

Town of Montville Finance Committee

Special Meeting Minutes for

May 17, 2012

3:45 p.m. Room

Amended 5/21/12

Gary Murphy called the meeting to order at 4:50 p.m. He also led the Pledge of Allegiance. Present were Candy Buebendorf, Rosetta Jones (arrived at 4:53 p.m.), Mayor Ron McDaniel and Finance Director Terry Hart.

Remarks from the Public: None

Minutes: Buebendorf moved, second by Murphy, to approve the minutes of the 5/9/12 meeting. Motion passed.

Information Technology: The committee discussed the increase in Support/Access fees. Bill O'Neill explained that these are licenses fees from vendors and costs continue to increase. As new software is added, for example Webtrac in Parks & Rec, these fees increase. Buebendorf noticed that the Training line has gone over budget the past two years. O'Neill stated that realistically he could use \$4,000-\$5,000 and would be able to hold in-house training for Word and Excel classes. Buebendorf moved, Murphy second to increase the Mayor's request to \$3000 for Training (#10440-53004). Buebendorf and Murphy in favor. Jones opposed. Motion passed. The committee discussed the bids for the part-time IT Technician. It was decided that hiring an outside firm would be too costly. Buebendorf moved, Murphy second, to approve the Information Technology budget as amended. Motion passed.

Park and Recreation: Buebendorf asked Peter Bushway, Director, if he was able to run his office with a part-time secretary. He stated that it would be difficult. They continue to add new programs and the rental of buildings have increased. He also discussed that the fees for background checks are expensive. The local police department is not allowed to do them anymore. He urged members of the council to discuss this with legislatures to allow towns to use their local police as a resource for this. Buebendorf stated that she feels the Commission needs to increase the fees for Summer Camp incrementally each year to get to a reasonable rate. The current charge of \$40/week is too low. Jones agreed. Jones moved, Buebendorf second, to decrease the Advertising line (#10730-53008) to \$250. Motion passed. Jones moved, Buebendorf second, to decrease the Printing line (#10730-53014) to \$725. Motion passed. Buebendorf moved, Jones second, to raise the Parks & Recreation revenue line (10100-44005) to \$74,360. Motion passed. Buebendorf stated that she feels with the implementation of Webtrac that the hours of the Secretary can be reduced from 40 hours to 20 hours. Buebendorf moved, Jones second, to reduce the Secretary Salary line (#10730-51016) to \$21,000. Buebendorf and Jones in favor. Murphy opposed. Motion passed. Buebendorf moved, Jones second, to approve the Park and Recreation budget as amended. Motion passed.

Planning and Zoning: The committee discussed staffing with Marcia Vlaun. She explained as the Planner she is responsible for Planning and Economic Development. She also manages grants and many other projects. The Secretary handles all the files and forms and also attends meetings. The Planner II handles the GIS and Wetlands. The Assistant Planner handles Zoning. Marcia stated that a Building Official could do zoning inspections and reduce the hours of the Asst. Planner. Buebendorf moved, Jones second, to reduce the Assistant Planner Salary line (#10610-51017) to \$30,000. Motion passed. Marcia explained that fees for legal notices has increased. She feels towns should only have to post the first notice in the newspaper and the final should be only on the website. She also would like to increase the fee charged for a second plan review by the town engineer. Buebendorf moved, second by Jones, to approve the Planning and Zoning budget as amended. Motion passed.

Building Department: The committee discussed the Building Department budget with Vern Vesey. They asked about staffing. He explained that he needs his Building Inspector since he lost one two years ago and there are a lot of commercial projects going on in town. If he lost his secretary, he would have to close the office when the inspectors are on inspections or doing plan reviews. Buebendorf moved, Jones second, to approve the Building Department budget as submitted. Motion passed.

Discussion of 2012-13 Proposed Budget: The committee discussed the Town Clerk's budget. There was a question regarding the assistant position being cut to 20 hours. It was decided to have her come to the meeting on May 21, 2012. Jones asked if there was a cell phone policy and she would also like a list of employees who have cell phones. Hart will get this information. There was discussion of the Fire Fighter Relief program and whether or not it is effective. Hart will get the committee a copy of the ordinance. There was a discussion of medical insurance for the Registrar of Voters. Hart informed the committee that the town's policy states that employees must work a minimum of 30 hours per week to be eligible for health benefits. The ROV work 20 hours. Hart explained that the town's broker of record has questioned employees that do not meet these criteria. The town could be responsible for claims if they do not comply with the policy.

Remarks from the Public: Wils Pike, Pheasant Run, stated that he felt this was a good meeting. He felt it was important to address manpower needs. He questioned the arrangement with the BOE and P&R regarding special needs camp and transportation. He feels that the capital items for the BOE should be included in the town's capital improvement plan. Jones stated that she was not aware that insurance claims may be denied if the town does not comply with the policy. She also had questions about the staffing needs in the Tax Office.

Buebendorf moved, second by Jones, to adjourn at 6:25 p.m. Motion passed.

Theresa Hart, Director of Finance