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

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TOWN OF BETHEL
TOWN CLERK

MINUTES OF SPECIAL MEETING

Thursday, February 17, 2011
7:00 p.m.
CJH Municipal Center – Meeting Room "A"

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

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

FY 2011-2012 Department Budget Presentations

130 Town Clerk FY 2011-2012 Request $211,630

Town Clerk Lisa Bergh presented the Town Clerk's Office FY 2011-2012 budget request. Ms. Bergh presented a hand-out on revenues collected in their office; of the $638,294.60 collected in 2010, $155,213 went to the State. She noted initiatives which would allow residents, title searchers, etc. to have web access to land records that are at no cost to the town. She offered that it appears that the lis pendens of 125 in 2010 are slowing down; there were 161 in 2009.

140 Assessor FY 2011-2012 Request $194,754

Assessor Ann Marie Heering presented the Assessor's Office FY 2011-2012 budget request. She noted that again this year, she is requesting that the part-time position be increased to full-time. Currently, the part-time person is working full-time. She discussed the history of the two previous part-time clerks, both of whom, after being trained, left to take full-time positions in other municipalities. Mrs. Heering noted that

the training involved is a very lengthy process. It was pointed out that while she did have the added staff, she was able to focus on personal property audits and netted an increase of $56,000. First Selectman Knickerbocker noted that with increased staffing, he believes that there will be an increase in revenues. She advised of the completion of a 3 year project to resolve alignment issues with GIS mapping so maps are compatible with other departments.

150 Tax Collector FY 2011-2012 Request $191,536

Tax Collector Ann Scacco presented the Tax Collector's FY 2011-2012 budget request. She noted that she was able to keep her budget request the same as there is no postage increase proposed. Selectman Straiton questioned the dues and education account. She spoke to the importance of attending training sessions to stay current with the laws and to the importance of funding the off-site backup.

200 Social Services FY 2011-2012 Request $60,667

Social Services Director Kathleen Gillen presented the Social Service's budget FY 2011-2012 budget request. She provided a breakdown of the disbursement of the emergency funds, into 6 different categories including Utilities, Target, Partial Rent Payment, Car Repair, Bus Passes and Food Pantry. Last year, the Eviction & Storage account was reduced to $1,000; she is requesting reinstatement to $2,000. This cost, what ever it is, is a cost borne solely by the municipalities and that is based upon the number evictions and its respective storage needs.

250 Planning & Zoning FY 2011-2012 Request $207,082

Town Planner Steven Palmer presented the Planning & Zoning FY 2011-2012 budget request. He noted that Bethel did fairly well with housing starts, due mainly to the Toll Brothers projects. He spoke to the review of the potential parking improvements along School Street. This comprehensive study will take approximately 6 weeks and will be important as it will be beneficial in the decision making regarding the old town hall and the parking needs of the Library as well as other downtown establishments. Their last fee increase was in 2004, Mr. Palmer offered that their fees are reasonable and fall into the normal average with other municipalities.

330 Registrar of Voters FY 2011-2012 Request $86,686

Registrar of Voters Mary Legnard and Mary O'Leary presented the Registrar of Voters FY 2011-2012 budget request. They have budgeted for 3 machine votes for the municipal

election, one additional referendum and state primary. They noted an increase cost for mandated maintenance to tabulators and office expenses.

350 Health Department FY 2011-2012 Request $267,142

Director of Health, Laura Vasile presented the FY 2011-2012 Health Department budget request. Ms. Vasile advised that while predominately, her budget request is the same; she has requested reinstatement of the funding reduced in the current budget to allow for adequately providing the health services required by the community. The last fee increase was done over ten years ago. A proposed fee increase several years ago did not materialize.

A five minute break was taken. The meeting resumed at 8:25 p.m.

405 Intra Government (VNA) FY 2011-2012 Request $375,463
FY 2011-2012 VNA portion $ 20,000

Judith Malin, Bethel Visiting Nurse Association Director presented the VNA FY 2011-2012 budget request. The VNA serves approximately 200 residents and continues to provide flu shot and blood pressure clinics. They have moved into their new location.

100 Selectmen FY 2011-2012 Request $192,924

First Selectman Knickerbocker presented the FY 2011-2012 Selectmen's Office budget request. He noted no changes other than a correction to the apportioned salary for the Office Administrator. A portion of her salary is charged off to the Economic Development Commission account.

110 Treasurer FY 2011-2012 Request $6,750

Comptroller Robert Kozlowski presented the FY 2011-2012 Treasurer's Office budget request. He noted no change to this account.

120 Finance FY 2011-2012 Request $369,965

Comptroller Robert Kozlowski presented the FY 2011-2012 Finance budget request. He noted the cost of printing the annual report decreased and the auditing fee increased.

160 Legal FY 2011-2012 Request $212,680

Comptroller Robert Kozlowski presented the FY 2011-2012 Legal budget request. He noted an increase to the Litigation account as this account is historically under budgeted. He pointed out that several of the bargaining units contracts have or will expire. Funding for Labor Counsel is included in this account.

190 Data Processing FY 2011-2012 Request $151,654

Comptroller Robert Kozlowski and First Selectman Knickerbocker presented the FY 2011-2012 Data Processing budget request; both spoke to the problems that the IT system has experienced over the past year. There have been several, near fatal crashes, as well as server and switch failures. The Town no longer has the IT consultant but has hired an IT Technician and is supervised by the Board of Education IT manager. A total review of the system is underway to assure that it is up to date, secure and properly licensed.

As there was no further business on tonight's agenda, First Selectman Knickerbocker made a motion, which was seconded by Selectman Szatkowski, to adjourn the meeting at 8:55 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

Wendy Smith

Wendy Smith, Recording Secretary