



BOARD OF FINANCE

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

MINUTES OF SPECIAL MEETING

Thursday, February 21, 2013
7:00 p.m.

CJH Municipal Center – Meeting Room “A”

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TOWN OF BETHEL
TOWN CLERK

PRESENT: William Kingston, Chairman, Patricia Smithwick, Eileen Freebairn, Claudia Stephan, Gary Regan and Timothy Draper. **Absent:** J. Phillip Gallagher. Also in attendance were members of the Board of Selectmen and Comptroller Robert Kozlowski.

William Kingston called the Special Meeting to order at 7:00 p.m.

Department Fiscal Year 2013-2014 Budget Presentations

180 - Building Inspection Requested Fiscal Year 2013-2014 \$217,960

Gary Boughton, Building Official presented the Fiscal Year 2013-2014 budget request. A discussion took place regarding the storage of maps, plans, etc. They are still investigating a cost effective method of scanning the array of files for both storage and accessibility for departments. He noted 873 permits were issued - 37 new home residential permits.

220 - Fleet Maintenance Requested Fiscal Year 2013-2014 \$359,096

Wayne Morris, Fleet Coordinator presented the Fiscal Year 2013-2014 budget request. He noted that he has not requested any additional funds. Discussion of impending need to replace Highway Department trucks that are beyond their useful life took place.

230 - Public Works Requested Fiscal Year 2013-2014 \$316,421

Andrew Morosky, Town Engineer/Director of Public Works presented the Fiscal Year 2013-2014 budget request. Budget is approximately the same as last year but he has requested funding for an intern to perform data entry, etc. Funds are included for on-call surveying / consultant engineering for projects; this supplements the professional services by present staff and is used on an on-call basis. While he did not put it in the budget, he would like to have the part-time secretary position increased to full-time.

240 - Highway Department Requested Fiscal Year 2013-2014 \$1,344,982

Andrew Morosky, Town Engineer/Director of Public Works and Robert Dibble, Assistant Director of Public Works, presented the Fiscal Year 2013-2014 budget request. Included in the request are an additional truck driver and a part-time position to provide assistance with administrative duties. Mr. Dibble advised that we are in good shape this year with salt and sand, having had some left from last season. Road construction is on track with two roads left from last season. Discussion took place regarding the plowing of the parking lots at the school complex, this item is contracted out.

260 - Building Maintenance Requested Fiscal Year 2013-2014 \$674,830

Andrew Morosky, Town Engineer/Director of Public Works and Robert Dibble, Assistant Director of Public Works, presented the Fiscal Year 2013-2014 budget request. Mr. Morosky spoke of the process underway to engage an Energy Services Company (ESCO) and the benefits that will come with that relative to renewing energy-related infrastructure without upfront capital cost. Energy saving methods are deployed at municipal/school sites and the savings pay for the cost of the materials/installation. He noted that this is a great opportunity and that the utility companies are encouraging these types of projects.

270 - Tree Warden Requested Fiscal Year 2013-2014 \$94,400

Andrew Morosky, Town Engineer/Director of Public Works and Robert Dibble, Assistant Director of Public Works, presented the Fiscal Year 2013-2014 budget request. First Selectman Knickerbocker advised that Northeast Utilities will be resuming their enhanced vegetation program which trims trees/branches to anything that is a threat to the power grid. Budget is the same as the prior year. Discussion took place over the need for a Tree Warden.

290 - Emergency Mgmt. Requested Fiscal Year 2013-2014 \$27,200

Thomas Galliford, Emergency Management Director presented the Fiscal Year 2013-2014 budget request. He advised that he is in the process of compiling data for reimbursement for Super Storm Sandy and noted that FEMA will be reimbursing for straight and overtime costs; normally it is just overtime costs. He explained that there is an increase with the radio tower lease; this tower serves as the main communication point for Fire, Police, EMS and PW radios and the lease has doubled in cost. He noted that the Everbridge Mass Notification system continues to be an invaluable system and allows for phone and email notification to town residents for emergencies and other useful tools.

300 - Fire Marshal Requested Fiscal Year 2013-2014 \$89,797

Thomas Galliford, Fire Marshal, presented the Fiscal Year 2013-2014 budget request. Discussion took place on adopting new and raising current fee structures. Approximately 8 years ago, a proposal to increase fees was initiated but not adopted; this will be considered again. For example, the cost for burning permits is \$2.00 and requires personnel to inspect; it is not a cost efficient fee.

310 - Bethel Fire Department Requested Fiscal Year 2013-2014 \$199,875

Fred Ingram, Chief and Phil Cadella, Asst. Chief presented the Fiscal Year 2013-2014 budget request. Among the requested items, was a \$5,000 Chief's Stipend, this would be used to offset some of the lost wages due to fire department activities that the chief experiences and could serve as an encouragement for others to move up the ranks. Another significant increase was the cost of annual member physicals to comply with OSHA standards. Included in their capital request is the need to replace supply hose, a bracket to carry an additional port-a-pond and a new extraction tool.

320 - Stony Hill Fire Dept. Requested Fiscal Year 2013-2014 \$150,110

Ken Parciasepe, Chief and Thomas Galliford, Asst. Chief, presented the Fiscal Year 2013-2014 budget request. As with BFD, the cost for annual member physicals has increased. Their capital requests include the replacement of 10 Self Contained Breathing Apparatus (SCBA), they have reached their mandatory life span, a replacement of an older Hurst Tool – this cutter has been redesigned to accommodate newer vehicles and the relocation of a diesel exhaust intake hose in one of the truck bays.

360 - Police Department Requested Fiscal Year 2013-2014 \$3,984,515

Michael Duff, Chairman of the Police Commission and Jeffrey Finch, Chief of Police presented the Fiscal Year 2013-2014 budget request. They are requesting 2 additional officers, one to serve as the school resource officer. He noted that even though they have 34 sworn officers, there is always someone out on sick time, vacation time or with an injury. They have also had staff turnover in the dispatchers and with the shortage, they have had to have officers staff the center which results in overtime costs.

Also discussed was the vehicle replacement. This year they are requesting for 5 vehicles and funding to equip the vehicles. The grant has expired for the fingerprint scan system and they now have to replace it. He also spoke to the need for upgrades to the Zetron System (dispatch) – it went down during Superstorm Sandy.

435 – Library Requested Fiscal Year 2013-2014 \$841,675

Jane Bickford, Chairman of the Library Board of Directors and Lynn Rosato, Library Director, presented the Fiscal Year 2013-2014 budget request. With the construction and anticipated finish by July, the new section of the library will have to be staffed and furnished. They are looking to expand staffing with part-time staff, they are requesting funding for 5 new staff members. These positions are approximately 17 ½ hours each. They do not feel that the new areas can be staffed with volunteers. The Library Board of Directors is reviewing options for the renting out of the meeting rooms. A 3% COLA increase for all staff is being requested (4 ½ years without a salary adjustment). They noted that usage of the library continues to grow.

As there was no further business on tonight's agenda, William Kingston made a motion, which was seconded by Patricia Smithwick, to adjourn the meeting at 11:00 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

Wendy Smith, Recording Secretary