



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 19, 2013
7:00 p.m.
CJH Municipal Center – Meeting Room "A"

RECEIVED

2013 FEB 22 P 2:12

TOWN OF BETHEL
TOWN CLERK

PRESENT: First Selectman Knickerbocker, Selectman Straiton and Selectman Szatkowski. Also in attendance were members of the Board of Finance and Comptroller Robert Kozlowski.

First Selectman Knickerbocker called the Special Meeting to order at 7:00 p.m.

First Selectman Knickerbocker advised that he has asked department heads to prepare their budget requests to reflect the needs of the departments; this keeps everyone informed about actual departmental needs. Selectman Szatkowski spoke about the economy and that it is important to construct a budget that is suitable to what most can afford.

Department Fiscal Year 2013-2014 Budget Presentations

130 - Town Clerk Requested Fiscal Year 2013-2014 - \$216,955

Town Clerk Lisa Bergh presented the Fiscal Year 2013-2014 budget request. She noted an increase in revenues due primarily from land records and the online portal. The elections account was reduced by \$5,000 (had been higher last budget year based on the need for ballots for the presidential election). Ms. Bergh requested that the town clerk's salary be reviewed as she believes it is disproportionate to department heads and assistants as well as town clerks in the region.

140 – Assessor Requested Fiscal Year 2013-2014 - \$203,088

Board of Selectmen – Meeting Minutes of February 19, 2013

Ann Marie Heering, Assessor presented the Fiscal Year 2013-2014 budget request. She noted again this year, the request for the part-time position to be increased to full-time; the workload in the office is such that they are now closed to the public on Fridays in order to allow them to complete their necessary duties. She noted comparisons of assessor's offices in surrounding towns and their staffing levels.

150 - Tax Collector Requested Fiscal Year 2013-2014 - \$190,287

Ann Scacco, Tax Collector presented the Fiscal Year 2013-2014 budget request. She advised that the Bethel Post Office will not be accepting bulk mail; the bulk mail will need to be transported to Danbury. Even though postage has gone up, she has not asked to increase the postage but requested that it not be reduced. Tax collections are right on target to maintain a 99% collection rate.

200 - Social Services Requested Fiscal Year 2013-2014 - \$64,097

Kathleen Gillen, Director of Social Services presented the Fiscal Year 2013-2014 budget request. She has requested a \$1,000 increase to the emergency fund. Donations were down considerably this past holiday season. She noted that the requests for services related to the Back to School program have grown and that the request for gas cards has grown also. Heating assistance remains about the same.

250 - Planning & Zoning Requested Fiscal Year 2013-2014 - \$221,658

Steven Palmer, Zoning Official presented the Fiscal Year 2013-2014 budget request. He noted that their budget request has no increase and that Planning & Zoning has been busy. He spoke about several promising projects on Route 6 including the mixed use development (includes stores, apartments, houses and condominium units – projected to have a build out value of 1.2 to 1.5 million), an assisted living project and a new sales/retail center for the Barn Yard.

330 - Registrar of Voters Requested Fiscal Year 2013-2014 - \$96,486

Mary Legnard and Mary O'Leary, Registrar of Voters presented the Fiscal Year 2013-2014 budget request, noting a reduction of \$5,000 which was based on items related to the presidential primary and election. Both indicated that this would be their last term as Registrars and noted the increase in the responsibilities of the office and the cooperative effort between their office and the town clerk's office. It was also noted that it has been perhaps 5-6 years without a salary increase.

350 - Health Dept. Requested Fiscal Year 2013-2014 - \$284,096

Board of Selectmen – Meeting Minutes of February 19, 2013

Laura Vasile, Director of Health, presented the Health Department Fiscal Year 2013-2014 budget request. She noted that the request includes an increase of \$500 for mosquito control. A review of the fee schedule is underway.

405 - Intra Govt. (VNA) Requested Fiscal Year 2013-2014 - \$40,000

Ken Stevens and Judith Malin presented the VNA budget request and noted that the Bethel VNA provided services for 161 home visits; these are visits that are not charged off to insurance or Medicare.

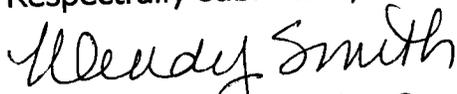
430 - Senior Center Requested Fiscal Year 2013-2014 - \$151,715

Lisa Plumb, Senior Center Director presented the Fiscal Year 2013-2014 budget request. As the new director, she has implemented a variety of procedures associated with all the programs offered at the Center. She noted a request for additional computers as the computers class is very popular and with only 6 (old) computers, they have a 2-3 month waiting period. She would also like an air conditioner for one of the rooms.

As there was no further business on tonight's agenda, Selectman Straiton made a motion, which was seconded by Selectman Szatkowski, to adjourn the meeting at 8:39 p.m. Vote, all in favor, motion unanimously approved.

The Board of Finance had an additional item on their agenda; the Charter Revision Commission had requested clarification as to what they deem their role and responsibilities to be. A general discussion followed. First Selectman Knickerbocker reiterated the recommendations that the Board of Selectmen had previously made to the Charter Revision Commission which, among other items, included an increased flexibility to make budget neutral transfers between accounts when necessary to maintain consistent services within town operations.

Respectfully submitted,



Wendy Smith, Recording Secretary