



# BOARD OF SELECTMEN

Clifford J. Hurgin Municipal Center, 1 School Street  
Bethel, Connecticut 06801 Telephone: (203) 794-8501

*Matthew S. Knickerbocker, First Selectman*  
*Richard C. Straiton, Selectman*  
*Paul R. Szatkowski, Selectman*

## MINUTES OF SPECIAL MEETING

Tuesday, February 21, 2012  
7:00 p.m.

CJH Municipal Center – Meeting Room “A”

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TOWN OF BETHEL  
TOWN CLERK

**PRESENT:** First Selectman Knickerbocker, Selectman Straiton and Selectman Szatkowski. Also in attendance were members of the Board of Finance, Town Counsel Martin J. Lawlor, Comptroller Robert Kozlowski and Treasurer Thomas O’Leary.

First Selectman Knickerbocker called the Special Meeting to order at 7:02 p.m.

### FY 2012-2013 BUDGET PRESENTATIONS BY DEPARTMENT

**130 Town Clerk Requested FY 2012-2013 \$218,378**

Lisa Bergh, Town Clerk, presented her department budget request. She noted an increase to election expense due to increased costs for legal notices and added expenses associated with elections. They are continuing on with their quest to scan and re-index all records, made possible by a grant. She noted a reduction in the various revenues collected by her office.

**140 Assessor Requested FY 2012-2013 \$195,738**

Ann Marie Heering, Assessor, presented her department budget request. She noted that again this year, she was requesting a full-time employee, advising that they can’t complete the work without the added help. She advised that she is trying a cost saving measure which is to send out a post card to personal property accounts with a link to the forms necessary for them to complete and return to the Assessor’s office. This will save postage and printing costs.

**150 Tax Collector Requested FY 2012-2013 \$185,144**

Ann Scacco, Tax Collector, presented her department budget request. She noted that tax collections are strong; over 99%, she held a successful tax sale which resulted in significant back

tax revenue, two of her staff are paid through the utility department budget. She did note an increase to postage due to the rise in postage rates. She also reported \$10,000 in delinquent motor vehicle fee revenue that offsets the cost of the motor vehicle reporting. She urged the continued funding of dues and education as there are continuing changes to state statutes and laws that her office must abide by.

**180 Building Department Requested FY 2012-2013 \$209,933**

Gary Boughton, Building Official, presented his department budget request. He noted that he would like to initiate a system of scanning documents as they are being inundated with paper files. These files are shared by many of the town regulatory departments. Presently, they have over 30 file cabinets and unless the document scanning is initiated, will require more.

**200 Social Services Requested FY 2012-2013 \$60,267**

Kathleen Gillen, Social Services Director, presented her department budget request. She noted a shift in funds from the office expense to the emergency fund. She requested funds be restored to the dues and education account as there is not enough funding to allow for attendance at many important seminars; laws and services keep changing that she must be aware of.

**330 Registrar of Voters Requested FY 2012-2013 \$102,386**

Mary O'Leary and Mary Legnard, Registrar of Voters, presented the department budget request. They noted an increase to their account, one of the contributors to this increase is the cost of tabulator maintenance at \$200 per tabulator. They have budgeted for two primaries, a presidential election and budget referendum.

**405 Intra Govt. Subsidies (VNA) Requested FY 2012-2013 \$377,519**

Judith Malin, Director of the Visiting Nurse Association, presented the VNA request; she noted that the VNA provide many services to residents, including in-home patient care, screening clinics, flu clinics, immunizations, etc. They also work with the Health Department on an as needed basis and are part of the Emergency Preparedness Plan.

Also discussed in the 405 Intra Government Subsidies account is the cost for HART Bus and SweetHart Bus service. The request has increased although the appropriation had been reduced last budget year. The Senior Center Director will be asked to provide usage information on the SweetHart bus.

Comptroller Robert Kozlowski advised that he has included the same funding request for the Paramedic Intercept. Currently there is a shortfall in this account. At the present time, a RFP is being prepared, which hopefully will reduce the cost.

**340 Boards & Commissions Requested FY 2012-2013 \$113,350**

Hilda DeLucia, Teen Center Director along with Youth Commission members, Robert Korin and Lisa Bergh, presented the budget request for the Teen Center. They noted that several years ago, the budget was reduced, and they are asking for the funding to be restored. The Teen Center Director is a sub-contractor and provides her own insurances, payroll, etc., these costs continue to increase. The participation, number of programs offered by the Teen Center and the activity of the center continue to grow.

**100 Selectman Requested FY 2012-2013 \$193,103**

First Selectman Knickerbocker presented the budget request and noted that there was no significant change to this request.

**110 Treasurer Requested FY 2012-2013 \$2,593**

Comptroller Robert Kozlowski noted an increase to the postage account to reflect the increase in postage rates.

**120 Finance Requested FY 2012-2013 \$372,914**

Comptroller Robert Kozlowski noted several increases to the Finance Department budget request for postage, dues and education and the cost of the town audit.

**160 Legal Requested FY 2012-2013 \$212,680**

Comptroller Robert Kozlowski noted no change to this account. Legal fees associated with work for the Public Utilities Commission does not come from this account.

**170 Probate Requested FY 2012-2013 \$5,711**

Comptroller Robert Kozlowski noted that there was no change to this request. Bethel shares the Probate Court with Redding, Newtown and Ridgefield. Each town pays a proportional share of the cost to run the court.

**190 Data Processing Requested FY 2012-2013 \$271,468**

Comptroller Robert Kozlowski noted that this account has increased; five different accounts have IT related items which were transferred from their accounts to this account. J. Philip Gallagher offered that he did not recall approving an employee with benefits. First Selectman Knickerbocker advised that this position is substantially less than what was paid out for the consultant and was included in last year's budget.

<b>210</b>	<b>Town Insurance</b>	<b>Requested FY 2012-2013</b>	<b>\$925,990</b>
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Comptroller Robert Kozlowski noted a 20% increase to the workers' compensation premium based on our recent history and that our broker is currently looking at other carriers to see about a better rate. There is an 8% increase in the liability and property.

<b>390</b>	<b>Employee Benefits</b>	<b>Requested FY 2012-2013</b>	<b>\$5,350,697</b>
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Comptroller Robert Kozlowski presented the budget request. He noted an increase to the FICA account as a result of increased wages for the current year. The actuarial recommended contribution to the town and police pension moves us closer to filling the gaps. Town pension is approximately 59.11% and the Police 82-83%. LOSAP is still being investigated.

<b>400</b>	<b>Non-Government Subsidies</b>	<b>Requested FY 2012-2013</b>	<b>\$28,838</b>
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Comptroller Robert Kozlowski advised that he included a funding request from only the organizations that sent in a request.

<b>410</b>	<b>Utilities &amp; other Charges</b>	<b>Requested FY 2012-2013</b>	<b>\$2,666,440</b>
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Comptroller Robert Kozlowski advised that funding is included in the capital plan for conversion to gas boilers at the schools, it was noted that once converted, we would see savings right away.

<b>420</b>	<b>Misc. Charges &amp; Transfers</b>	<b>Requested FY 2012-2013</b>	<b>\$436,069</b>
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Comptroller Robert Kozlowski presented the budget request. Discussion took place on seeking alternatives to the cost for publication of legal notices. Comptroller Robert Kozlowski noted that funds are included in wage contingency for potential additional help at the Library when the addition is completed.

<b>440</b>	<b>Debt Service</b>	<b>Requested FY 2012-2013</b>	<b>\$4,324,436</b>
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Comptroller Robert Kozlowski presented the budget request. He noted that the town has \$33,090,000 in outstanding general fund supported long term debt and \$5,100,000 in short term bond anticipation notes.

As there was no further business on the agenda, Selectman Szatkowski made a motion, which was seconded by Selectman Straiton, to adjourn the meeting at 9:35 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

