplus of money that is anticipated for the end of the year and that the Superintendent would like the council to consider replenishing the cut that was made in the Town Manager’s budget and re-fund that up to the level that was requested by the BOE.
- Dr. Brummett thanked the council for the opportunity to explain the proposal in more detail. Because of COVID-19 we have had reduced overtime, reduced maintenance overtime, reduced bus driver costs, reduced field trips, coaches, substitute teachers, outside consultants, paying custodians at day rates, reduced professional development, it goes on and on. As we were looking at all of this, we realized it could have a nice implication for next year. We are also faced with a looming deadline, on May 1st I have to tell staff if they are being nonrenewed by state statute that was not extended because of COVID. Do I send letters out indicating you may lose your job in the fall. If I don’t do it by May 1st and we have to reduce staff there are all kinds of legal ramifications and whatever savings we may or may not get go out the window with all the costs related to the process. Back to the \$1.5 million. Lou and I keep looking at the money after each payroll, we are paying everybody, the only ones not getting paid are the consultants and the bus companies we use for the out of district kids, that has been significantly reduced. We are really comfortable with the number and still comfortable with this number even if school were to reopen in May. What I am proposing is to return \$1.5 million to the town, in exchange for restating the BOE budget to \$3.46 and the remaining million dollars, or there about, can be used at your discretion to reduce your own budget, to reduce the mill rate or whatever you set fit. I see it as a win-win because I know we are concerned about taxpayer concerns because many are out of work and have some significant income impact. That was my thinking and I have shared it with the board. I see it as a collaborative effort and a benefit to both of our budgets and as I previously stated, we feel very safe with those numbers. Mr. Chapman has been worried about what if this goes on into September. If we have to continue with online learning, I would love to again sit with the council and discuss reducing our budget mid-stream. To be honest, it is a bit cheaper to teach students online. It is not optimal, as Mayor DelBuono knows, but it is less expensive. It is not something we will choose, but if it is something we have to move forward with in the fall we can anticipate ongoing savings. That is my proposal. Because of my nonrenewal program, I have about 45 employees who are not tenured, so those are the first people you go to if you need to have any layoffs. As I said in my earlier presentations, the positions in the budget for next year, there is a continuation of our current program, but the other positions were mandate related. The preschool was because we were cited by the state for not having enough mainstream preschoolers, the humanities teacher was because of new course requirements, and a partial PE teacher was a new graduation requirement. That is what my proposal entails and I am comfortable with it even if school reopens. I would commit to the town that if we are still on shutdown in the fall and are faced with revenue consideration and concerns we can sit down at the table to see what we can do to adjust budgets in light of reduced revenues and in my case if the shutdown continues reduced educational costs. As a post script, the town will be getting \$135,000 back because of Anna Reynolds and the John Wallace emergency gym floor repair is closing out and that will go back to the town which is about \$125,000. Does anyone have any questions or considerations?

- Councilor Donahue stated that if we put \$500,000 back in the budget, we are on the hook for that every year going forward.
- Superintendent Brummett stated that it would put our baseline at 3.46, don't know if there will be legislation reducing MDR in light of the fact, we are not the only district in this situation, and other districts are not. It would put our baseline at \$3.46 and that would be the starting number for the following year's budget.
- Councilor Anest asked if there was going to be any discussion regarding extending the May 1st date. I have reached out to Gary Turco to look into it.
- Superintendent Brummett stated that they got guidance from Commissioner Cardona letting us know that he wasn't going to extend it. Not sure of the rationale, other than if you are a teacher in that boat you don't want to find out at the last minute you don't have a job. That is what it was designed to protect and my understanding is that it is not going to change and that is next Friday. So, the bottom line is if there is any change our budget was going to be cut further we would need to know that because I would be obligated to tell staff ahead of time. If I don't, and we take a wait and see approach, I could be faced with significant legal implications if I nonrenew teachers at the last minute after the May 1 cutoff. They have many, many legal protections if I don't notify them prior to May 1. Not to mention the moral issues. They are working their tails off with this online learning platform and if I were to send letter to 40 teachers saying "thanks, but we're not sure we need you" does create moral and emotional issues, of course.
- Councilor Anest stated that she understands that, but towns have the opportunity to extend their budgets. We don't set our budget until May 19th and who know what is going to happen. It puts everyone in a really bad position. You would think that they would want to work with the towns, the boards of education and the teachers.
- Superintendent Brummett stated that she is in constant communication with the unions, and the non-tenured teachers know that they are at risk now, everyone is aware of the financial situation. Would be happy to reach out to Commissioner Cardona but he issued guidance that was pretty firm.
- Town Manager Chapman asked that with the cuts he made to the BOE budget there would have to be layoffs, would that still be the case?
- Superintendent Brummett stated that if we get the amount in your proposed budget it would be a status quo budget and we could not add the new positions that were required by state statute but would not have to cut anyone at the 2.67% increase; lower than that I would.
- Councilor Camillo asked if they looked are early retirement for some of the teachers.
- Superintendent Brummett stated that currently no. We did have one teacher take back his retirement intention because he didn't want to go out on a digital learning platform. I have no teachers retiring next year.
- Councilor Camillo stated that you have been here about a year, as far as accounting, you have the numbers that Lou puts in front of you. Have you done any forensic audits yourself?
- Superintendent Brummett stated yes, that is why the budget you received from the board was cut significantly prior to presentation to the council. I have done a lot of analysis of the budget.
- Councilor Camillo asked if she has turned that over to Janet so she can review it also.
- Superintendent Brummett stated that she can look at it at any time. She has access to everything.
- Councilor Camillo stated that according to the Charter, if you don't spend the money, it is to be returned to the town anyhow, so wouldn't you just do that regardless if we took the \$500,000 out or would you spend it so you wouldn't have to give it back.
- Superintendent Brummett stated that there are some challenges with Chromebooks being underfunded for next year and bussing that wasn't funded for next year, so I would say, and we the board passed a modification on the non-lapsing fund from one to two percent. That did not go before you. We could put one percent of our current budget that is leftover at the end of this year into the non-lapsing which would probably be around \$750,000 for emergencies. I suppose you are right, whatever we don't use goes back to the town, I was proposing this as more of a collaborative issue and I put my cards on the table letting you know that I have \$1.5 million and that we can both benefit from it. As you know, I can't take that money myself and back fill the board budget and put into operating budget for next year, that is not statutorily allowed, so I would like the town council to lean in that direction.
- Councilor Camillo stated that you mentioned that you don't have transportation, and because you are doing virtual learning you don't have lights, heating, so you have a big savings there and you will probably see in June what you saved this past spring and winter.
- Superintendent Brummett agreed. I didn't mention that specifically, but projected savings from electricity and air-conditioning is part of that \$1.5 million.
- Councilor Camillo stated that is you are not back in school in the fall you will that again.
- Superintendent Brummett said yes. I feel compelled to more collaboratively and if we are in the same boat in the fall I would not need a 3.46% increase next year if the shutdown continues.

- Councilor Camillo stated that the with the busses, what you spending on maintenance with outside vendors, you are not spending that because you are not using busses over two school years you are probably talking \$1 million minimum.
- Superintendent Brummett stated that she does not have the exact numbers, but there will be significant savings going into next year if we don't have to run busses next year. We use the busses for meal service, but are not using them on daily runs. That is part of the \$1.5 million. We have not done projections for next year, but district wide for HVAC would be \$130,000; absolutely correct that saving would continue if the shutdown were to continue.
- Councilor Manke appreciates all the work the teachers do, it is harder to work online. Regarding your comment on moral, I think there are a number of people, not just teachers, with moral issues. Not know if their job continue and not knowing if they are still going to get that paycheck. So this year's budget and next year's budget make me nervous because I anticipate that some of the small businesses in town will not reopen. How can you have a business, shut down for two months and not be able to pay your rent or employees. Concerned, while it looks good to transfer the \$500,000 over to you, then next year we start at that higher number and think that next year's budget will be even tighter because of the ramifications down the road of business closing and people being out of work is going to continue. Is there any way to transfer the money over without impacting next years budget. Can we temporality increase your non-lapsing account to move money over this year and not be stuck on the hook for next year.
- Superintendent Brummett stated that you could do that. That would mean allowing us to have a 2% non-lapsing cap instead of 1%. Using the non-lapsing fund to pay salaries creates a funding cliff next year at this time because we will still have to come forward with a budget that speaks to maintaining staffing levels unless there is a change in enrollment or something like that. My personal thought is and a better option is because we don't know long term, is to sit at the table again with the council and town manager to discuss the budget. Would like us to work collaboratively and not layoff teachers if we don't have to as well as having the staff we need for mandates. Think a collaborative agreement would be in everyone's best interest, so I can send money back mid-year if need to back fill any loses of revenue because of the scenarios many of you have talked about. Again it is all unknown. We don't know how long it is going to last.
- Councilor Manke stated that is what scares him. It is all unknown. We don't know how long the ramifications will last or what the town's finances will be. Appreciate that you are willing to sit down at the table, in years past your office hasn't with your predecessors. I take you are your word, but in the past that has not been my experience.
- Superintendent Brummett agreed. As you can imagine, putting forward this offer was risky to me because at the end of the day, this money goes back to you any way. I was trying to put forward some out of the box thinking, because of our very unusual circumstances and I totally understand your obligations to the tax payers and how nervous they must be and that is why I know it is imperative that the mill rate go down next year and this is my way of helping to that as well as the mandates that I am responsible for and not put the district in peril due to lack of compliance.
- Councilor Manke asked if the money were transferred over to us, does it effect this year's budget or next year's budget?
- Superintendent Brummett stated next, it would come in at the end of this fiscal year.
- Councilor Manke stated if you transfer \$1 million over to us, it would go in this year's budget, not next.
- Superintendent Brummett stated her intentions would be that it reduce next year's budget for the town. We wouldn't be handing over the money until we close out the fiscal year on June 30th.
- Mayor DelBuono stated that it is her understanding that the money would go into the general fund and it would be up to the council to decide if we were to make an additional appropriation of \$1 million out of the General Fund. Right now I believe the Town Manager's budget is using \$2.5 million so we could increase the appropriating up to \$3.5 million from the general fund. Did I get that right Janet?
- Ms. Murphy stated yes.
- Councilor Manke stated that means were taking \$3.5 million out of our savings for next years budget.
- Superintendent Brummett stated that \$1 million would be added and taken out so it is a net zero.
- Town Manager Chapman stated that if you increase the non-lapsing fund to 1.75% that would fill the gap that I created by cutting the budget, that is one approach you can use.
- Councilor Donahue stated that whenever there is talk in underfunding it is always we are going to cut teachers, it is not we are going to cut staff. Does it always have to be teachers first?
- Superintendent Brummett stated that no, actually within that will probably be some tutors, paraprofessionals, we are pretty lean in our other departments. They generally have the higher salaries and that is one way to balance your budget. I wouldn't say it is all teachers.
- Councilor Donahue stated that when statement like that are made, the public gets fear is you are cutting teacher. Why not say teachers and staff .

- Superintendent Brummett stated that she could say instructional staff, that would cover teachers, paraprofessionals, tutors and any others, if that were the case.
- Councilor Camillo stated that since we have these savings and you are in need of Chromebooks since the kids are at home, is there money from the state to help you with this? Can we go for grants, is there a stimulus for that?
- Superintendent Brummett stated that there was money offered for the priority districts like Hartford and Waterbury, that was not applicable to communities like Newington. The only grant money we heard about is title monies. We are supposed to get additional grants for title funding. Don't know when it is coming in, don't know the amount, conceivably that can be used for Chromebooks, just don't know the amount yet, but other grants we are not eligible for.
- Councilor Camillo asked if they could take their savings from transportation and get the Chromebooks; just transfer some money around.
- Superintendent Brummett stated that yes, when this budget is passed we will convene a finance subcommittee and figure out if we wanted to leverage any savings towards Chromebooks that aren't currently funded at all. There have been some expenses K-2 didn't have that technology so expense there. We had to look at Chromebook purchasing, now on back order.
- Councilor Camillo asked about the retirement. Are there any out there at 20 years you can sweeten the deal. Get some younger teachers in there who are less expensive.
- Superintendent Brummett stated that would be like a golden handshake. Will say, that with all the uncertainty people are not too tempted to retire right now. Not sure if Newington has done that before, could look into something like that to incentivize our more expensive folks to retire, just haven't gotten to that yet.
- Councilor Camillo stated that you have done an audit. Was it a full audit, you know everything, you have turned over every rock, looked behind every shelf and you know what you are dealing with or what you have been handed.
- Superintendent Brummett stated that she feels she has done a very thorough analysis. Janet has every opportunity to look at that. I did find some areas that were overfunded and could be reduced. There was no cushion in the budget to the best of my knowledge. Have I done any type of audits other than those required by statute, no I haven't. But given the economic times, even before this, I was not going to put forth a budget that had fluff or cushions it. That is kind of a dangerous strategy because I knew there were trust issues and issues that preceded me. So, that is what the budget is right now.
- Mr. Murphy mentioned to Superintendent Brummett that if she has any expenses directly related to COVID-19 to please send them to her for a request for reimbursement from FEMA and your expenses would be included and if it fits within their parameters they will reimburse us up to 75%.
- Superintendent Brummett asked if there was a limit on that.
- Ms. Murphy stated it is for supplies that were needed due the pandemic. If you have grants and they don't cover everything it can be used for that. If you had expenses for masks, sanitizer, anything like that is included.
- Mayor DelBuono asked if software updates, Zoom platforms and things like that are covered.
- Ms. Murphy stated yes they are covered.
- Councilor Nagel stated that he agrees with Councilor Manke and Councilor Donahue. Would prefer there be another way to get those monies used or given to the BOE other than the option Dr. Brummett presented to us for the reasons of additional the \$800,000 put into the budget and the state would mandate we have to go above that five hundred. Amiable to any other way were monies can be shifted. Just wanted to let you now that I am here.
- Councilor Budrejko stated that she appreciates that offer before us and it is intriguing. My concern is the MBR, because ultimately the town's funding is the BOE funding in terms of tax dollars coming. Truly believe that the impact of this will not be known for at least a year. Some residents may or may not go back to a job. I am concerned about our businesses and our grand list in terms of businesses not be able to reopen and in terms of new businesses that were planning on opening, now not being able to and will be inhibited. Our funding is going to go down, our major source is business and residential taxes. Really think we need to cautious with a creative budget and the impact with the MBR is where i am stuck.
- Superintendent Brummett stated she is willing to reach out to see if MBR is being looked at. Again, with the collaboration with us working together next year, I am willing to commit to quarterly meetings to discuss our finances, because again, this is unprecedented, are we are our budget levels, are we above or below, can we start making some transfers to make tax payers whole. I think we should be as creative as possible to make sure that they we are not underfunded or overfunded and we understand the perils the community is going through right now.
- Councilor Budrejko stated that both of those are appreciated - looking into the MBR and more meetings discussing the hard issues, such as finance. Thank you.

- Superintendent Brummett stated that is how she prefers to do business, because we are all in the same boat, the money comes from the same source and we all want to do right by our community. We all care about the community.
- Councilor Manke asked if the board made any cuts to the budget you presented to them.
- Superintendent Brummett stated no, when she presented the budget to them she explained all the cuts she had made and they passed it at 3.46.
- Councilor Manke stated that he appreciates the fact that you are willing to sit down with us and speak, the reputation of your office going past this, it is refreshing that we are talking about this, and not having something dictated to us. If nothing else it means that going forward we will have better communication and trust. Education is a big part of the community, but it is also a big expense of the community and we can't forget one without the other. I am encouraged that we are having a discussion about this on a Saturday morning about these issues.
- Superintendent Brummett stated anytime.
- Mayor DelBuono asked Dr. Brummett to provide the figures for funding the mandated positions.
- Superintendent Brummett stated that it is about \$500,000 to fund the preschool, and those partial positions and the new humanities position. The budget really was status quo, plus those positions articulated during my presentation. The really is no other fat unless we can reduce expenses due to the shutdown.
- Mayor DelBuono asked if the preschool is mandated this year.
- Superintendent Brummett stated that the issue we have is the lack of typical role models. That is our citation, so we are under the gun and people have asked me what the consequences are. At some point they could threaten our IDEA funding, can't tell you when, where and how, but that is the risk we keep taking. In our improvement plan, we did state that we were going to be adding two new classrooms next year. What the consequences by not doing so remain to be seen.
- Mayor DelBuono stated that she know that preschool populations fluctuate. The humanities position is one, what were the others?
- Superintendent Brummett stated we just looked our staffing and we only need a .2 PE teacher, and a speech pathologist, consultants, and 2 prek teachers
- Mayor DelBuono stated that while they extended the budget deadline, they didn't extend that May 1st deadline. As you know, we are just beginning the process of going through our department budgets today and it will be difficult, I won't speak to anyone else but to me, to commit to a certain amount with May 1st just being six days away and we don't have another meeting scheduled prior to May 1st. We have a regular meeting scheduled for the 28th but the agenda set for that already and our next budget meeting is scheduled for May 5th. Don't know that we can commit to the \$500,000 although a lot of people may be thinking in that direction, but don't know if we can do this before May 1st.
- Superintendent Brummett stated that the issue for May 1st is can I count on the 2.67? If I can count on that, which is the town manager's cuts, then I don't have to lay anyone off. The \$500,000 reinstatement would allow me to put in those new positions that are mandates that I need to try and adhere to. If I can get the 2.67 I don't have to lay anyone off. That is the scenario
- Mayor DelBuono asked if the \$1.5 million was above the \$750,000 in the non-lapsing account.
- Superintendent Brummett stated that right now we are comfortable with the \$1.5 million and it does not include any amounts in the non-lapsing it simply includes realized savings or surplus because of COVID-19.
- Mayor DelBuono asked if they have received any figures on the health benefits side.
- Ms. Murphy stated that they don't get the final figures until September. Right now we have March figures, but would be cautious wit those because I am seeing those numbers go up.
- Superintendent Brummett stated that since the shutdown, and totally unrelated to COVID-19, we have had several staff members with significant health issues. So those numbers may go up.
- Mayor DelBuono asked if there were any other questions or concerns from councilors or Mr. Chapman.
- Town Manager Chapman stated he is fine and is comfortable with what the Superintendent has discussed. What is good is there won't be any layoffs if you restore the amount I cut.
- Mayor DelBuono stated that there won't be an answer today, but I am willing to discuss with my caucus and Councilor Anest can discuss with her caucus, as the minority leader, to get a sense of where we are at. But like I said, we don't adopt our budget until May 19th. As you know with the pandemic, things are changing on a daily, it if not hourly basis depending on the day. I am just cautious, even it is our intention to keep the 2.67, by May 19th, I am just nervous about that.
- Superintendent Brummett stated that she will reach out to legal counsel and the state to see if there is any flexibility in that May date. Would prefer not to have to send those letters.
- Mayor DelBuono stated that she will reach out to the powers that be as well.

- Superintendent Brummett thanked the council for allowing her to talk today. As stated many times throughout my comments, I am willing to sit with you at any time to talk about the situation, ongoing situations. That is how I prefer to work with you and be as transparent as I can be due to our budget challenges.
- Mayor DelBuono thanked Dr. Brummett for the open dialogue.
- Town Clerk Krupienski stated that you do have up until Monday afternoon to amend the agenda for Tuesday night's meeting if you choose to add a discussion for the BOE after meeting with you caucuses.

b. Police

- Police Administration 211 +3.60%
 - 8101 Full time salary increase due to contractual raised for IBPO
 - 8102 Overtime increase due to contractual raised for IBPO
 - 8105 Longevity decrease due to retirements
 - 8202 Dues and Subscriptions increase in membership fees and new Educational Law Employment Book
 - 8204 Conferences and meetings increased for cost of Police Chief Association meetings
 - 8217 Consultants/special contractors increase in shared lab fees and biohazard cruiser cleanup
 - 8302 Tech Supplies increase for Hill Donnelly Hartford Directories
- Police Patrol 212 +3.07%
 - 8101 Full time salary increase due to contractual raised for IBPO
 - 8102 Overtime increase due to contractual raised for IBPO
 - 8207 Clothing allowance reflects contractual obligation
 - 8212 Equipment maintenance decrease signal trailer maintenance
 - 8302 Tech Supplies increase for tourniquets and AED battery replacements
 - 8303 Uniforms and Clothing purchase new uniforms new hires (9 possible retirees)
 - 8402 Tech Equipment replacing 10 printers @ \$750 each
- Police Investigation 213 +2.63%
 - 8101 Full time salary increase due to contractual raised for IBPO
 - 8102 Overtime increase due to contractual raised for IBPO
 - 8202 Dues and Subscriptions increase in NESPIN dues
 - 8220 Other Contractual Services decrease for removal of impound yard fees
 - 8310 Other Materials increased cost on intoxilyzer supplies
- Police Traffic 214 +1.02%
 - 8103 Part time increase for 8/19 and 19/20
- Police Communication 215 +3.65%
 - 8101 Full time salary increase due to contractual raised for IBPO
 - 8102 Overtime increase due to contractual raised for IBPO
 - 8212 Equipment maintenance increase in Nexgen program maintenance /addition of Watchguard
- Ms. Murphy stated that the Watchguard fee may be moving to the IT budget. Will let the council know at the next budget meeting.
- Police Education and Training 217 +6.75%
 - 8102 Overtime increase due to contractual raised for IBPO
 - 8202 Dues and Subscriptions increase from last years budget
 - 8204 Conferences/meetings increase in POST Recruitment training fees
 - 8302 Tech supplies increase cost for taser rounds
- Police Support Services 218 +2.23%
 - 8101 Full time salary increase due to contractual raised for IBPO
 - 8102 Overtime increase due to contractual raised for IBPO
- Police Vehicles 220 +56.45%
 - 8403 Passenger Cars added one car; also increase in purchase price

- Animal Control 222 +1.43%
 - 8103 Part time increased wages to match Wethersfield rates
- c. Street Lighting 250 -4.55%
 - 8206 Utilities
- d. Emergency Management 260 No change
- e. EMS 270 +29.41%
 - 8220 Other Contractual services – added to cover portion of CMED Fees
- Town Manager Chapman stated that the revenues they receive have gone down and they are in need of funding
- Councilor Anest asked what portion of the CMED bills are we responsible for with the contract we have with them.
- Town Manager Chapman stated that this is not part of the contract
- Councilor Anest stated that she thought our obligation was \$16,000. Need to find out what need to pay, should pay them what is due and give them what they are entitled to and what our portion is.
- Mr. Chapman stated that he will look into it and get answers for the next meeting.
- Councilor Donahue stated that their revenues are down because of insurance reimbursement. If that increases do we still need to pay this?
- Ms. Murphy stated that she is suggesting, and this is what other towns are doing, is to review their financial statements on an annual basis and if we do see that they have rebounded we can have some latitude in what we fund them.
- Councilor Donahue asked how we get to see their statements.
- Ms. Murphy stated that you ask for them. Just like Indian Hill does, they should too.
- f. Hydrants 280 +31.99%
 - 8219 Hydrants increased MDC rate from \$125 to \$135 per hydrant

****Mayor DelBuono called a 5-minute recess at 11:41 a.m.***

****Mayor DelBuono called the meeting back to order at 11:52 a.m.***

E. Budget Review: Human Services

<u>Activity</u>	<u>Code</u>	<u>Change</u>
a. Human Services	610	+1.49%
• 8101 Full time salary increase to 2018/19 and 2019/20		
• 8103 Part time salary increase for 18/19 and 19/20		
• 8225 Special Needs United Way Grant moved to Misc. Grant Fund		

F. Budget Review: Senior & Disabled Center

<u>Activity</u>	<u>Code</u>	<u>Change</u>
a. Center Operations	644	+6.85%
• 8101 Full time salary increase to 2018/19 and 2019/20		
• 8103 Part time salary increase for 18/19 and 19/20		
• 8225 Longevity contractual increase		
b. Dial-A-Ride	645	+0.00%
• 8101 AFSME salaries at 19/20 rates and days calculated at 20/21 FY		
• 8103 Part time salary increase for 18/19 and 19/20		
• 8225 Longevity contractual increase		
c. Boards & Commissions: Youth Adult Council	674	+0.00%
• Grant money moved to the Misc. Grant Fund		

G. Budget Review: General Government

<u>Activity</u>	<u>Code</u>	<u>Change</u>
a. Town Council	110	-0.66%
• 8103 Part time salary increase for 18/19 and 19/20		

- 8202 Dues and subscriptions increase to CRCG /decrease to CCM
- b. Town Manager 120 +2.57%
 - 8101 Full time salary increase for 18/19 and 19/20
 - 8202 Dues and subscriptions delete dues for American Society of Public Administration
- c. Courts 130 No change
- d. Elections 140 -17.88%*
 - 8103 Part time salary increase for 18/19 and 19/20/also increase in Deputy Registrar rate from \$12.34 per hour to \$17 per hour
 - 8201 Public Notification reduction due to no primaries this year
 - 8216 Printing and Binding reduction due to no primaries this year
 - 8220 Other Contractual services reduction due to no primaries this year
*Will most likely change due to August primaries
- Councilor Anest asked if the monies we budgeted for this year are going to be returned.
- Ms. Murphy stated yes.
- e. Finance 151 +4.26%
 - 8101 Full time salary increase to 2018/19 and 2019/20
 - 8103 Part time salary increase for 18/19 and 19/20
 - 8204 Conferences, meetings increase for GFOA training to meet CPE requirements
 - 8212 Equipment Maintenance reduced to historical spend
- f. Assessor 152 +2.08%
 - 8101 Full time salary increase to 2018/19 and 2019/20
 - 8202 Dues and subscriptions increase for membership dues
 - 8204 Conferences, meetings UConn training – CT Statute mandate for recert of Assessor and Staff
 - 8216 Printing & binding reduced to historical spend
 - 8301 Office supplies reduced to historical spend
- g. Board of Assessment Appeals 153 No change
- h. Revenue Collector 154 +0.80%
 - 8101 Full time salary increase to 2018/19 and 2019/20
 - 8103 Part time transferred to seasonal since no part time positions
 - 8104 Seasonal increased to reflect actual spend
 - 8204 Conferences, meetings reduced to estimated charges for next year
 - 8217 Consultants increase for Accruint fees and Quality fees
- i. Auditing 155 +6.24%
 - 8217 Consultants increase as per RFP results
- j. Purchasing 157 No change
- k. Town Attorney 160 No change
- l. Town Clerk/Records Administration 170 +8.04%
 - 8101 Full time salary increase to 2018/19 and 2019/20
 - 8202 Dues and subscriptions IIMC dues increase
 - 8211 Facilities rentals increase for Microfilm storage for land records and maps
 - 8212 Equipment A&A Office system increase in copies for Commission Minutes Archive project
 - 8220 Other Contractual reduction in Vital Statistics and land records auditor/Increase in microfilming land
 - 8302 Technical Supplies increase in vendor cost for archival paper to print land records
- Councilor Donahue asked why we were still using microfilm.

- Town Clerk Krupienski stated that under the requirements from the State Library we are still required to hold a paper copy as well as a microfilm backup. Until that changes and we are allowed to keep it in digital form, we still have to the microfilm and we do have a digital copy that we hold here in the office.
- Councilor Donahue stated that we should press our local and state reps to get that changed.
- Town Clerk Krupienski stated that believe it or not, that is still the best form of protection of a permanent record. It has a 500-year lifespan as long as it has been property protected. There has been discussion with the state library and they are not comfortable with any changes yet. The City of Springfield has attempted only digital records but the State of Connecticut is not on board yet.

m. Personnel 180 No change

n. Facilities Management 191 -7.38%

- 8101 Full time salary reduction of Facilities Manager position
- 8103 Part time increase to historical actual spend
- 8105 Longevity contractual increase
- 8202 Dues and subscriptions reduction due to elimination of position
- 8204 Conference & meetings reduction due to elimination of position
- 8206 Utilities increased due to current estimated spend, increase in MDC charges and consumption
- 8209 Uniform rental and cleaning increase in vendor cost
- 8213 Facilities maintenance reduced to historical spend
- 8220 Other contractual services reduced to current rate charges for Storm Water sampling and testing
- 8306 Construction & maintenance reduction due to planned repairs for park buildings
- 8308 Heating Fuel reduction to historical spend

- Councilor Miner stated that he there have been conversations over the past year in regards to shared services. Only concerns with the removal of the facilities manager is that town, and the state, have not been the best at maintaining what we have. Think that should be a focus moving forward regardless of whether there are shared services. Need to have someone to be held responsible for maintenance in our facilities. My concern is if we remove it, it will most likely not get put back into the budget. Don't understand why we would remove it unless we don't want to have the position any longer.
- Mayor DelBuono asked Town Manager Chapman to comment on that.
- Town Manager Chapman stated that in reviewing how the facilities maintenance operation has been conducted over the past several years, as you point out, we have not done well. Our facilities are less the perfect. Historically we have not had good luck with facilities managers or directors. I want to find out what exactly is going on and why, and not fund something that is unnecessary. This position was created about 20 years ago and prior to that there was no facilities manager or director, it was done by the town manager's office with responsibilities delegated to the building "owner" such as public works, parks and grounds and so forth. We are going to be looking at that approach again, I think that is a better approach than having a director. If the BOE and the town were to join forces in this area, following the facilities study that is underway, then we can reconsider this midyear or whatever. Right now I don't see us hiring a facilities manager or director at this time.

o. Central Services 195 -3.48%

- 8210 Equipment rental decreased due to reduction in photo copier lease expense
- 8212 Equipment maintenance increase for new postage machine and maintenance charge for copiers

p. Information Technology 197 +3.31%

- 8101 Full time salary increase for 2018/19 and 2019/20
- 8208 Telephone reduced to historical spend
- 8212 Equipment Maintenance increased vendor cost
- 8220 Other Contractual services reduced to historical spend
- 8307 Equipment Parts increased for anticipated expenditures

- Town Manager Chapman stated that this is an area we may have to look at, especially now because of the COVID-19 situation. The staff right now is putting in an excessive amount of hours trying to get everything running and up to date. We will be meeting on Monday to look at the new town hall and how that is going to function in relation to NCTV. What we are finding right now, the demands are very high in this department. We want to put that on the record that it may have to be looked.
- Mary DelBuono stated that COVID-19 has placed a lot of uncertainty on many areas of this budget.

- Ms. Murphy stated the projects that are currently in CIP.
- Town Manager Chapman stated that once the facilities study is done it will help us understand our long-term needs. What I have discovered is that of all the things we deal with in finance, CIP seems to be the most controversial. What I think has happened over the years, and I might be wrong, but this is supposed to be a 5-year plan. Talking about next should already be planned, we should be talking about the 6th year, 5-6 years from now is what we should be talking about to bring it into the 5 year plan. We need to focus on how we are going to set this up going forward so once we set the plan in place for the next five years it remains there unless there is an unanticipated emergency. There has been a lot of discussion about CIP and we really need to understand what it is and get back to how it was many, many years ago.
- Mayor DelBuono stated that she agrees. It is a criticism that we have had. We call it a plan, each year we say it's not a plan, we continue to push things out. Need to review and revamp how we do the CIP plan. We had money for building a cell tower, now that we don't need the money for that purpose will the money remain in CIP or will it be moved to another account. We have that radio improvement project, thinking that could be seed money we can use for that.
- Ms. Murphy stated that there is money in CIP for that project and until you decide the project is closed, it stays in that account.
- Councilor Miner asked Ms. Murphy to clarify something - on the tower account income, is that annually growing year over year or it being used to equipment purchases, replacing older equipment year to year in that fashion.
- Ms. Murphy stated that it hasn't been growing and it kind of remains steady. The majority of it goes to offset the \$40,000 we have in here and the rest just goes to the general fund. I can look up and see and get back to you on that. It hasn't been growing.
- Councilor Miner stated coming back at what Keith said before, we are now looking at an aging radio system where it was my understanding where years ago when the fund was created its intent was to replace equipment in full scale instead of it being used for maintenance. That is why I was curious to see if it was growing or just being used up and being dumped back into the general fund and not standing on its own.
- Ms. Murphy stated that the majority of it is being used up, very little going back into the general fund at the end of the year.
- Councilor Nagel stated that having served on CIP, I agree with Mr. Chapman. Things have been added on to CIP which really shouldn't be and I think that has complicated things over time in terms of its original intent. A plan needs to be put in place and we need to clarify what types of things and expenditures really belong in CIP requests.
- Councilor Camillo stated that he agrees with Keith and Dave being on CIP. Some of these things are just putting out fires rather than planning for the five years and we need to look back and change things. The radios for fire and police, we really need to look into that in the future.
- Councilor Miner asked what the parameters are for CIP. Is it 7 years of active life service and \$25,000 in expense?
- Ms. Murphy stated that is correct.
- Councilor Miner stated that for him, maybe that should be raised to a more realistic level of larger scale "capital improvement projects" versus small items that should maybe be put in operations versus CIP. Keith, do you have any thoughts on that?
- Town Manager Chapman stated that you are absolutely right. Glad you are thinking in that direction because that is the direction I am thinking.
- Councilor Miner stated that he doesn't want to minimize it, saying there are things in there that shouldn't be in there [audio goes out] the budget to go year over year looking for increases when we should try to be going flat is how they end up on other places. Think we should get away from that and get back to funding them as capital improvements on a larger scale and operationally have those appropriately funded within the departments.
- Town Manager Chapman stated that if you look at what we are funding in CIP, I think that the facilities study is going to help us get back on track. The other thing we really have to look at is the equipment reserve replacement fund. It was established about 25 years ago with the intent to flatten the annual cost but to make sure every vehicle is replaced on a given time. We talked about the fire truck earlier this morning which was supposed to be replaced after 20 years, which would make it 2017. Everything is being delayed and is off track and it may be costly in the beginning, but I think over the long run it will save money.
- Councilor Miner stated that his fear is that we fund that fund balance to the maximum allowable and not try to take from it to artificially lower any potential impact year over year.
- Town Manager Chapman stated that is where economic development has to come in and build the grand list and get revenues from that rather than hitting the supplied surplus.

- Mayor DelBuono stated she has a question regarding an available balance. It is the National Welding Engineering, it looks like there is a balance of 308 in there, is that something we need to hold onto?
- Ms. Murphy stated that is one we need to hold onto.
- Town Manager Chapman stated that he recommends that remains in there until we know what the final result of that property is. There are still some issues that we need to work through and think it wise to leave the money where it is.

I. Budget Review: Equipment Reserve 2000 +13.97%

- 2500 Equipment Reserve - increase to help reduce coming deficit to this fund

- Ms. Murphy reviewed the equipment reserve schedule.
- Councilor Miner stated that his concern is that the equipment reserve was supposed to be used to replace gas vehicles every 10 years and diesel vehicles at 20 years. I don't think, and its no ones fault directly, they have a small pot that is not able to filled to meeting those replacement schedules. Is there any way we can adjust that reserve account going forward, after a review possibly with the department heads to try to get a better handle on that.
- Town Manager Chapman stated there a couple things that can be done. When this reserve was set up years ago the anticipated life cycle was set up then. The technology and life cycle in some respects can be extended. The replacement of vehicles, don't see where are getting revenue for the sale of vehicles, it's not going into the reserve fund. The intent in the long run would be that it was self-funded. The plan was to have a dollar amount based upon the annual depreciation that was to be put into a fund when new vehicles came due. That is the ultimate goal, whether we can get there is another challenge. Have work to do, think we can make it work better.
- Councilor Miner thinks this is one thing we really need to concentrate on because we are spending large dollar amounts and think it will be better.
- Ms. Murphy stated that they review this list annually to determine what shape vehicles are in and if there is something that can be put off and we adjust for that on an annual basis.
- Councilor Miner stated that when you get into the more expensive heavy equipment the fire department uses those pieces can run several hundred thousand dollars and to try to keep the reserve account in par with that can the fund be funded properly or do we just shuffle stuff around to try to make it the best of the worst we have to make it better.
- Ms. Murphy stated that she agrees, need to make departments accountable. If you get something new, you need to get rid of something - have not held department to this standard.
- Councilor Miner stated that he agrees with that. The parks department got a new bucket truck last year and the old one is still around, repurposed for something else. That's not its intended purpose, it's not intended to add, but to replace.
- Town Manager Chapman sated that he totally agrees with Chris. The departments have different views on this than what the town mangers does and that has always been an issue. Too many cooks in the kitchen sometimes. Want to see this plan get put into place with the experts input and we follow it unless an emergency pops up long the way.
- Councilor Miner stated that he agrees with the equipment reserve account but it needs to be funded properly and it we replace something we get rid of something. Not just add because that is where everything is getting out of whack.
- Mayor DelBuono stated that is looks lie the CIP committee will be doing a lot of work this year; maybe try to have more regular meetings to revamp CIP as we move forward and with the help of Mr. Chapman.

I(a). Debt.

- Ms. Murphy reviewed the town's current debt. Discussed bonding of projects.
- Councilor Budrejko asked if the bonding projects could change.
- Mr. Murphy stated that is correct.
- Councilor Budrejko stated that we need to seriously review the facilities study.
- Councilor Miner stated one thing here is looking at bonding projects. A negative is that we don't carry enough debt. I'm not saying to artificially inflate projects that need to be done, but we have a lot of projects that have been back burnered for years and now its time to make decisions on them. Think this the best result to have and have multi year projects and to set bench marks add to work off of that.
- Mayor DelBuono stated that she understands what you are saying, I get concerned about how much we can do at one time and not increase the mill rate. Don't want to have to take more money from taxpayers. We will be getting slim within this account if we continue.

- Councilor Miner stated that we don't really have a good Handel on the cost of Anna Reynold, or the state reimbursement for that project. That will give an opportunity to use that money on other projects. Think without establishing a plan we will continue that same project trajectory would hope future councils will understand what we did and why we did it.
- Councilor Manke stated that the facilities study will determine what our needs are long-term. Hopefully we wont need to replace everything all at once. Think it is vital for all of our facilities. We need a long-term plan, can just replace things when they break.
- Councilor Miner stated that he agrees with Tim that the facilities study should be a starting point. The one thing that everyone should remember is that the vast majority of our facilities were built in the 1960's and 1970's and a lot of them have had limited, it not none, in terms renovation made to them and to keep up with that level on an operational level of maintenance year to year you are going to property maintain it or let it go and now its an emergency and that is the problem we have run into. We need to get away from that and focus on a long term plan on how to proceed with this.

J. Budget Review: Community Development and Improvements

<u>Activity</u>	<u>Code</u>	<u>Change</u>
a. Town Planner (Planning and Development)	420	+2.86%
• 8101 Full time salary increase for 2018/19 and 2019/20		
• 8204 Conferences, meetings decrease for one item paid this year		
• 8216 Printing and binding decrease for one time paid this year		
• 8220 Other contractual services increased for blight enforcement		
b. TPZ	430	+0.55%
• 8103 Part time salary increase for 2018/19 and 2019/20		
c. ZBA	440	+0.62%
• 8103 Part time salary increase for 2018/19 and 2019/20		
d. Building Department	450	+3.11%
• 8101 Full time salary increase for 2018/19 and 2019/20		
e. Conservation Commission	460	+3.71%
• 8103 Part time salary increase for 2018/19 and 2019/20		
f. Economic Development	471	-97.74%
• 8220 Other Contractual services removal of contractual Director position		

- Mayor DelBuono stated that we had discussed making this a full time position but Mr. Chapman has different thoughts.
- Town Manager Chapman stated the approach he is familiar with is that it is not a one person show. It is everyone who works for the town, along with all of you as elected officials. The needs that I perceive we need in economic development and more on retention and a recruitment basis with a systematic approach. Back in the 90's when the town was really exploding we did not have a full time economic development director, we actually had a part time banker, Jack Burke, who just passed away, as a liaison with the small businesses it town and a for those businesses wanting to move into town. Coupled with Jack with the town planner and I; every week recruitment and retention efforts were being made. We called on many of the businesses in the community to make sure that they were satisfied with the services they were receiving and also learned about the needs they had, we were there to assist them. We did mailings to companies across the country and visited with larger companies regarding expansion. The town doesn't have the same opportunities it did then, the incentives in place for companies to open in CT are offset by the taxes they have to pay and Newington has a high mill rate. Don't see the need to spend \$90,000 per year that we can't achieve using our staff, including myself, the town planner and our assessor. We are going to approach it differently and see what happens within the next year. COVID-19 is going to complicate things greatly. No one knows what is going to happen when this is done.
- Councilor Miner appreciates the thoughts in terms of trying to limit this to the existing staff we have. My only concern is there were not enough resources for a part-time contractor to do the job effectively. In light of what we have going on now and the current fiscal year, I think we are going to be challenged. First we need to be able to retain existing businesses once they get back on their feet and would the best approach be to have one individual specifically charged with making sure that every business affected who couldn't reopen or it's a challenge to reopen

directing them to the resources available on a federal and state level. The 90's was a definite boom time in Newington with the Berlin Turnpike. My fear is that if we don't have someone full time doing this job and function that we won't be able to get the level we are going to need. With everything Mr. Chapman is charged with now being the COO with the COVID crisis and being responsible for all the financials for when we come out of this, think it is too much to put on one person's plate.

- Town Manager Chapman stated that he understands what Chris is saying. The unknown here is what is going to happen with the COVID-19 situation. What I have heard from business developers is Newington's mill rate is one of the highest in the area, and you compare ourselves with our surrounding towns, as a developer or business owner the cost is higher per square foot is higher in Newington because of its mill rate. Need to look at how to build the grand list, need to focus on all of it and it's best down with the staff we have and the knowledge they have and don't think that requiring them to do this will be overtaxing. They need to be challenged; we need to set the bar higher on productivity that has not been expected in the past. The team I've put together is excited about doing this. Again we will deal with the challenges as they come up. I'm not in disagreement, if you want to fund a full timer you have that ability, based on my experience I don't know that would be a good investment at this time.
- Councilor Miner stated that he agrees that every town employee in needs to be an ambassador. In my experience I can tell you that Newington, in terms of traffic, is one of the most desirable in the area. Whether or not that changes because of COVID remains to be seen. If we are going to fund any position in anything at this point in time, I think this is the most critical ones that we need and to have one person as the point person with no other responsibility than to drive economic development and redevelopment. We are limited in terms of undeveloped land, need to work on tax abatements and encourage owner to reinvest in their properties.
- Councilor Budrejko stated that economic development has been a bone of contention in Newington and throughout the state, except our mill rate is higher. We have the Berlin Turnpike, we have the National Welding site, we also are 94% developed. We did not force this on the town manager, he looked at the situation and said let's try something different and let's get our staff involved and be more engaged in the town. Personally don't think the economic development commission was utilized in terms of outreach. I think that having had someone dedicated to economic development, did not see impressive gains. Don't see how trying this would be detrimental since we did not see much growth in the past 5-6 years. Also, a full time employee would be more than \$90,000. I think for the short term, and we know that COVID is going to stifle economic development for a while, we need to see how many stores/restaurants rebound and are new investors going to be willing to take a chance. Think this is a good opportunity to see if Keith, his staff and the economic development commission can do it and if not then we can rethink things.
- Councilor Camillo stated that he agrees with Gail. More has been done in the past 3 months than in the past 5 years. People have been contacted, more people are looking at Newington than there was before. I think we would let Keith take the reins and continue what he is doing.
- Mayor DelBuono stated that this was a big focus of mine in the past when we had a part time economic development position and was very concerned at the time because I thought we weren't getting the results we needed and the thought that because of the hours allotted. I agree with Mr. Camillo, in the past 3 months, during Mr. Chapman's reign, we have seen strides in this area and the updates we've gotten are more than we saw in a years time. So far I have been pleased with what Mr. Chapman and his staff have done. I am comfortable right now with the caveat that if we see we need to add in this area. There may not even be room for growth right now with COVID and to put the money into it now doesn't make sense.
- Councilor Miner stated this his proposal is to fund this position and not put it in play. If we want to have the wait and see approach that it fine, let's do that. But in the event it is too overwhelming or its beyond what is able to be done by our exiting staff, at least the opportunity is there for us to utilize the funds that are in place. If we remove it from the budget and zero it out, moving forward we will not have the opportunity....
- Councilor Camillo stated that we can possibly use that funding for an assistant for the town manager.
- Councilor Miner stated that is another option. I agree with what Councilor Camillo just said, but don't think removing it from the budget as a line item, if we need to act on it mid-stream, it's not something we are going to be able to fund. World rather have it than not have it and it is something that has been in our budget for years.
- Councilor Nagel stated that he agrees with what Mr. Camillo said. We should let this new process take a chance, we tried with an economic development person and the results were not where we wanted them to be. I think our staff and Mr. Chapman have an investment to work in town and they know the town better than hiring someone who may not know the town best to promote new business and maintaining and supporting existing businesses in town. It says here a reduction, it doesn't say eliminate all together. So, I think we should give this a chance and its not going to be something proven one way or another in several months, give it a year. I am in support of Mr. Chapman's approach for handling economic development.

- Councilor Anest stated that we can see how this progresses, but once this is taken out of the budget, it is very difficult getting it put back in. We are talking about \$100,000. I would like to set it kept in the budget as a placeholder and if we don't use it it can be returned. Also, we can use the money to hire special consultants if needed to do special assignments, or as Councilor Camillo said maybe for an assistant. But I don't think that money should be totally removed from the budget and it should stay in economic development and used as we see fit. We are in uncharted waters and we might need to hire a consultant with special expertise in helping our small business get funding or grants, who don't have an accountant they work with or a banker they work with to help them get back into business after this is all done.
- Councilor Miner stated that he thinks it should remain as a placeholder. If we do not use it then we can return it. There is going to be a lot of government intervention in stabilizing our existing business. I think someone should be there to help our existing business if needed to rebound from COVID-19. Again, it's not to take away work from the town manager it should be used to compliment it or in addition to.

g. Development Commission	472	+0.55%
• 8103 Part time salary increase for 2018/19 and 2019/20		
• 8220 Other Contractual services same as prior year original budget		
• Office supplies same as prior year original budget		

K. Departmental Budget Review: Health (CCHD)	511	+4.08%
• Increase in membership fees		

L. Departmental Budget Review: Revenues

- Ms. Murphy reviewed revenues.
- Councilor Budrejko asked about the Mashantucket Pequot fund.
- Ms. Murphy stated that is from the state, sure it will be adjusted.

M. Departmental Budget Review: Insurance/Misc

<u>Activity</u>	<u>Code</u>	<u>Change</u>
a. Municipal Insurance	910	-1.32%
• Workers Compensation decrease in renewal amount		
• General Liability & Auto increase in renewal amount		
• Police Professional Liability		
• Property Coverage		
<ul style="list-style-type: none"> • Councilor Anest asked if the new town hall was included in the property insurance • Mr. Murphy stated she does not know was provided this information by Jeff Baron. 		
b. Greater Hartford Transit District	930	No change
c. Employee Benefits	940	+1.21%
• Medical Insurance increase in the actuarial determined contribution for OPEB		
• Life Insurance – rate increase		
• Retirement – reduction in the actuarial determined contribution for pension		
• Social Security increase relative to salary		
• Medicare Taxes increase relative to salary		
• Other Benefits increase for unemployment, disability insurance and flexible spending account fees		
d. Donations & Contributions	950	-22.22%
• Town 150 th Anniversary – original plan was one time donation		

- Mayor DelBouno stated that she and Councilor Anest have been discussing this and we have discussed this with our caucuses.
- Councilor Manke stated that he would be in favor of increasing this back to \$5,000. They are going to be severely impacted raising money and I think we should give them what they got last year, it not more.
- Councilor Budrejko stated that she thought she read that the Memorial Day parade is being cancelled. Since that is not happening, can we move that money to the 150th Anniversary for next year?
- Ms. Murphy stated no, that money would go back into the operational fund.

- Mayor DelBuono asked if the \$5,000 would have to come back, or would it just sit in the account for next year.
- Ms. Murphy stated she is not sure if they requested it yet, if they have, we can tell them to save it for next year.
- Councilor Manke stated that he doesn't believe it has been requested yet.
- Ms. Murphy stated that if they don't request it and its in there it goes into the general fund. Unless you want to give it to them this year and tell them to hold on to it. That's the only way.
- Councilor Miner stated that might be the best way to do it and give the \$5,000 to the 150th in lieu of.

e. Manager's Contingency	961	No change
f. Special Contingency	962	+9.87%
• 8220 Other Contractual services – base amount of .3% of total expenditures plus estimated wage increases for Administrative and ASFCME staff		

N. Departmental Budget Review: MDC

- Ms. Murphy reviewed the MDC budget

O. Departmental Budget Review: Employee Leave Liability	3000	-27.88%
• 3100 BOE Leave liability – adjusted per Actuarial Report (first one done in 10 years)		
• 3200 Town Leave liability – adjusted per Actuarial Report (first one done in 10 years)		

P. Departmental Budget Review: Special Revenue Funds/Other Funds

- Cemetery Fund 5001
 - Increase of \$943 compared to current year budget. This fund transfers money to the General Fund to cover all of their operational expenses.
 - Road and Maintenance 5002
 - Decrease of \$10,000 for pavement cracking sealing. Reduction due to the lower amount we are currently holding in fund balance.
 - LOCIP 5003
 - No change.
 - Recreation Enterprise Fund 5004
 - Increase of \$134,817 for program expenses, Mainly Summer Camp
 - Any fund balance over \$1,000,000 is transferred to the Recreation CIP account.
 - Human Services 5005
 - No change.
 - Senior and Disabled Center Donations 5006
 - \$1,000 increase for Coffee Shop expenses. This is offset by the expected increase in revenue of \$4,500.
 - Insurance Reserve Fund 5007
 - As per the actuary estimate should increase by \$73,606 over prior year. Transferring \$125,000 to cover that along with losses from deductible and uninsured claims. Estimated ending fund balance for 2019/2020 fist year is \$847,474.
 - Public School CIP 5008
 - Increase on planned projects for BOE. The balances for these are being held in the Fund Balance.
 - Health Benefits Fund 5009
 - Increase of \$227,103 in claims cost for the Board of Education.
 - Land Acquisition Fund 5010
 - No change.
- Councilor Budrejko asked when was the last time money was put into this fund.
 - Ms. Murphy stated that it was long time ago.

- Councilor Budrejko also asked how much money was put in and the year as well.
 - Recreation CIP 5011
 - \$175,000 reduction in expenses due to the lower amount of fund balance available.

Q. Set Tentative Town Council Budget - FY 2020-2021

- Councilor Anest stated that because of the way we are doing this without being able to caucus with our parties it would be difficult today to set a budget. If we are just setting a public hearing on May 5th we can move forward from there.
- Councilor Budrejko stated that she agrees with Councilor Anest. It has been a long morning and we have a lot to digest. Have a question regarding the savings that the BOE they has realized for this period so far (reduced overtime, reduced heating, etc.) are you getting any sense from our side of the house regarding similar savings. Some of the big fundraising events held by the library and parks and rec, they might not be able to rely on those incomes, can they give you an idea of what the anticipate loosing, because it may impact funds.
- Ms. Murphy stated that unlike the BOE we are not closed. We are all still working, the town hall open. Even though the Senior Center is closed, they are still working over there along with the library. Have not seen significant savings, the most I can say is that we may be lower in fuel this year because of the good season we had. We are still open, so everything is still on.
- Councilor Budrejko stated that the library is closed, the community center is closed, it's not going to be substantial, but have you noticed any sort of trend.
- Ms. Murphy stated that we haven't gotten the bill for that yet, because we didn't fully close until mid-March; might be a little bit of utility/heating savings, but overall we are all still working.
- Councilor Budrejko stated we know you are and we appreciate it.
- Town Manager Chapman stated that the goal of the town general government is that we continue with all services allowed to provide. We have altered some of the ways do things. For example, generally we would have senior bus rides to events, but those same people are now driving the busses delivering food. The parks and grounds crews are actually working a seven day, 10 hour work day now, rather than a five day a week, 8 hour work day. We have expanded some of our services. We don't want to have our people laid off or terminated. Everybody that is working for the town is still be made whole by their pay with all the adjustments we made and everyone is working hard, if not harder right now. We are not saving a lot of money but we are providing top services.
- Councilor Nagel stated that he agrees with Councilor Anest, this isn't the time to set a tentative budget; given that, where do we go from here? Do we move the date for public hearing? I know that both sides have the opportunity to make recommendations before any permanent changes later.
- Mayor DelBuono stated that is we don't make changes today, this becomes our tentative budget by default. Is that correct?
- Ms. Murphy stated that is correct.
- Mayor DelBuono stated that the public hearing is set for May 5th and we are tentatively set to adopt the budget and set a new mill rate on Tuesday, May 19th.
- Councilor Nagel stated, and to clarify for the public, that we can still make changes to the budget if we want to as long as it is prior to or on May 19th.
- Mayor DelBuono stated that is correct.

VII. CONSIDERATION OF NEW BUSINESS (Action May Be Taken by Waiving the Rules)

- Mayor DelBuono stated that these were added to the agenda today because they are somewhat time sensitive and we wanted to be able to take action on them at our Tuesday meeting under Old Business.

A. Communications Tower Space Agreement

- Town Manager Chapman stated that as you are aware there has been an issue with Cedarcrest Hospital regarding our equipment for radio communications. Money was funded for a new tower to be built at the Balf properties or Tilcon property and that has been under review and the conditions there. Cedarcrest Hospital notified us about a month ago that they were going to demolish the hospital, so we had two weeks to get our equipment off the Cedarcrest Hospital Tower. We ended up finding a better location through Callahan LLC to the Callahan property at the top of Cedar Mountain. We have located our equipment to that tower. It is working fine, we have an agreement that we ask the council to take action on to solidify the agreement. It is a temporary measure until we do the radio study and assess the complete needs of the town

fire, police and EMS. We have provided each of you a property of the agreement and would like to take action on the April 28th meeting.

- Councilor Miner asked if the previous account established and funded for the radio tower replacement and in lieu of looking for a full-scale tower radio replacement does it make sense to close that project out since it will be going to a bonded project.
- Town Manager Chapman stated the monies you have budgeted for the new tower on the Balf property; I think is was \$270,000. Some of that money has been expended on the study that is being done. That money will not be needed for a tower in that location, not sure what will be needed until we review the study. I think we should ask our Finance Director what she thinks we should do with the monies in that account
- Councilor Miner stated that is would be more prudent for us to close the account out. If she could look into that.

B. Indian Hill Country Club Additional Appropriation

- Town Manager Chapman stated that when inspecting the roof it was discovered that the HVAC needed to be replaced as well due to the age of the systems. The cost to do the entire project has increased by approx. \$70,000. We are asking the council to provide additional funding of \$71,861 at your April 28th meeting as well.
- Councilor Miner asked if the HVAC was ever put into CIP or was that done outside of it.
- Mr. Murphy stated that was not put in. Originally the ideas was to be propose for next year, but we felt that we wanted to get it done as soon as possible. We had transferred money earlier this year to cover this project this fiscal year. They have a new caterer in there and we wanted to make sure that the improvements that were done inside are not ruined by any leakage.
- Councilor Miner stated that makes sense with a new caterer in there.

VIII. PUBLIC PARTICIPATION – ON AGENDA ONLY (Via Zoom or Telephone: 888-788-0099 or 877-853-5247) (3 MINUTE TIME LIMIT PER SPEAKER ON AGENDA ITEMS ONLY)

- None

IX. REMARKS BY COUNCILORS

- Mayor DelBuono thanked Janet and Keith tremendously for their efforts today. Not only by putting the budget together but by speaking on it for hours today. Appreciate your input and help with everything.
- Town Manager Chapman stated that there are a couple of people in the background working very hard, including James and Paul, they have been working very hard. As I said earlier, COVID-19 has certainly changed the way we do business and it has required a lot of work on a lot of peoples part.
- Mayor DelBuono stated absolutely, have received lots of afterhours support from James and Paul, so thank you to both of you, not only this meeting, but for all those outside of this. Know you are working tremendous hours to help with our IT needs due to COVID-19. Please send the thanks along to your departments because I know that they are working harder and picking up some slack as well.
- Councilor Braverman asked if the town has taken steps with COVID, masks, gloves, are there signs up?
- Town Manager Chapman stated that all actions and efforts that affect employees or visitors are in place. As of this moment no employee has come down with the infection, so we must be doing something right.
- Councilor Braverman asked about the parks, people use their own stuff and take a chance. What's our message as a town council?
- Mayor DelBuono stated that we have followed all of the governor's orders and we are working on enforcing those. So our parks and any of the equipment with closed spaces are not open at this point. Our walking trails and such are still open and our expectation is that the public would comply with the governor's orders that your wear face coverings. In terms of terms of the town hall building, it has been closed for some time now, but we do have signage at each entrance that has phone numbers for each department, so if someone has business they need to conduct with the town, they can call the department and set up a way to conduct business. Our staff is working hard to continue business in a virtual sense right now.
- Town Manager Chapman stated that you are going to be receiving shortly a video that will be going out to the public providing them with information of what our employees have been doing. You will be getting your preview very shortly. We are dealing very well with COVID-19 and have to give a lot of credit to the staff and volunteers, they have. We will continue to move along in the best interest of our employees and the public as well.
- Councilor Donahue asked Keith to send the video over to NCTV so they can air it too.

X. ADJOURNMENT

Motion by Councilor Manke to adjourn the meeting at 2:00 p.m. Seconded by Councilor Braverman. Motion passed 9-0.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan Gibbon".

Susan Gibbon
Council Clerk