

**Town of Montville Finance Committee
Special Meeting Minutes
April 24, 2018
4:00 PM
Town Hall
Room 203**

1. CALL TO ORDER:

Councilor Pike called the meeting to order at 4:00 PM

2. PLEDGE OF ALLEGIANCE:

Council members led the Pledge of Allegiance

3. ROLL CALL:

Councilor W. Pike, Councilor J. Jaskiewicz, and Councilor T. McNally present
Finance Director, T Hart

4. REMARKS FROM THE PUBLIC:

None

5. APPROVAL OF MINUTES OF APRIL 18, 2018:

**MOTION: (McNally/Jaskiewicz) to approve the Finance Committee minutes
of April 18, 2018 as presented. Vote: Approved Unanimously.**

6. AGENDA ITEMS AS FOLLOWS:

Discussion of the 2018-2019 Town Budget including Dispatch

Dispatch

John Leonard, Montville dispatcher acknowledged the accomplishments of Ray Occhialini over the past 30 years and listed some of the projects he has had the pleasure of assisting with R. Occhialini.

J. Leonard gave an overview of his employment with the Town of Montville which includes 16 years on dispatch. He explained that the town has 3 fulltime dispatchers which work four, 12 hour shifts per week which are rotated between day shifts, split shifts and night shifts. The 5pm-10pm shifts are staffed primarily with part time dispatchers as of six years ago. He stated the busy times are between 8AM and 5PM.

J. Leonard stated that Montville receives approximately 8,500, 911 calls per year and approximately 13,000, 10 digit Police, fire and

hotline/intercom calls. He gave the following statistics for emergency calls in 2017:

Montville: 8311
Ledyard: 8127
East Lyme: 5069

He strongly recommended adding an additional dispatcher to help with the work load. When asked if an additional dispatcher would help with the overtime he did stated that, it would not.

It was established that the contract dating back to 1978 specifies 48-hour work weeks.

J. Leonard stated it is mandated to have two dispatchers on duty. If calls are not answered in 10 seconds it is a red flag noted by the state. He stated the Montville dispatchers try to get all calls by the second ring.

The Council Members discussed the funding amount for the added position in the Mayors budget. J. Leonard stated the overtime amount in the salary line for dispatchers should actually be added to their regular salary line because by contract they get the overtime pay for working the 48 hours. T. Hart stated she would have to look at combining the two lines but the overtime line shows the amount of overtime in the budget.

The Councilors discussed various options on funding, hiring and scheduling another full time dispatcher.

MOTION: (McNally/ Jaskiewicz) to approve new dispatcher position at 48 hours for \$67,600. Vote: Approved Unanimously.

MAYORS BUDGET

MOTION: (Pike/McNally) to decrease line 52150 (Memorial Day Parade) from \$3,500 to \$3,000. Vote: Approved. In favor-Pike, McNally. Opposed- Jaskiewicz. Abstaining-none

MOTION: (McNally/Pike) to approve the Mayors budget as amended. Vote: Approved. In favor-Pike, McNally. Opposed- Jaskiewicz. Abstaining-none.

TOWN COUNCIL

MOTION: (Pike/McNally) to decrease line 53002 (Consulting Services) from \$ 2,000 to \$1,000. Vote: Approved Unanimously.

MOTION: (Jaskiewicz/ McNally) to decrease line 53019 (Misc Supplies) from \$2,000 to \$1,500. Vote: Approved Unanimously.

MOTION: (McNally/Pike) to approve the Town Council budget as amended. Vote: Approved Unanimously.

LEGAL SERVICES

MOTION: (Jaskiewicz/ McNally) to approve the Legal Services budget as presented. Vote: Approved Unanimously.

PROBATE

Shared services cannot be adjusted-no action taken

NON PROFIT ORGANIZATIONS

MOTION: (McNally/Pike) Non Profit Organizations budget approved as presented.

TOWN HALL/CENTERAL SERVICES

Discussion on the cost of fuel oil was held. T. Hart asked the Councilors to consider taking the fuel oil line from Social Services in the amount of \$1,500 and add it to the Town Hall fuel line. She stated the reasoning for this was because Social Services are now in the Town Hall building and that funding should be added to line 52005.

Councilor Pike noted that the fuel line for social services is 2 ½ times over what they are budgeted for.

MOTION: (McNally/Jaskiewicz) to decrease line 53000 (Office Supplies) from \$25,000 to \$20,000. Vote: Approved Unanimously.

MOTION: (Jaskiewicz/McNally) to approve the Town Hall/Central Office budget as amended. Vote: Approved Unanimously.

FINANCE

Payroll services was questioned and T. Hart stated they are trying to come up with a solution that will fix some current issues and satisfy what the town needs.

MOTION: (McNally/Jaskiewicz) to decrease line 52192 (Quality Data Payroll Service) from \$25,000 to \$20,000. Vote: Approved Unanimously.

MOTION: (Jaskiewicz/McNally) to decrease line 52136 (Membership Fees) from \$1,500 to \$1,000. Vote: Approved Unanimously.

MOTION: (McNally/Jaskiewicz) to approve the Finance budget as amended. Vote: Approved Unanimously.

INSURANCE & FRINGE BENEFITS

T. Hart stated there is a 5% increase for insurance.
The Retirement and Payout fund is for long time employees who have retired and are expected to be at least two retiring in the next fiscal year.

MOTION: (McNally/Pike) to decrease line 53004 (Continuing Education) from \$9,000 to \$7,000. Vote: Approved Unanimously.

MOTION: (Jaskiewicz/McNally) to approve Insurance and Fringe Benefits budget as amended. Vote: Approved Unanimously.

MUNICIPAL INSURANCE

MOTION: (Jaskiewicz/McNally) to approve the Municipal Insurance budget as presented. Vote: Approved Unanimously

BOARD OF ASSESSMENT APPEALS

No action taken

INFORMATION TECHNOLOGY

MOTION: (McNally/Jaskiewicz) to decrease line 52036 (Support/Access Fees) from \$111,500 to \$108,000. Vote: Approved Unanimously.

MOTION: (McNally/Jaskiewicz) to approve Information Technology budget as amended. Vote: Approved Unanimously.

AUDITOR

Contractual-no action taken

OTHER

The litigation line history was discussed and it was the consensus that the line should remain the same as last year.

MOTION: (McNally/Pike) to approve Other as presented. Vote: Approved Unanimously.

TOWN CLERK

MOTION: (Jaskiewicz/McNally) to approve the Town Clerks budget as presented. Vote: Approved Unanimously

REGISTRARS

The Registrars have not had a salary increase since 2007. The increase is 4% per Registrar which amounts to a \$1,500 per year increase for each Registrar for a total of \$3,000. The Councilors agreed they could fund the salary increase but the Town Council needs to pass a resolution to increase their pay.

MOTION: (McNally/Jaskiewicz) to increase line 51014 (Registrars Salary) from \$36,536 to 39,536 for a 4% increase Vote: Approved Unanimously.

MOTION: (Jaskiewicz/McNally) to decrease line 53004 (Training & Conferences) from \$3,000 to \$2,500. Vote: Approved Unanimously.

MOTION: (Jaskiewicz/McNally) to approve the Registrars budget as amended. Vote: Approved Unanimously.

ELECTIONS AND REFERENDUM

MOTION: (McNally/Jaskiewicz) to decrease line 52037 (Poll Workers) from \$19,000 to \$17,000. Vote: Approved Unanimously.

MOTION: (Jaskiewicz/McNally) to approve the Elections and Referendum budget as amended. Vote: Approved Unanimously.

LAND USE

MOTION: (McNally/Jaskiewicz) to decrease line 53008 (Advertising) from \$10,000 to \$8,500. Vote: Approved Unanimously.

MOTION: (McNally/Jaskiewicz) to approve the Land Use budget as amended. Vote: Approved Unanimously.

ENGINEERING SERVICES

The Councilors asked D. Bourdeau (Public Works Director) what he spends engineering funds on. He replied that road repair, bridge repair,

culverts etc. all need engineering. He stated that large projects will have engineering built into the bid process.

MOTION: (McNally/Jaskiewicz) to decrease line 52123 (Land Use Engineering) from \$60,000 to \$50,000. Vote: Approved Unanimously.

MOTION: (Jaskiewicz/McNally) to approve Engineering Services as amended. Vote: Approved Unanimously.

INLAND WETLANDS

No action taken

ECONOMIC DEVELOPMENT COMMISSION

Councilor McNally discussed the Economic Development meeting he attended where they discussed their budget needs. He stated they are now having meetings so they require a recording secretary. McNally suggested the following funding levels:

Secretary	\$700.00
Training and Conferences	\$300.00
Printing	\$800.00
Business Resource Forum	\$800.00
Reference Materials	\$300.00
Total	\$2,900

MOTION: (McNally/Jaskiewicz) to approve the Economic Development budget as amended. Vote: Approved Unanimously.

ZONING BOARD OF APPEALS

No action taken

HEALTH

Contractual obligations-no action taken

SOCIAL SERVICES

MOTION:(Jaskiewicz/McNally) to remove line 52005 (Fuel Oil) in the amount of \$1,500. Vote: Approved Unanimously.

MOTION: (McNally/Jaskiewicz) to approve Social Services budget as amended. Vote: Approved Unanimously.

RECREATION

T. Hart reminded the members that they added \$5,000 for the decorations. The Councilors discussed the printing of the booklet and decided if a department wants to put an article or ad in the booklet then that department should pay for that portion of the cost.

In kind costs were discussed and the members decided that it was difficult to break out costs per event. It was noted the “in kind” funds go into the special revenue account for recreation. The Councilors stated the “in kind” services were important to the events which are widely enjoyed by the town.

MOTION: (Jaskiewicz/McNally) to approve the Recreation budget which includes the \$5,000 for decorations. Vote: Approved Unanimously.

SENIOR CENTER

The cost of electricity was questioned and the members asked D. Bourdeau to research the issue. The Finance Committee will take up the Senior Center budget at a future meeting.

YOUTH SERVICES

The Council Members questioned the overtime expense. T. Hart explained that the employee can, by contract MOU either take comp time or get paid for overtime. The employee has recently decided to take the overtime pay.

MOTION: (Jaskiewicz/McNally) to decrease line 51100 (Overtime) from \$5,000 to \$2,500. Vote: Approved Unanimously.

MOTION: (McNally/Jaskiewicz) to decrease line 52159 (Family Counseling) from \$18,000 to \$14,000. Vote: Approved Unanimously.

MOTION: (McNally/Jaskiewicz) to approve the Youth Services budget as amended. Vote: Approved Unanimously.

PARKS AND RECREATION COMMISSION

No action taken

COMMUNITY CENTER

MOTION: (McNally/Jaskiewicz) to approve the Community Center budget as presented. Vote: Approved Unanimously.

7. REMARKS FROM THE PUBIC

Chairman Pike asked for remarks from the public three times. No remarks

8. ADJOURNMENT

**MOTION: (Jaskiewicz/McNally) to adjourn the meeting at 5:37.
Vote: Approved Unanimously**

Respectfully submitted

**Sue Spang
Recording Secretary**